



# GREENWAYS AND TRAILS EVENT RESERVATION REQUEST

For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## Section I – General Information

Please be advised that your event should not be advertised until final approval has been granted. Applications for events should be submitted to Roanoke Parks and Recreation no later than 90 days prior to the event. Incomplete applications and applications received with less than 90 days notice will not be considered.

### Instructions for Event Organizer(s)

- Complete and submit the application to 215 Church Avenue, SW, Room 303, Roanoke, VA 24011 or PLAYRoanoke@RoanokeVA.gov. For assistance, contact the Department at 540.853.2236.
- Paved greenway trail reservations are limited to two per month, per greenway. Exceptions may be made by the Director of Parks and Recreation.
- Complete and attach the Assembly Permit Application if the event expects in excess of 100 participants and/or spectators.
- Attach proof of liability insurance naming the City of Roanoke as an additional insured. Certificate Holder statement shall read the following: “City of Roanoke, its officers, agents, representatives, and employees”
- Attach documentation and approval from the Western Virginia Water Authority if the event involves use of the Carvins Cove Reservoir.
- Attach the Event Operations Plan, including a detailed budget and map, explaining exactly where the event will take place, locations for EMS and Communications, and what natural resources will be impacted, among other items as detailed below.
- Before the event, the Event Organizer will schedule with Parks and Recreation staff a tour of the proposed area to assess any and all natural resource impact and potential damage. After the event, the Event Organizer and Parks and Recreation staff will revisit the site to determine what mitigation will be required. The post-event tour must be scheduled by the Event Organizer no later than five (5) business days following the event’s conclusion. Failure to do so may prohibit future events.

## Section II – Fee Schedule

The following is a schedule of fees and charges associated with the proposed event:

### Natural Surface Trail

Fees for renting a natural surface trail for city residents and city non-profits are as follows:

- \$100.00 per trail mile, per day

Fees for renting a natural surface trail for non-city residents, non-city non-profits, and for profits are as follows:

- \$200.00 per trail mile, per day

### Paved Greenway Trail

Fees for renting a paved greenway trail for city residents and city non-profits for distances up to a 5K are as follows:

- \$500.00 per greenway trail, per day

Fees for renting a paved greenway trail for non-city residents, non-city non-profits, and for profits for distances up to a 5K are as follows:

- \$1,000.00 per greenway trail, per day

Fees for renting a paved greenway trail for city residents and city non-profits for distances up to a 10K are as follows:

- \$1,000.00 per greenway trail, per day

Fees for renting a paved greenway trail for non-city residents, non-city non-profits, and for profits for distances up to a 10K are as follows:

- \$2,000.00 per greenway trail, per day

Fees for renting a paved greenway trail for city residents and city non-profits for distances up to a marathon are as follows:

- \$2,000.00 per greenway trail, per day

Fees for renting a paved greenway trail for non-city residents, non-city non-profits, and for profits for distances up to a marathon are as follows:

- \$4,000.00 per greenway trail, per day

### Paved Greenway Trail – Roanoke River Greenway

Fees for renting the Roanoke River Greenway for city residents and city non-profits for distances up to a 5K are as follows:

- \$1,000.00 per day

Fees for renting the Roanoke River Greenway for non-city residents, non-city non-profits, and for profits for distances up to a 5K are as follows:

- \$2,000.00 per day

Fees for renting the Roanoke River Greenway for city residents and city non-profits for distances up to a 10K are as follows:

- \$1,500.00 per day

Fees for renting a paved greenway trail for non-city residents, non-city non-profits, and for profits for distances up to a 10K are as follows:

- \$3,000.00 per greenway trail, per day

Fees for renting the Roanoke River Greenway for city residents and city non-profits for distances up to a marathon are as follows:

- \$2,500.00 per greenway trail, per day

Fees for renting the Roanoke River Greenway for non-city residents, non-city non-profits, and for profits for distances up to a marathon are as follows:

- \$5,000.00 per day

### Section III – Applicant Information

Applicant/Organization Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Organization Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Please list names, addresses, and phone numbers of all principals involved in any way in the proposed event. Principals include event organizers, promoters, commercial sponsors, and charitable organization.

- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Section III – Event Information

Proposed Event Date(s): \_\_\_\_\_ Application Submittal Date: \_\_\_\_\_

Proposed Event Name: \_\_\_\_\_

Type of Event:  Natural Surface Trail Event  Paved Greenway Trail Event

For Paved Greenway Trail Events Only:  Up to 5K Distance  Up to 10K Distance  Up to Marathon Distance

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

Event Location:  Carvins Cove Natural Reserve – Specific Trails: \_\_\_\_\_

\_\_\_\_\_

Fishburn Park – Specific Trials: \_\_\_\_\_

\_\_\_\_\_

Mill Mountain Park – Specific Trials: \_\_\_\_\_

\_\_\_\_\_

Morningside Park – Specific Trials: \_\_\_\_\_

\_\_\_\_\_

Fallon Park Cyclocross Course  Garden City Greenway  Lick Run Greenway  Mill Mountain Greenway

Murray Run Greenway (Natural Surface Trail Fee Applies)  Roanoke River Greenway  Tinker Creek Greenway

Event Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Event Date(s) and Time(s): \_\_\_\_\_

For first year events, please attach an **Event Operations Plan**, including a detailed description of the event and the activities proposed. The plan must incorporate the following information:

#### Marketing, Promotions, and Advertisement

The Event Organizer must have the ability to gain favorable press attention, both locally and regionally and should include a detailed marketing strategy and advertising budget, outlining exactly how the event will be publicized. The Event Organizer must include specific numbers of organizational members and the number of prior events conducted. It will be incumbent upon the Event Organizer to notify adjacent land and home owners of the event.

#### Event Location

The Event Organizer must provide a detailed map outlining exactly where the event will take place and what natural resources will be impacted.

#### Event Support

The Event Organizer must outline necessary volunteer support and propose a method for volunteer recruitment. The Event Organizer must also outline rest stop locations and EMS sites throughout the course as well as provide electronic timing devices for professional collection and viewing of times at the finish line. The Event Organizer must also secure the approval and placement of portable toilets, should the event require the service.

#### Budget

A complete and detailed cost and price outline must be included with all proposals.

#### Transportation

The Event Organizer must lend special consideration to parking and transportation. An Assembly Permit must be completed if the event expects more than 100 participants and/or spectators and if any roads need to be temporarily closed.

#### References

The Event Organizer must provide at least three (3) references from events that have been or are currently being managed.

**National Standards**

The Event Organizer must be sanctioned or adopt guidelines from an appropriate governing body. Some of these organizations include the following:

- US Adventure Racing Association - [www.usara.com](http://www.usara.com)
- USA Track and Field - [www.usatf.org](http://www.usatf.org)
- USA Cycling - [www.usacycling.org](http://www.usacycling.org)
- American Cycling Association - [www.americancycling.org](http://www.americancycling.org)
- USA Triathlon - [www.usatriathlon.org](http://www.usatriathlon.org)

**Section V – Indemnification and Authorized Signatures**

The applicant hereby applies to host a natural surface trail event described in this document and on any additional attachments. Event Organizer(s) agrees to be responsible for and pay, indemnify and hold harmless the City of Roanoke, its officers, officials, agents, employees, and volunteers against any and all loss, cost, or expense, including reasonable attorneys' fees, resulting from any claim or legal action of any nature whatsoever that may arise against the City in connection with the event or in connection with any of the rights and privileges granted by the City the Event Organizer(s) and assign to the City of Roanoke, its nominees and agents, permission to use, publish and republish for purposes of advertising and trade such use as the City may determine, information and reproductions of my likeness (photographic or otherwise) with or without identification of me by name.

Print Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Authorized Signatures and Work Flow

Special Events Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Outdoor Recreation Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Trails and Greenways Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Parks and Recreation: \_\_\_\_\_ Date: \_\_\_\_\_