



## CHECKLIST FOR 5K RACE EVENT ORGANIZERS

- Identify desired date(s), time, and race course for your event. The courses on the bottom of this checklist are suggested, but you may create a course on existing city sidewalks/trails. A map of existing sidewalks in the City of Virginia is available online at <http://arcg.is/1zz8zi>.
- Determine whether you will rent a park building or pavilion for the event. Rental of at least one facility is suggested. For more about rentals, read the City's "Park & Recreation Rental Policy."
- Determine whether you will use tents (must be free-standing) on public property for the event.
- Determine whether you will have a first-aid station for participant use on race day.
- Determine whether you or vendors will sell liquor on-site as a part of your event.
  - *Please note: If liquor is sold, liquor licensing and insurance regulations must be met.*
- Determine if you wish the race course to be closed to the public during the event.
  - *Please note: The city council must approve if a park, trail, or sidewalk is closed for an exclusive use for which an admission is required.*
- Prepare a letter, map of race course, and a copy of the "Application for Use of City of Virginia Park Facility." Submit these materials to Pamela LaBine at [plabine@virginiamn.us](mailto:plabine@virginiamn.us) or at the address below.

Pamela LaBine, City Clerk  
City of Virginia  
327 South 1st Street  
Virginia, MN 55792

- The City of Virginia will review your application.
  - The Parks & Recreation Department will review facility availability on requested date(s).
  - The Parks & Recreation Department will identify whether desired activities take place fully on public property; if not, the applicant will be directed to obtain written permission from the owner(s) of any private property used.
  - The Parks & Recreation Department will review the location and size of any event tents to be placed on public property.
  - The Parks & Recreation Department director will review if the event includes consumption or sale of alcohol on public property.
  - If the event is proposed to make exclusive use of any trails or streets, the Parks & Recreation Department director will make recommendations for signage and capacity of staff/volunteers the applicant must organize for the event.
  - The Police Department will determine proper accommodations that must be made for the event (i.e. additional parking, transportation to the site, additional toilets, additional police officers or security measures).
- Work with the City of Virginia to revise event plans, as needed.

- Enter into a contract for facility use and/or rental.
  - *Please note: A waiver of liability must be included on the contract form. After contract completion, City administration will present the contract to the city council for consideration; requests for exclusive use of facilities or waiving fees will be presented to the council at this time.*
- Submit rental fee, damage deposit, special use fees, and fundraising fees as identified by City staff for your use.
  - *Please note: A fundraising fee may be waived by majority vote of the city council.*
- Supply a certificate of insurance to cover use of specialized equipment and facilities.
- Provide copies of any advertising or promotion of the event to the City prior to production and distribution of materials for review by the Parks & Recreation Department.
- Provide copies of the language supplied to and agreed to by participants of the event.
  - *Please note: The City of Virginia must be included in the indemnification clause signed by participants of the event.*

*Please note: Event applicants must be 21 years of age or older, and the application must be submitted at least three days prior to rental of a facility. Facilities may be booked up to one year in advance.*



