

III. Race Event Application Fees & Classifications

This guide is divided into sections to help identify necessary permits, application procedures, and the appropriate City Department contacts if questions arise. Race event fees are calculated based on anticipated participation, and if the organization coordinating the race is a non-profit or for-profit entity. The designation of a race event as “Non-Profit” does not involve the contributions it makes to a charity. A volunteer board of directors cannot profit personally and the applicant must be able to verify official IRS designation as a 501© 3 organization.

In order to more efficiently manage the race event permitting process and minimize impact on downtown businesses, public transportation and to minimize delays for Race Event Coordinators, policy changes are being implemented. Large race events with participation over 7,500 may continue to utilize existing courses. All other downtown race events will be directed to one of the preset courses that originate at Columbus Commons, Huntington Park, McFerson Commons and Genoa Park. To view a selection of preset courses, including required police traffic positions, turn-by-turn instructions, and required locations of traffic control devices see Section IX for a selection of race courses and downtown venue maps.

The application fees listed below cover the administrative time of city staff dedicated to support, permit, plan, and coordinate city services to compliment the efforts of Race Event Coordinators and to assure the success of the race.

Race Event Application Fees

APPLICATION FEES	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE)		FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE)
up to – 1,999 participants	\$550	\$1,100		\$1,100	\$2,200
2,000-7,499 participants	\$900	\$1,800		\$1,800	\$3,600
7,500-14,999 participants	\$1,500	\$3,000		\$3,000	\$6,000
Over 15,000 participants	\$3,000	\$6,000		\$6,000	\$12,000

A. TRAIL COURSE

Columbus has an expansive network of multi-use trails that can be utilized for walks, runs, cycling and other recreational activities. Preset courses have been created to accommodate existing race events on downtown trails. Prior to a permit being issued, City Departments will determine if the course can safely accommodate the anticipated participation and to verify that there are no conflicts with other scheduled events. Volunteer course marshals, police, signage, traffic control devices and /or a staggered start may be required.

Many trails pass through existing parks therefore, accessing a trail may require rental of a park or adjacent facility. All race events held on the downtown trail system must be completed by 1:00 p.m. unless the theme or nature of the race event requires it to be held at night. In such cases special coordination may be required to identify an available course.

Race Coordinators have the ability to virtually run either the Alum Creek Trail or the Olentangy Trail by viewing 20 trail videos online. Once on the City of Columbus website, select the “Recreation and Parks Department” link, then select the “Trails” page and go to “Virtual Trail Ride Series.”

CRPD takes reservations up to one year in advance. In addition, we honor dates provided by qualifying organizations that have annual reservations and then accommodate requests on a first-come, first-serve basis. To organize a race event on a trail, follow the steps below:

- Contact CRPD Office of Special Events (614-645-3335) a minimum of 90 days prior

to determine availability of specific dates and course options. Due to volume of normal use, some trail areas may not be used for race events.

- The City of Columbus and Franklin County Metro Parks have shared responsibilities for Columbus' expansive trail network. If the race event is utilizing a trail originating from a Metro Parks facility contact Don Yablonski, 614-895-6205, to schedule the race event.
- Complete a Race Event Application (**Appendix A**) and submit application fee, facility rental fees (if applicable), course map and Certificate of Insurance to CRPD Office of Special Events a minimum of 30 days prior to the race event. If using a park in conjunction with the trails, a park map detailing race event set-up is required. An expediting fee shall be charged for all applications submitted after the filing deadline.

B. ROAD COURSE

Columbus streets and right-of-ways are designated for the movement of pedestrian or vehicular traffic, however, race events can secure permits for utilizing a road or right-of-way course. A turn-by-turn description of the course must be submitted for any race event that is not utilizing a preset course. For participant safety, all race events held on public streets will be required to force slower/non-contending participants to adjacent sidewalks.

New Road Courses for Running/Walking Events

New road courses will only be considered in the downtown if the race event occurs on streets closed under a Block Party Street Closure Permit, or if participation exceeds 1000 participants and a course can be designed which has minimal impact on downtown residents, businesses and public transportation. For participant safety, timed night-time race events are no longer permitted on downtown streets. Additional processing fees will be required for development of custom road courses by the Columbus Division of Police and must be submitted with your race event application fee.

<input type="checkbox"/> 5K distance or less	\$100.00
<input type="checkbox"/> 5K-10K distance	\$250.00
<input type="checkbox"/> 10K to Half Marathon	\$500.00
<input type="checkbox"/> Half Marathon –Marathon	\$1000.00

New Road Courses for Cycling Events

New road courses for cycling events are not being permitted in the downtown unless they can safely be operated according to the "rules of the road", or occur on streets which are closed by a Block Party/Street Closure Permit. To organize a race event where the race course is completely on public streets follow the steps below:

- Contact the Division of Police Special Events Unit (614-645-4375) a minimum of 90 days in advance to determine availability of the course.
- Division of Police Special Events Unit will work with Race Coordinators to determine if any parking meters need to be removed from service to accommodate a race. If meters must be removed, the Meter Request Form (**Appendix F**) must be completed and submitted to Mark Springer (614-645-

4070) 30 days prior to the race event to determine fees.

- Complete Race Event Application (**Appendix A**) and submit application fee, course map, park map (if applicable), Certificate of Insurance, and park usage fee (if applicable) to CRPD Office of Special Events a minimum of 60 days prior to the race event. All required fees and support documents must be received before a permit can be issued.
- Once applicant is notified their Race Event Permit has been approved, they may be required to hand deliver a Notification of Intent (**Appendix C**) letter including the course map to occupants along the designated course. The notification (with attached course map) must be distributed to occupants 15 days prior to race event. A sample notification letter can be downloaded from <http://columbus.gov/recreationandparks>

C. SIDEWALK COURSE

Applicants planning for small walking events that are not planning to time participants can hold walks on sidewalks, provided they abide by the “rules of the road” (only crossing streets with traffic signal). If the walk has less than 200 participants a Race Event Permit is not required. Applicants must contact Columbus Division of Police to verify the availability of the areas they seek to use. If the walk will require the set-up of a registration table or any other support items, a Sidewalk Occupancy Permit must be secured from the Public Service Department (see Section IV.)

Non-competitive walking events with more than 200 participants are required to file a Race Event Permit application a minimum of 60 days prior. Before a Race Event Permit will be issued, City Departments will review the proposed course to determine if the course can safely accommodate the anticipated participation and to verify that there are no conflicts with other scheduled events. Volunteer course marshals, police, signage, traffic control devices and/or a staggered start may be required. Participants will be required to follow-rules of the road.

To organize a race event with a combination of public streets, right-a-ways, and trails follow the steps below:

- Contact the Division of Police Special Events Unit to discuss possible course options.
- Complete a Sidewalk Occupancy Permit application or Race Event Application (**Appendix A**) and submit application fee, course map, Certificate of Insurance, to the appropriate City department by the application filing deadline.
- If a Race Event Permit is approved, the permit holder may be required to hand deliver a Notification of Intent (**Appendix C**) letter including the course map to occupants along the designated course. The notification (with attached course map) must be distributed to occupants 15 days prior to race event. Notification letter can be downloaded from <http://columbus.gov/recreationandparks>.