



Road Race Policy **February 6, 2013**

Objective: Encourage recreational use of streets and greenways in the City for organized walk / run / bike events, parades, etc., while respecting the need to limit the inconvenience to citizens, neighborhoods, and to regular users of these facilities, to establish a straightforward, accountable and simple process for event organizers, and to manage these events in a cost-effective and well-coordinated way by public agencies.

Events Affected By This Policy: Parades, road races, charity runs and / or walks, bicycling events and other events involving vehicles, or any other such events that involve the use of public streets or greenways and that involve disruption of normal traffic flow on these facilities.

Events Not Affected By This Policy: Street festivals, music festivals, other events (particularly in Downtown Raleigh and on the Hillsborough Street Corridor) that are coordinated through a Municipal Service District, neighborhood block parties, limited neighborhood holiday festivals (4th of July neighborhood parades, Christmas luminary walks, etc.). These events are covered by already-existing city policies and procedures.

Policies:

1. **Management Responsibility:** The Raleigh Police Department Special Operations Division will remain the primary point of contact for all events covered by this policy and will maintain the official event calendar. Aside from events scheduled in either Downtown Raleigh or in the Hillsborough Street Corridor as noted in subsection 1.2 below, RPD will review each event for conformance with this policy and shall either recommend to the City Council that a temporary street closing be approved, or may deny, suggest conditions, suggest rescheduling, or suggest relocating any requested event that does not meet this policy. RPD will coordinate the logistics of the event with the event organizer.
 - 1.1. **Distribution list.** The RPD will maintain a distribution list for coordination and notification purposes that will include at least the following agencies: Emergency Management Coordinator, Parks and Recreation, Public Works, Solid Waste Services, Fire, Public Affairs, Web Coordinator, Community Services, Public Utilities, Risk Management, Wake County EMS and any other agency or organization necessary to be notified of specific events.
 - 1.2. **Downtown and Hillsborough Street Events.** For Downtown events, and events that affect the Hillsborough Street corridor outside of downtown west to Blue Ridge Road: The Downtown Events Task Force (DETF) and the Hillsborough Street Events Task Force (HSETF) shall, after application is made to the RPD Special Operations Division, consider each proposed event for conformance with this policy and other policies that may affect the respective business improvement districts. For events that affect both Downtown Raleigh and the Hillsborough Street corridor the DETF and the HSETF shall coordinate review so as not to create a duplicate review of the same event. These coordinating bodies may recommend approval of an event to RPD, or may recommend denial, suggest conditions, suggest rescheduling, or suggest relocating any requested event that does not meet this policy. RPD will, after receiving the recommendation of the respective coordinating bodies,

continue to process the temporary street closing and coordinate (with the DETF or HSETF) the logistics of the event with the event organizer.

2. **Application and Approval.** RPD (along with the other coordinating agencies) will establish a single event application that can be used by all agencies, and that will outline specifically the process, deadlines, application materials, checklists, notification requirements and all other information necessary to allow event organizers to easily submit proposed events for approval and have a predictable timeframe to approval, and to allow agencies to effectively anticipate the impact of the event and plan accordingly.
 - 2.1. **Submittal timeframe.** Applications for approval of events on streets and greenways may be accepted at any time, but must be submitted a minimum of 90 days prior to the planned event.
 - 2.2. **Reservation of dates.** Dates for events will be reserved on the event calendar based on a first-come, first-served basis, and are subject to the policy restrictions noted in subsection 3 below. Should more than one application be submitted for the same date at the same time, RPD or the other coordinating agencies will consider the performance score (subsection 2.4 below) from prior years (if that exists for one or more of the applicants) and will grant the reservation to the organizer with the best score. If an event was held on the same date in the previous year, and the event organizer received an acceptable performance score as noted below, that event will have first priority for that same date in the upcoming year. If an event was held on the same date in the previous year, and the event organizer did not receive an acceptable performance score as noted below, that event will not have priority for that same date and the approving agency will have the option to allow reservation of the date for a different event.
 - 2.3. **Multi-year reservation contracts.** The City may enter into a contract with an event organizer to reserve the same date for up to 3 years. The purpose of this is to provide the event organizer with predictability to help attract sponsors, etc. This contract will be contingent upon maintaining an acceptable performance score as noted in subsection 2.4 below, as well as on any specific conditions that may be included in the contract, and also may be subject to cancellation as noted in subsection 2.5 below. An event must have been held at least once and have received an acceptable performance score before such a contract is considered.
 - 2.4. **Performance score.** RPD will develop (with the coordinating agencies) an objective performance scoring system that will measure the success of event organizers in meeting stated commitments, deadlines, conditions, etc. It is the intent that this scoring system be as objective as possible and be tied to deadlines, commitments, etc. that are clearly stated in the application form. This performance score will help event organizers improve events from year to year and have some predictability about date reservations for the same event in the future, reduce the impact on public agencies to respond to events, and will provide the approving agencies with a means to establish priority for the reservation of dates in the approval process as noted above.
 - 2.5. **City Council-approved economic development events.** It may be necessary from time to time for the City Council to approve special events of city-wide importance that conflict with already-approved events that have reserved dates and / or routes under this policy. In this case the City will grant a minimum of 12-month notice to any event organizer whose scheduled event will be “bumped” by such a Council-approved special event.
 - 2.6. **Fees.** RPD shall require an application fee for any event of \$100, due at the time of application, which partially defrays the cost to the City to review the route, establish a

safety plan, relocate transit stops, routes or other public facilities, and administer the calendar and approval process for temporary street closings. 50% of this fee shall be refundable if the event is canceled at least 60 days prior to the event. In addition, if any portion of the public greenway system is included on the event route, an additional fee of \$350 per greenway mile will be due. This fee is payable after the event upon billing by the Parks and Recreation Department. The City reserves the right to bill event organizers after the event for any extraordinary costs imposed on the City for such things as on-site structure repair, dropping bollards for emergency vehicle access, trash pickup, or damage to streets or greenways due to the event.

3. **Limitation on Events Within the City:** In order to continue to cost-effectively support these events with public staff, to protect the interests of citizens who are regular users of streets and greenways from undue inconvenience, and to continue to support these events that are positive for the health, recreation and well-being of participants and for the economic development of the City, the following restrictions shall be considered by the approving agencies in the reservation process:
 - 3.1. Overall limitation on annual events. No more than 100 events that involve street and / or greenway closings will be scheduled within the City in any calendar year. This restriction does not apply to events such as block parties, neighborhood events, or Downtown or Hillsborough Street festivals that are not covered by this policy.
 - 3.2. Limitation on events using the same or similar routes. Events using the same or similar routes, particularly involving heavily used thoroughfares, should not be scheduled on subsequent days or on subsequent weekends within the year. Though this policy does not apply to street festivals, block parties, etc., the approving agency should consider the impact of such events when scheduling runs, parades, cycling events etc. and may request consideration of alternate dates or routes if a proposed event falls on the same or a subsequent weekend to a street festival. In Downtown Raleigh the DETF may interpret this policy on a case-by-case basis because of the unique role downtown plays as the center of many Citywide holiday and celebratory events.
 - 3.3. Limitation on number of events on any given weekend. No more than 4 events shall be scheduled in any one weekend. No more than two of these events can be major events that either involve a run of more than 10k distance or the closure of the event route for more than 3 hours.
 - 3.4. Limitation on use of public greenways. Upon recommendation of the Parks, Recreation and Greenway Advisory Board, the City's greenway system is divided into 6 sections representing areas of the City (NE, N, NW, SE, S, SW – see attached map). No more than two events per year that involve a portion of the greenway system will be scheduled in each of the 6 quadrants – a total of 12 events per year throughout the City. If any event is held on a certified 5k course developed by the City (subsection 5.0 below), and if the certified 5k course involves a portion of any greenway, that event is NOT subject to the limitation in this paragraph.
 - 3.5. "Grandfathering" of existing events. Events that are on the schedule with temporary street closings approved by City Council prior to the effective date of this policy will be allowed to continue reserving the same date in subsequent years as long as the event receives an acceptable performance score as per subsection 2.4 above. This will be the case even if the event does not meet the limitation noted in 3.2 above.

4. **Notification policy:** City staff will develop specific notification requirements for events, based on the impact of the event and the nature of the route. These notification requirements are intended to effectively allow citizens who are potentially affected by the event to have reasonable warning of a disruption of their normal use of public streets or greenways.
 - 4.1. **Notification requirements for event organizers** will be specifically noted on the event application and will be included in criteria for the performance score as noted in subsection 2.4 above.
 - 4.2. **Notification strategies for City staff.** City staff will maintain a web site that will allow citizens to see the overall calendar, specific impending events, routes, timing, detours, etc. Push notifications will be sent prior to every weekend where an event is scheduled, based on subscriptions to this specific communication on the City web site by citizens. In addition the City will develop a process through which community groups, homeowner associations or other groups that the City has in its neighborhood registry program are notified of events in their vicinity. City staff will continue to explore other means to leverage technology to provide thorough notification of these kinds of events to citizens.
5. **Other venues not subject to this policy:** It is the City's desire to develop one or more certified 5k courses in public parks or other public property based upon available funding, in order to reduce the need to close streets or greenways, and to provide opportunities for more groups to hold organized running events in the City. Event organizers may also choose to utilize private property for events of this sort. In either case, if no public street closing is required, this policy regarding application, fees, approvals and limitations on number of events does not apply. Use of City parks and greenways for events of this type that do not involve street closings falls under existing policies, application procedures, fees and limitations already in effect in the Parks, Recreation and Greenway system in the City.
6. **Annual review of Council policy:** Each year City staff will review the policy in the light of the prior year's experience and solicit the input of stakeholders. Suggested changes, if any, will be forwarded to City Council for approval.