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Edward D. Van Alst
721 Arbutus Drive
Cadillac, Michigan 49601
231-878-1628

February 20, 2023

City of Cadillac
200 N. Lake Street
Cadillac, Michigan 49601

RE: 2023 ROTARY STRIDE FOR S.T.R.I.V.E MEMORIAL DAY 5K RACE

City of Cadillac:

As we do each year, the Rotary Club of Cadillac is requesting assistance with the 25th annual STRIDE FOR S.T.R.I.V.E. 5K run/walk event to be held on Memorial Day, May 29, 2023, in the City of Cadillac. The event supports our local S.T.R.I.V.E. mentoring program (Students Taking a Renewed Interest in the Value of Education), which assists local high school students who struggle in school.

Enclosed please find completed City of Cadillac forms: Request Planning Guide; Race Request Form with detailed schedule for the day, updated route map (due to Stadium renovations) , and Certificate of Liability Insurance; Street and Parking Lot Closure Request Form; and City Park Request Form.

This event attracts hundreds of adult and student (Kids on the Run) runners, walkers, and spectators. We plan to manage traffic on the route with signs and volunteers at key locations. We have asked MMR to be present in case of injury and volunteers will be stationed with cell phones to notify of any emergencies. An awards ceremony will be held in the Naval Reserve Flower Open Space following the event.

We ask that you forward a copy of this letter to appropriate entities that may be involved. Please contact me at 231-878-1628 or edvanalst@cadillacmi.com to let me know if further action needs to be taken by Rotary. Your assistance with this important traditional event is appreciated.

Regards,



Edward D. Van Alst

Enc.

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200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date 2/20/2023

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

*This form must be completed and return to the City **60 days** before an event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.*

Applicant Name (Print) Rotary Club of Cadillac Contact Address [REDACTED]
 Contact Phone(s) Edward Van Alst Contact Email [REDACTED]
 Sponsoring Organization Rotary Club of Cadillac Private Non-Profit _____
 Purpose of Event Fundraiser Approx # of Attendees 300-400

Beginning Date: 5/29/2023 Ending Date: 5/29/2023 Reoccurring: YES NO
 1st Day 5/29/2023 Set-up 6:00 AM/PM Start 8:30 AM/PM End 10:30 AM/PM Clean-up 11:00 AM/PM
 2nd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM
 3rd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM
 4th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM

Please answer the following questions:

- YES NO Will you be requesting permission to close any streets or parking lots?
- YES NO Will you be requesting permission to display any off site signage?
- YES NO Will you be requesting permission to display a banner over Mitchell Street?
- YES NO Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons Rotary Pavilion City Park Cadillac Commons Plaza

- YES NO Will you be requesting permission to have a parade?
- YES NO Will you be requesting permission to hold any races?
- YES NO Will you be requesting permission to serve alcoholic beverages?
- YES NO Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure? Generator for finish line.

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

Forms can be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net

All events require liability insurance: Required Min. general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured



Race Request Form

Name of Race Cadillac Rotary Stride For S.T.R.I.V.E. 5K Run/Walk
 Purpose of Race Fundraiser - School Program: Students Taking A Renewed Interest in the Value of Education
 Requesting Organization Rotary Club of Cadillac
 Contact Person(s) Edward Van Alst
 Contact Phone [REDACTED] Contact Email [REDACTED]
 Date of Race 5/29/2023 Approx. number of participants 300-400
 Registration Location Cadillac Senior Center Registration Time 7:00 AM/PM
 Starting Time 8:30 AM/PM Ending Time 10:30 AM/PM

City of Cadillac Rules

- The City's designated route must be used unless approved by Police Department (Route on backside)
- If marking the route, washable sidewalk chalk or small signs placed in the City right-of-way must be used
- Spray paint is **not** allowed and will be strictly enforced & fines will be issued
- Organizations are responsible for all clean-up including removal of signs and pavement markings
- The Police Department does not provide escorting services
- Organizations are responsible for providing designated safety and security workers & escorts
- No streets are to be blocked off unless reviewed with City Staff & approved by City Council
- Participants must follow all State & City laws
- Organizations are responsible for providing their own tables, tents, porta johns etc...

The following must be provided with this request:

- Proof of Liability Insurance (1 million & City of Cadillac named as additional insured)
- Proof of Marine Permit from DNR if race takes place in the Lake
- Approval from Wexford Road Commission & Wexford County Police Dept. if race is outside of City Limits
- Detailed Daily schedule/agenda of races and events

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Edward D. Van Alst Signature [Signature] Date 2/20/2023

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

For Office Use Only

Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
Risk Management _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

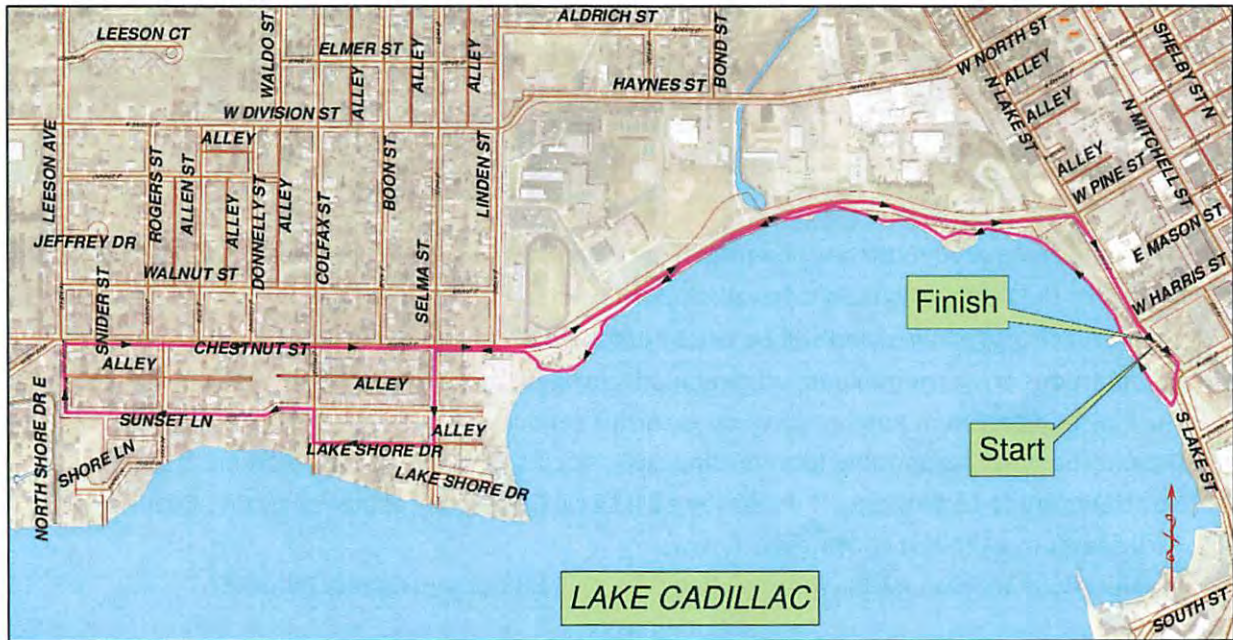
5K - RUN

Date ----- 2016

Race Start Time: ----- AM

Race Starts and Ends at City Park
Lake Street

Surface: Sidewalk and Road



Legend

- Course 5K
- - - - Road

Note: The course is marked and ----- are on the course to provide directions and safety.

Today's Date 2/20/2023

City Received Date

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All City Parks Request Form

Reason for Request Cadillac Rotary Stride For S.T.R.I.V.E. 5k Run/Walk
Organization Rotary Club of Cadillac Contact Person Edward Van Alst
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 5/29/2023 Times 6:00 AM to 11:00 AM

City Parks

Please Check One

- Downtown "Fountain" City Park
- Cadillac Commons Plaza
- Sound Garden
- The Bridge
- Naval Reserve Flower Open Space
- Tree Zoo Gazebo

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- EV. All Parks are for public use
- EV. The City does not provide any tents, tables, chairs, rugs, extension cords etc
- EV. The fountain may not be operating due to equipment break downs or weather conditions such as wind
- EV. I understand and agree to these requirements and understand if these are not met the request will be denied.
- EV. Not all parks have space for tents, chairs etc.
- EV. If needing speakers or microphone fee may be required (\$15)

Form must be emailed, mailed or brought to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601

Print Name Edward O. Van Alst Signature [Signature] Date 2/20/2023

ROTARY CLUB OF CADILLAC



ANNUAL STRIDE FOR S.T.R.I.V.E. 5K RUN/WALK

RACE DAY SCHEDULE

- 6:00 am Rotary Volunteers set up for event at the east end of Sunset Lane behind the Cadillac Senior Center.
- 7:00 am Runner Registration Opens - Participants gather behind the Cadillac Senior Center at the east end of Sunset Lane.
- 8:30 am Start 5K Run/Walk
- 10:30 am Race finishes and clean-up.