



Date: December 4, 2017

**APPEAL OF THE STREET USE TEAM'S DECISION TO DENY A STREET USE
PERMIT TO KEVIN BOURKE - THE IOWA SPORTS FOUNDATION FOR THE DAM
IOWA RACE ½ MARATHON AND 5K ON JUNE 1, 2019**

WHEREAS, Kevin Bourke, representing the Iowa Sports Foundation d/b/a Iowa Games has filed a timely appeal of the decision of the Street Use Team to deny his application for a street use permit for a 5K and ½ Marathon Race on June 1, 2019; and

WHEREAS, the application was denied because the Street Use Team already had another prior application from RipRoar Events LLC on file for the same date and time and which would follow essentially the same route; and

WHEREAS, the appeal comes before City Council pursuant to Municipal Code section 102-1133 and effectively puts both applications at issue for the Council to decide in their discretion which application should be approved for the running event proposed for June 1, 2019; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa:
(choose one of the two alternatives) (Council Communication No. 17-814)

_____ Alternative One: (approves permit for Kevin Bourke - Iowa Sports Foundation) That the street use team's decision to deny the application of Kevin Bourke – Iowa Sports Foundation for a street use permit for the running event to take place on June 1, 2019 be reversed and that the street use team's approval for RipRoar Events LLC also be reversed and the street use team is directed to process the application of Kevin Bourke – Iowa Sports Foundation for approval and issuance the street use permit.

SO MOVED BY _____.

_____ Alternative Two: (denies permit for Kevin Bourke – Iowa Sports Foundation) That the street use team's decision to deny the application of Kevin Bourke – Iowa Sports Foundation for a street us permit be affirmed.

SO MOVED BY _____.




Roll Call Number

Agenda Item Number

51

Date: December 4, 2017

FORM APPROVED:


Douglas P. Philip
Assistant City Attorney

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MOORE				
WESTERGAARD				
TOTAL				
MOTION CARRIED	APPROVED			

Mayor

City Clerk

STREET USE/DAM TO DAM EVENT TIMELINE

- On September 18, 2017, the Dam to Dam Committee announced that the 2018 Dam to Dam running event would be their last (email and press release attached)
- After the announcement, Michael Zimmerman from Rip Roar Events submitted and paid for an application for a running event on June 1, 2019 to essentially use the same weekend date and times as the previous Dam to Dam events.
- Approximately two hours later, Kevin Bourke with the Iowa Sports Foundation dropped off an application and check to the Municipal Services Center. Kandi Reindl-Sullivan who usually accepts these applications was out of the office so the front office staff took the application and check for her. Kandi contacted Kevin the next day to let him know that she had already received an application for this same date, time and essentially the same route, but that no determination could be made until she spoke with Legal and until the street use team met to review the first application.
- The street use team met with Michael Zimmerman on September 27th at their regularly scheduled monthly meeting to review Rip Roar Event's application and approved his application.
- On October 18th, the street use team, via email, reviewed the application from Iowa Sports Foundation and denied the permit due to the fact they had already approved an application for the same date and time as Rip Roar's application.
- Kevin Bourke of the Iowa Sports Foundation was informed on October 27th via email that the street use team had denied his application due to the fact that they had already approved an earlier application for the same, date, time, similar route and quoted the section of the ordinance as to the reasons why. It was also explained to Kevin that he had 30 days to appeal the street use team's decision.
- The City Clerk's Office received an appeal from Kevin Bourke/Iowa Sports Foundation on November 20th and his appeal was placed on the December 4th City Council agenda.

Contact Information

Joe Kobes	Founder	240-3668	joekobes@gmail.com
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Kurt Schaeffer Race Director	988-3452	Schaeffer.Kurt@principal.com
Cal Murdock Asst. Race Director	274-5379	Calmurdock@earthlink.net

In the late 1970s area runners went to major races all over the US and returned with the idea of having a great race in Des Moines, Iowa. Dam to Dam started in 1980 on the newly created Saylorville Dam and finished in downtown Des Moines.

The race attracted a few hundred runners that first year but soon became known as Iowa's Distance Classic and the largest 20 kilometer race in the US. Today Dam to Dam has over 10,000 runners (in all races) with an equal number of spectators. Almost 200,000 runners have participated in Dam to Dam in its 38 year history.

Next year, June 2, 2018 will be the last Dam to Dam. The race is honored to part of the renaissance of downtown Des Moines. During the 1980s, the race could have picked almost any date to have a major event downtown since there were so few activities in the heart of the city. Today there are multiple events almost every weekend and negotiating the growing city can be a challenge.

Dam to Dam will be remembered as a great community event and one of the best distance races in the Midwest. The race has always been organized by volunteers, including organizer's entire families helping out on race weekend, having low entry fees and having been honored as a premier community event. If size is an indication of a race's quality and success, then Dam to Dam was an unqualified success, becoming one of the largest races in the country. Dam to Dam remains as popular as ever and plans to retire in style!

The race committee has decided that the race should end as it began, as a 20K finishing at Nollen Plaza (now Cowles Commons). The race has a reputation of having a large, festive post-race party, with participants and spectators alike invited to celebrate the accomplishments of the runners. The last dam party will be even more festive as we celebrate the end of an era in Iowa road racing.

We hope Des Moines and Iowa celebrates the 39th and last Dam to Dam on June 2, 2018.

Rauh, Diane I.

Subject:

Dam to Dam's Last Running Event June 2, 2018

From: Schaeffer, Kurt [<mailto:Schaeffer.Kurt@principal.com>]

Sent: Monday, September 18, 2017 2:48 PM

To: Reindl, Kandi P. <KPreindl@dmgov.org>; Garrett, Mark G. <MGGarrett@dmgov.org>

Cc: triley@ncmic.com

Subject: Dam to Dam's Last Running Event June 2, 2018

Kandi and Mark,

I wanted to let you know Dam to Dam announced this afternoon that our 39th running event on June 2, 2018 will be our last. We have appreciated the support you have provided through the years to help make Dam to Dam a successful running event. Attached is a copy of the press release and Tom, Cal and I look forward to coordinating with you our final event.

Kurt

Rauh, Diane I.

From: Reindl, Kandi P. <KPreindl@dmgov.org>
Sent: Friday, October 27, 2017 9:14 AM
To: Kevin Bourke
Cc: Philip, Doug P.; Baumgartner, Laura L.
Subject: Dam Iowa Race

Kevin – The street use team has reviewed your application for the Dam Iowa Race on June 1, 2019. According to our ordinance, Section 102.1130, criteria and standards in reviewing street use permit applications include:

- (5) Whether another street use permit has already been granted for substantially the same time and location
- (6) Whether the size or time of the event would requires so great a diversion of the city police department as to prevent normal police protection of the city or to prevent adequate police protection at another previously scheduled city-wide event
- (8) Whether city personnel necessary to regulate and monitor the event can be made reasonably available

Consistent with the language in the ordinance detailed above, because we already have another street use permit application on file for the same date and location, your application has been denied. As I mentioned to you over the phone, you can appeal the street use team's decision to the City Council within 30 days by contacting our City Clerk's Office. Please feel free to contact me with any questions or concerns. Thanks!

Kandi Reindl-Sullivan, C.P.M.
Assistant to the City Manager/Special Events Coordinator
Richard A. Clark Municipal Services Center
1551 E. MLK, Jr. Parkway
Des Moines, IA 50317
(515) 283-4758





CITY OF DES MOINES
NON-RESIDENTIAL EVENT
STREET USE PERMIT APPLICATION AND AGREEMENT

Event Date June 1, 2019

Complete and submit this form to the Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA 50317, 90 Days prior to the event, along with:

- \$250 non-refundable application fee
- \$100 non-refundable late fee if application is submitted less than 30 days prior to event OR
- \$75 non-refundable late fee if application is submitted less than 45 days prior to event OR
- \$50 non-refundable late fee if application is submitted less than 90 days prior to event
- Diagram of the area or route
- Certificate of Insurance (parades are exempt)
- Petition from abutting property owners may be required 15 days after application is submitted (parades and times/athletic events that last less than 1 hours are exempt)

Event Details

Name of Event: Dan Iowa Race
Purpose: Road Race - Half Marathon and 5K
Description: Road Race
(festival, fund raiser, fun run, carnival, company party, etc.)

Is this a first time Street Use Permit? ☐ Yes ☒ No

Sponsor/Applicant

Name Kevin Bourke - Iowa Sports Foundation
Address 1421 A. Bell Ave #104
City Amer State IA Zip Code 50010
Daytime Phone 515-292-3251 Fax _____ Cell Phone _____
E-mail: KEVIN.BOURKE@IOWASPORTSFUNDATION.ORG
Website: IOWAGAMES.ORG

Alternate Contact Person

Name _____
Address _____
City _____ State _____ Zip Code _____
Daytime Phone _____ Fax _____ Cell Phone _____
E-mail: _____
Website: _____

9-18-19- paid \$250.00 ck #3812
JON

9. Date(s) and time(s) needed for Street Closure (including set-up and tear down)*:

	Date	Times
1	May 31, 2019	6 PM - 10 AM
2	June 1, 2019	5 AM - Noon
3		
4		

*The petition is not required for a barricaded Street Closure that lasts less than 1 hour.

10. Date(s) and Time(s) of Actual Event:

	Date	Times
1	June 1, 2019	7 AM - 10:15 AM
2		
3		
4		

11. Expected overall attendance at event: 10,000

12. Maximum attendance at any given time: 10,000

SUPPLEMENTAL EXPLANATIONS FOR STREET USE APPLICATION

Name of Event: Des Moines Race

Event Date: June 1, 2019

#	EXPLANATION (for anything marked Yes on Page 6)
1	
2	
3	
4	Post Race refreshments
5	
6	At Finish
7	With hire trash removal
8	Weighted tents
9	
10	
11	Participants may use
12	
13	
14	Yes
15	Yes
16	Low grass
17	Yes
18	
19	
20	Yes
21	
22	Staging for post race party
23	Yes for PA
24	Yes
25	Yes
26	Yes \$25-\$60/runner
27	
28	
29	
30	Yes

SIGNATURE PAGE

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City's Street Use Team.

Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

****No Street Use Permit will be issued to event sponsors or for events that have an outstanding balance with the City of Des Moines****

Signature of Applicant: _____

Date: 9-18-17

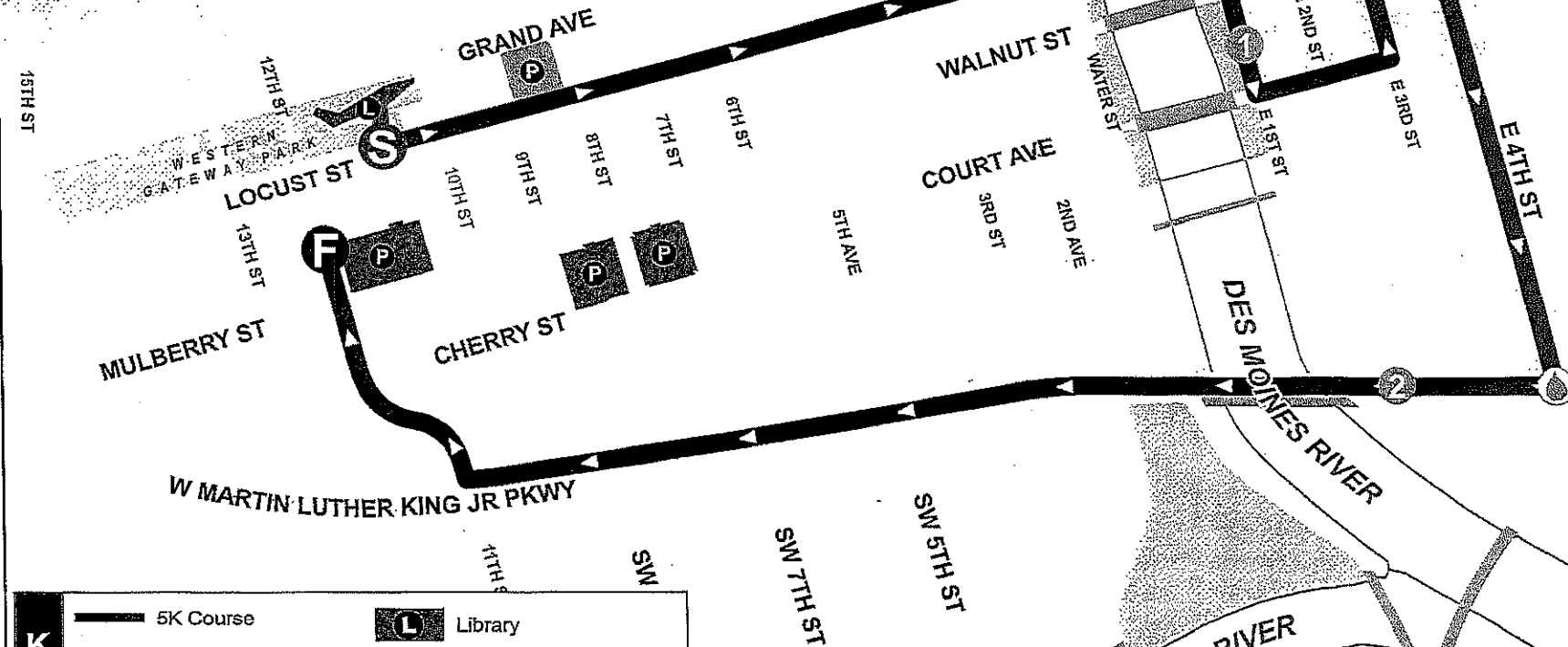
Revised 5/2016

CITY MANAGER'S OFFICE ONLY			
Date _____	Ck# <u>3812</u>	Receipt# <u>24187</u>	Amt Paid <u>\$250.00</u>

Downtown & 5K Course

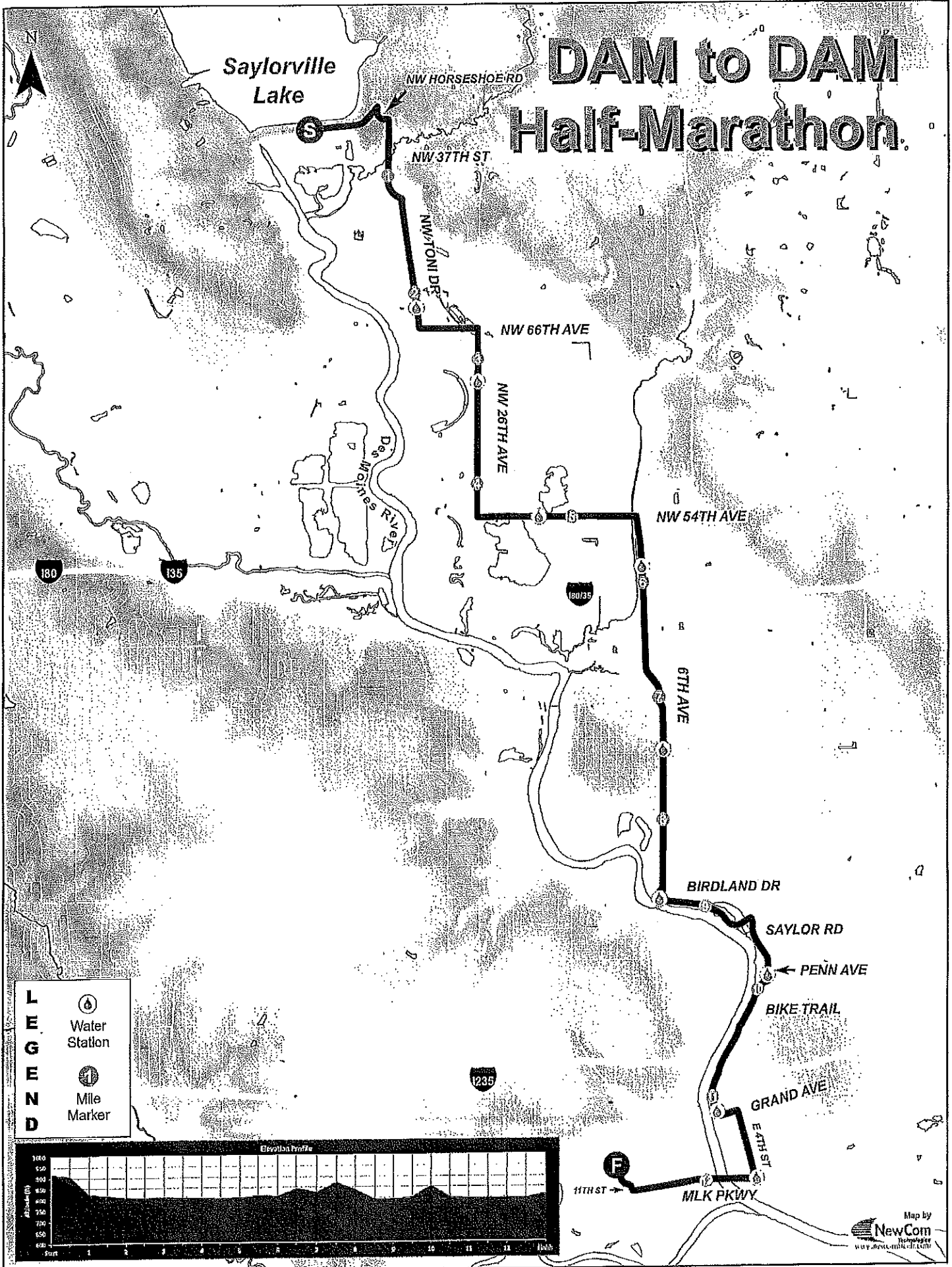
Packet Pick up at Community Choice
Credit Union Convention Center
833 5th Avenue

5K merges with
Half-Marathon
course



KEY		5K Course		Library
		Half-Marathon Course		Half-Marathon Preferred Parking Ramp
		Water Station		5K Preferred Parking Ramp
		Mile Marker		

DAM to DAM Half-Marathon.





CITY OF DES MOINES
NON-RESIDENTIAL EVENT

Event Date June 1, 2019

CITY OF DES MOINES

Complete and submit to:
Parkway, Des Moines

- \$250 n
- \$100 n
- \$75 no
- \$50 no
- Diagram
- Certificate
- Petitioner times/s

IOWA SPORTS FOUNDATION
DBA IOWA GAMES

1421 S BELL AVE STE 104
AMES, IA 50010-7710

3812

33-64/730
923

9-18-17

Date

Pay to the
Order of

City of Des Moines

\$ 250.00

Two hundred fifty 00/100

Dollars



Bankers Trust.

Des Moines, Iowa 50309
www.bankerstrust.com

For

Dam Iowa Race

Kevin Bourke

⑆073000642⑆ 46375⑈

3812

EVENT DETAILS

Name of Event:

Dam Iowa Race AKA Dam to Dam

Purpose:

Road Race - Half Marathon and 5K

Description:

Road Race

(festival, fund raiser, fun run, carnival, company party, etc.)

Is this a first time Street Use Permit?

☐ Yes

☒ No

Sponsor/Applicant

Name

Kevin Bourke - Iowa Sports Foundation

Address

1421 A. Bell Ave #104

City

Ames

State

IA

Zip Code

50010

Daytime Phone

515-292-3251

Fax

Cell Phone

E-mail:

KEVIN.BOURKE@IOWASPORTSFUNDATION.ORG

Website:

IOWAGAMES.ORG

Alternate Contact Person

Name

Address

City

State

Zip Code

Daytime Phone

Fax

Cell Phone

E-mail:

Website:

9-18-19- paid \$250.00 ck #3812
JON

1. Is this a Timed/Athletic Event? ☒ Yes ☐ No

(If yes, answer questions 2, 3, and 6; then proceed to question 8)

2. Event Date: JUNE 1, 2019 Times: 7:00 AM - 10:15 AM

3. Number of Participants: 10,000

4. Is this a Parade? ☐ Yes ☒ No

5. Event Date: _____ Times: _____

6. Specific turn-by-turn route to be traveled, including start and finish (application will not be processed without a detailed diagram)

See attached maps

7. Number of:

a. Participating Pedestrians (e.g. number of marching band members) _____

b. Cars _____ Motorcycles _____ Trucks _____ Bicycles _____ Floats _____

c. Animals _____ Domestic (Household Pets) _____ Non-Domestic _____

8. Street(s) to be barricaded:

	Street	From (Street)	To (Street)
1	<i>See attached Maps</i>		
2			
3			
4			

9. Date(s) and time(s) needed for Street Closure (including set-up and tear down)*:

	Date	Times
1	May 31, 2019	6 PM - 11 AM
2	June 1, 2019	5 AM - Noon
3		
4		

Finnish Area

*The petition is not required for a barricaded Street Closure that lasts less than 1 hour.

10. Date(s) and Time(s) of Actual Event:

	Date	Times
1	June 1, 2019	7 AM - 10:15 AM
2		
3		
4		

11. Expected overall attendance at event: 10,000

12. Maximum attendance at any given time: 10,000

SUPPLEMENTAL QUESTIONS FOR STREET USE APPLICATION

(If marked YES, must provide additional explanation on Page 7)

Name of Event: Dan Iowa Race

Event Date: June 1, 2019

#	Additional Information MUST be provided if any "YES" Answers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1	Will you have any fireworks or pyrotechnics? (If yes, a permit is required)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Will you be selling food and/or non-alcoholic beverages?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3	Will alcohol be sold in conjunction with your event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you be serving wine/beer at no cost to the event attendees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will you or your vendors use temporary LP tanks for cooking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	Will you have any amplified sound? PERMITTED DURING THESE HOURS WITH PERMIT 10 AM – 10 PM (Residential Areas) 9 AM – 10 PM Sun – Thurs (Commercial or Mixed Districts) 9 AM – 12:30 AM Fri and Sat (Downtown Districts and Simon Estes) 9 AM – 11 PM Sun – Thurs (Downtown Districts and Simon Estes) (Minimum of 45 days lead time required for any other hours)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7	Will you hire someone to pick-up trash and/or sweep the street? (Provide contact name & phone #)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will you have tents or canopies? (If Yes, provide types of anchors used) Tents or Canopies exceeding 700 square-feet without sides require a tent permit. Tents or Canopies exceeding 400 square-feet with sides require a tent permit.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will you have vendors selling t-shirts, mugs, glow sticks, etc.?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
10	Will you be painting on the street (finish line, arrows, etc.)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11	Will you be using any other City property (parking lots/ramps, skywalks, sidewalks, parks, trails, levees, riverbanks, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Will you be using Cowles Commons?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will you be using any State of Iowa Property (Capitol grounds, etc.)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
14	Will you rent Simon Estes Amphitheater for your event so other events do not conflict with yours?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will you be hanging any banners or large signs (Fire Department clearance is 13'6")?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Will you be posting signs along your designated route (Signs may not be attached to trees)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will portable toilets be used for your event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Do any streets need repair or low hanging branches removed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
19	Will you provide handicapped parking/seating?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
20	Will you provide EMS/EMT service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
21	Will a raffle be held during your event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
22	Will you erect any stages or structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
23	Will you use any generators?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
24	Will you block any DART bus routes during their normal hours of operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25	Will you have liability insurance for this event? (If yes, DO NOT name the City as an additional insured.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
26	Will you charge admission? (If yes, provide rates.) <u>\$25-\$60</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
27	Have you notified businesses/residents in the affected area? (Approval petition may be required – see Page 11.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28	Will you request that any parking meters be hooded? Please provide meter numbers (The city may require meter be hooded).	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
29	Will you cross train tracks?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
30	Will a bike valet be provided? (Required if participants exceed 2,000.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

SUPPLEMENTAL EXPLANATIONS FOR STREET USE APPLICATION

Name of Event: Des Moines Race

Event Date: June 1, 2019

#	EXPLANATION (for anything marked Yes on Page 6)
1	
2	
3	
4	Post Race refreshment
5	
6	At Finish
7	Will hire trash removal
8	Weighted tents
9	
10	
11	Participants may use
12	
13	
14	Yes
15	Yes
16	Trim grass
17	Yes
18	
19	
20	Yes
21	
22	Stopping for post race party
23	Yes for PA
24	Yes
25	Yes
26	Yes \$25-\$60/runner
27	
28	
29	
30	Yes

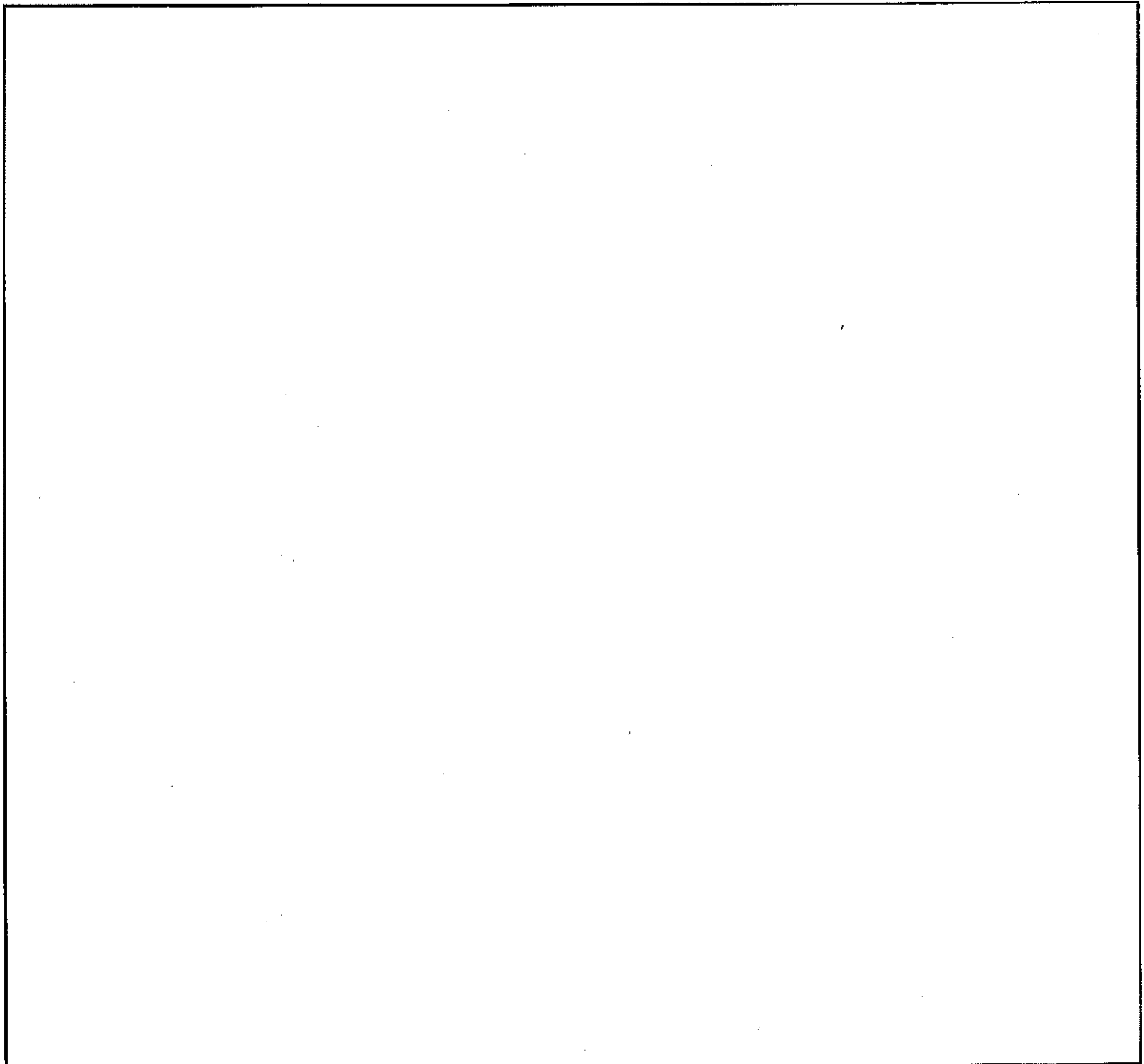
MAP OF THE EVENT SITE

A detailed map of the event site MUST be drawn or an attachment included. The following must be identified and labeled (Do not use color to identify these, as it will not photo copy.)

Name of Event: Des Moines Race

Event Date: June 1, 2019

- | | | |
|--|---------------------------|-----------------------------------|
| 1. The site of the event (label streets, etc.) | 4. First Aid Facilities | 7. Alcohol Serving/Consuming Area |
| 2. Routes for races, parades, etc. | 5. Restroom Facilities | 8. Barricades (if known) |
| 3. Fencing | 6. Canopies, tents, signs | 9. Show 20' Clear Fire Lane |



SIGNATURE PAGE

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City's Street Use Team.

Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

****No Street Use Permit will be issued to event sponsors or for events that have an outstanding balance with the City of Des Moines****

Signature of Applicant:  Date: 9-18-17

Revised 5/2016

CITY MANAGER'S OFFICE ONLY			
Date _____	Ck# _____	Receipt# _____	Amt Paid _____

51

Schedule of Fees for Street Use Events

*Fees Subject to Change

	FEE	AMOUNT
1.	Non-Residential Street Use Event Application Fee	\$250
2.	Non-Residential Street Use Event Application – LATE FEE	\$100 if submitted less than 30 days prior to Event OR \$75 if submitted less than 45 days prior to Event OR \$50 if submitted less than 60 days prior to Event
3.	Basic Residential Street Use Application Fee	\$25 One block, less than 6 hours and over before sunset, includes required barricades and signs
4.	Residential Street Use Application Fee	\$10 More than one block, more than 6 hours or after sunset (Plus the cost of barricades/signs, etc.)
5.	Basic Residential Street Use Application – LATE FEE	\$10 if submitted fewer than 14 days prior to Event OR \$5 if submitted between 14 and 30 days prior to event
6.	Residential or Commercial Event Application Fee, if sponsored by a recognized neighborhood association	\$10 (plus the cost of barricades/signs, etc.)
7.	Police Costs	The first \$250 costs per non-residential permit, provided at no charge, per permit – remainder to be paid by the event sponsor
8.	Barricades (City can provide a maximum of 20 barricades)	\$5 each Delivered and picked up by the City – set up by event sponsor/personnel Events may be required to obtain barricades from a private source.
9.	Parking Meter Hoods	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
10.	Daily Meter Charge	\$4 - \$11 per day (varies by location)
11.	Special Parking Permit	\$25 + "daily meter charge"
12.	"No Parking" Signs	\$1 each + labor cost (\$30 for first block and \$5 for each additional block)
13.	"Road Closed" Cardboard Signs (attaches to City barricades)	\$5 for all required
14.	Traffic Blinkers	\$5 each
15.	Amplified Sound Permit	\$40 per day 10 AM – 10 PM Residential 9 AM – 10 PM Sun – Thurs (Commercial or Mixed District) 9 AM – 12:30 AM Fri and Sat (Downtown & Simon Estes) 9 AM – 11 PM Sun – Thurs (Downtown & Simon Estes) (up to 45 days required if other than these hours)
16.	EMS Service	\$32 - \$52 per hour (varies) Contact Tony Sposeto for more details at (151) 283-4172 or tdsposeto@dmgov.org
17.	Tents/Canopies	\$100 for each greater than 700 square foot without sides or greater than 400 square feet with sides. Call DMPFD Fire Prevention Bureau for more details at (515)283-4242.
18.	Fireworks/Pyrotechnics	\$200 for application, returned at least 14 days in advance. Call the DMFD Fire Prevention Bureau for more details at 283-4242

INSTRUCTIONS FOR SIGNATURE PETITION

1. A petition must be submitted for all barricaded Street Closure Events lasting more than 1 hour, (excludes residential block parties).
2. The petition must include a complete list of all businesses/residences abutting the proposed street(s) and must indicate their approval or disapproval of the event and if their business is open during the proposed closure. This includes businesses who do not abut the street, but who are within other structures abutting the street.
3. The petition must be signed by the property owner/manager/responsible party. Apartment/condominium residents will be represented by the building manager/homeowner association.
4. Any petitions received with not more than 60% approval will be forwarded to the City Council for approval/denial.
5. The Street Use Team may verify signatures as it deems necessary.
6. If additional signatures are required, please print multiple copies of the petition.
7. Complete petition and send to the Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA 50317; **no later than 20 days prior** to the event date.

ATTACHMENT 1 AMUSEMENT RIDES AND INFLATABLES

Amusement Rides and Inflatables will only be permitted on City property when the use of City property is allowed under the issuance of a City permit or license. The following conditions shall be required but are not intended to be definitive in scope nor as a replacement of or substitute for any industry standards or manufacturer's instructions regarding the proper use and operation of such devices.

1. **NO USE OF PERSONAL AMUSEMENT RIDES OR INFLATABLES WILL BE ALLOWED ON CITY PROPERTY.** Only Amusement Rides or Inflatables provided by an amusement device operator possessing a current permit issued by Iowa Workforce Development - Division of Labor Services - Amusements will be allowed. The permittee/applicant must show evidence of such Division of Labor Services permit, if requested by the City.
2. The permittee/applicant shall assure that each ride or inflatable has a current Division of Labor Services - Amusements inspection tag attached to it or other State of Iowa documentation demonstrating that it has been inspected within the twelve-month period preceding the date of the City permit.
3. The amusement device operator must set-up the ride or inflatable, monitor and supervise its operation and use, and disassemble the ride or inflatable at the end of the permitted use.
4. The permittee/applicant shall affirm to the permittee/applicant's satisfaction that the amusement device operator's personnel are adequately trained, in accordance with the ride or inflatable's manufacturer's instructions as well as to take all necessary and reasonable safety measures that may be required.
5. The permittee/applicant shall ensure that the amusement device operator's insurance, as required by Workforce Development – Division of Labor – Amusements, is current. DO NOT SUBMIT to the City.
6. The permittee/applicant shall be responsible for ensuring that the amusement device operator discontinues operation and use of the ride or inflatable in the event of gusty winds or rain or any other inclement weather conditions that may merit such action, as determined by the amusement device operator or permittee/applicant or as recommended by the device manufacturer.
7. At a minimum, operation of any Amusement Ride or Inflatable will be classified as a Moderate Hazard and the permittee/applicant shall purchase and maintain insurance in the name of the permittee/applicant in accordance with the requirements of this Special Events policy. SUBMIT Certificate of Insurance to the City.

The permittee/applicant will be solely responsible for ensuring that the above conditions for use of an Amusement Ride or Inflatable are complied with when such devices are used in conjunction with a permitted use of City property.

CITY OF DES MOINES PETITION FOR STREET USE PERMIT

We, the undersigned business owners/residents of the _____ block of _____ Street (as diagramed on the attached map) in the City of Des Moines, have

been notified of the request from (Sponsor/Applicant) _____ to close the street between the hours

of _____ and _____ on (day) _____, (date) _____, 20____ for the purpose of _____ and do hereby agree/disagree with this request.

*****PLEASE PRINT ALL INFORMATION*****

[illegible]

I, _____ am personally acquainted with all persons who have signed the foregoing petition and know them to be business owners/residents over eighteen (18) years old of the area proposed to be closed. I further certify that the foregoing petition contains all names of the business owners/residents of abutting area.

Signature of Circulator

NON-RESIDENTIAL

STREET USE PERMITS

TRAFFIC CONTROL CHANGES

FAQ'S

New for 2016

1. If traffic control barricades are required for your event, you must fill out a "Street Closure and Traffic Control for Non-Residential Event" form.
 - Must be submitted with packet. Packet not considered complete until form is filled out and provided.
2. The number of barricades provided by Des Moines Public Works for an event is limited to 20 maximum.
3. Police officers will no longer be moving barricades into place.
 - Event will need to have additional volunteers for this.
4. It's preferred that all events have a certified barricade provider to supervise the setup and tear down of barricades for the event.

Coming in 2017

1. All events will be required to have a certified barricade provider to supervise the setup and tear down of barricades for the event.
2. Event organizers will be responsible for creation of traffic control plan. This plan can be prepared by certified barricade provider, event personnel, or City staff.

If prepared by City staff, the fees will be as follows:

Fixed Closure

1-2 Street Blocks \$50
>2-5 Street Blocks \$100
>5 Street Blocks \$150

Moving Closure

Race/Parade \$300

Note, a traffic control barricade plan review fee of \$50 will be required for city staff's review of plans prepared by certified barricade provider or event personnel.

CITY OF DES MOINES
NON-RESIDENTIAL EVENT
Procedures for a Non-Residential Event Closure

APPLY

- Contact Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA, 50317, at 515-283-4758, or on the City website at www.dmgov.org – under Quick Links – Permit and Licenses PDF Forms/Street Use.

SUBMIT

- Completed application, a diagram of requested closure(s) and required nonrefundable application fee of \$250.00 at least 90 days before event to City Manager's Office.
- Applications received less than ninety days prior to event may be denied and are subject to a nonrefundable late fee of:
 - \$100.00 if submitted less than 30 days prior to event, or
 - \$75.00 if submitted less than 45 days prior to event, or
 - \$50.00 if submitted less than 90 days prior to event
- Payment may be made by check payable to the City of Des Moines or by Visa/Master Card or cash at City Hall.
- Events sponsored by a recognized neighborhood association submit a \$10.00 application fee.

NOTICE

- A petition, signifying approval/disapproval of the street closure must be signed by all-business/residents, including businesses within structure, abutting the proposed street, and be submitted to the City Manager's Office for approval by the Street Use Team for any barricades street closure events **lasting more than one hour**. The petition must be approved by more than 60% of the affected businesses/residences. All applications with signature petitions containing less than the required percentage will be referred to City Council for consideration.
- The Street Use Team may verify the completed petition.
- All Time/Athletic Event and Parade sponsors/organizers will be required to notify affected properties. The Street Use Team will require information on how this notification was done, and make a recommendation on the adequacy.

**STREET USE
MEETING**

- The Street Use Team may require applicants to attend a Street Use Team meeting as soon as possible to discuss the details of the event.
- Meetings are scheduled by the Special Events Coordinator (515-283-4758).
- Staff will ascertain if special services are required.
- Police assistance, sanitation requirement (dumpster, porta-potties), equipment, barricades and amplification are typical.

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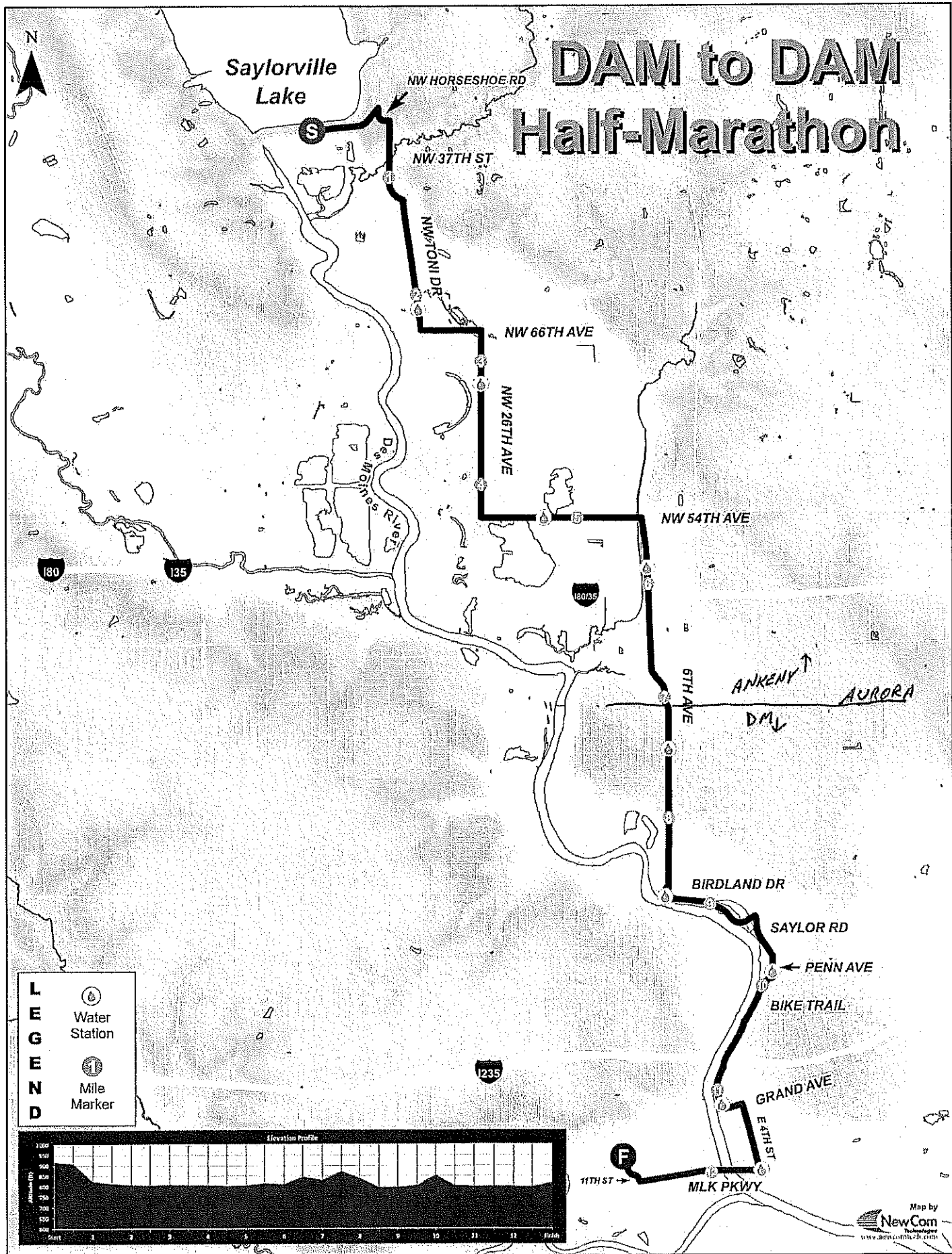
INSURANCE

- Applicants must meet the insurance requirements determined by the City.
- The certificate of insurance must be submitted no later than two weeks before date of permit.
- City of Des Moines is NOT an additional insured, but is a certificate holder.
- Contact the City Manager's Office for insurance questions.
- Special Events Risk Hazard Category Matrix is shown below and includes examples of the type of events that fall into each Risk Hazard Category.

TYPE OF EVENT	RISK HAZARD CATEGORY				
	INSURANCE WAIVED	LOW HAZARD	MODERATE HAZARD	HIGH HAZARD	SPECIAL HAZARD
	ATTENDANCE				
	0 - 499	500 - 999	1,000 - 9,999	10,000 - 24,999	25,000 +
Family Gathering - Reunion (Incl. BYOB)	n/a	L			
Residential Block Party (Incl. BYOB)	n/a	L			
Indoor/Outdoor Meeting	n/a	L			
L Small Theatrical Performance	n/a	L			
O Auction	n/a	L			
W Small Social Gathering	n/a	L			
Bike Rides & Races	n/a	L			
Marathons, Walks & Fun Runs	n/a	n/a			
Any of the above selling or serving alcoholic beverages			M		
M Dance			M		
O Animal Show (see Special Events Policy for restrictions)			M		
D Political Rally			M		
E Flea Market			M		
R Marathons, Walks & Fun Runs			M		
A Family Oriented Concert			M		
T Recreational & Amateur Level Sporting Event			M		
E Amusement Rides and Inflatables			M		
H Marathons, Walks & Fun Runs				H	
I Circus				H	
G Carnival with rides				H	
H					
S Rock & Similar Type Concert					S
P Professional Sporting Event					S
E Collegiate Sporting Event					S
C Rodeo					S
I Vehicle Race (cars, motorcycles, etc.)					S
A Fireworks display (City Fireworks Permit required)					S
L Air Show					S
* No event selling or serving alcoholic beverages shall be classified as a Low Hazard Event					
**Bring Your Own Bottle (BYOB) events such as Residential Block Parties are not considered as selling or serving alcohol.					

APPROVAL & FOLLOW-UP

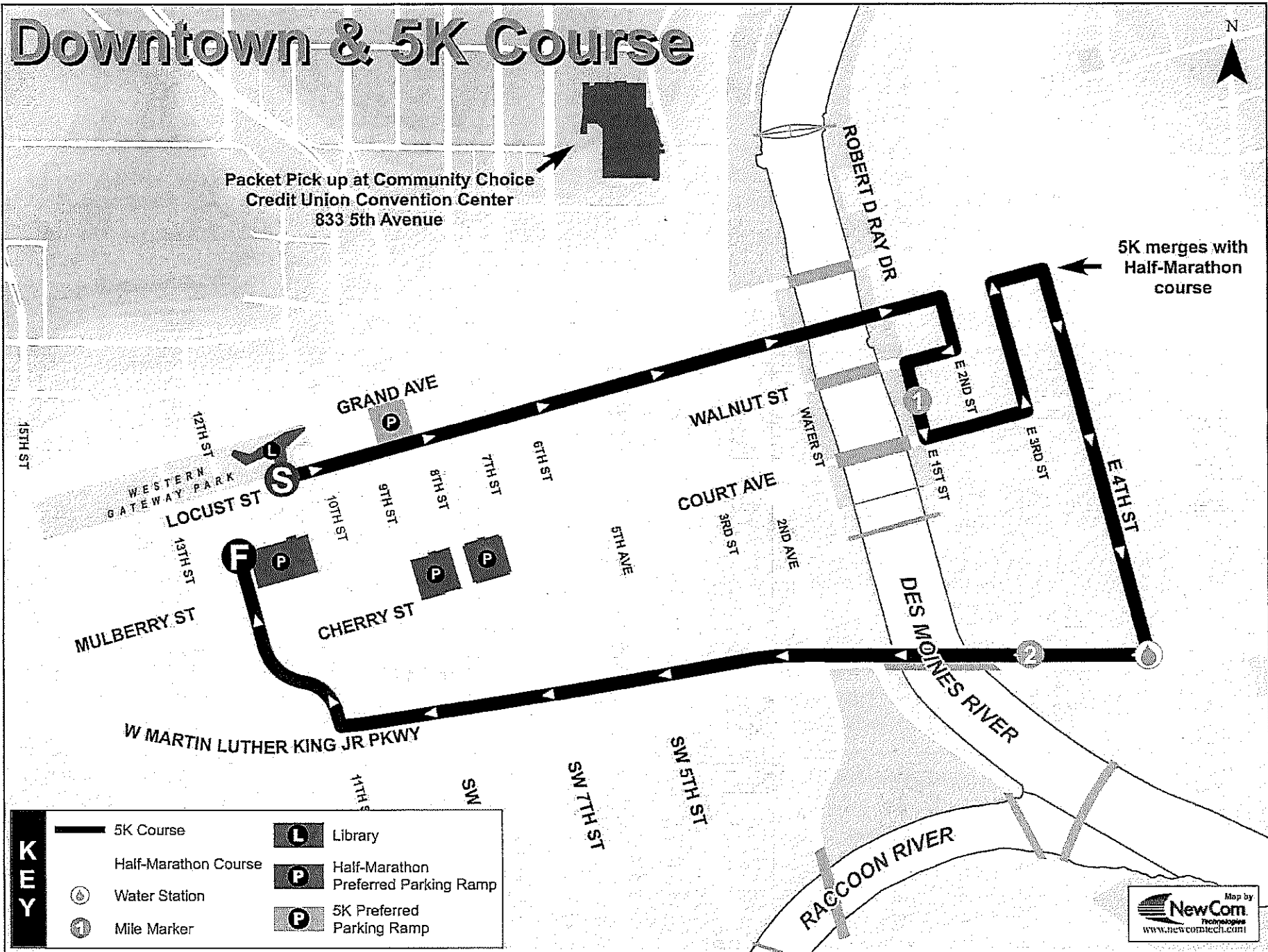
- The Street Use Team will review the date, size and nature of the event and whenever possible will give preliminary approval within 15 days of receipt of the application. The time between 30-75 days prior to the event will be used by the Team to give final approval. Event not fully approved within 30 days of the event are required to withdraw their application or attend a Street Use meeting to attempt to resolve the issues. Any applications that are denied or whose petitions are not adequate will have the opportunity to appeal to the City Council.



Downtown & 5K Course

Packet Pick up at Community Choice
Credit Union Convention Center
833 5th Avenue

5K merges with
Half-Marathon
course



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