

### III. Race Event 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, course type, and if the organization coordinating the event 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.

#### A. TRAIL COURSE

Columbus has an expansive network of multi-use trails that can be utilized for walks, runs, cycling and other recreational activities. Many of these trails pass through existing parks therefore, availability is determined on a case by case basis. CRPD takes reservations up to 1 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 (614-645-3371) 60 days prior to race event to determine availability of the course and to determine if any officers, signage, permits or inspections will be needed. Accessing a trail may require rental of a park facility. If utilizing park facilities (shelter houses, stages, etc.) additional fees and/or applications may be required. For the safety of participants the CRPD Office of Special Events may authorize the applicant to restrict trail access to non-event participants and require the applicant to post advance signage (2’ x 2’) to notify the general public of limited trail access. Due to volume of normal use, some trail systems are not permitted for use.
- **Division of Police Special Events Unit must approve your course PRIOR to submitting the Race Event Application.** If you’re collecting money within a city park, you must hire at least (1) Special Duty Officer.
- Division of Fire Special Events Office shall determine the approval of the applicant’s first aid plan and if City EMS is required to ensure safe conduct of the race event. **Approval must be granted PRIOR to submitting the Race Event Application.**
- 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 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 30 days prior to the event. If using a park in conjunction with the trails, submit a park map detailing race event set-up. An expediting fee shall be charged for all applications submitted after the filing deadline.

APPLICATION FEES TRAIL COURSE	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE*)	FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE*)
Less than 1,000 participants	\$100	\$200	\$150	\$300
1,000 – 4,999 participants	\$200	\$400	\$250	\$500

*\*Applicant will be subject to an expediting fee if filling after the deadline. Application must be submitted 30 days prior. Expediting fee is double the base fee.*

## B. ROAD COURSE

Columbus streets and right-a-ways are designated for the movement of pedestrian or vehicular traffic however, race events can secure permits for utilizing a road or right-a-way course. To organize a race event where the race course is completely on public streets follow the steps below:

- Contact Division of Police Special Events Unit (614-645-4375) a minimum of 90 days in advance to determine availability of the course. Columbus Police will determine if streets can be closed temporarily under the Race Event Permit or if a Block Party/Street Closure Permit is required. Applicants must collect signatures from affected property owners and required city departments to obtain a Block Party/Street Closure Permit (**Appendix C**). Columbus Police can create a custom course for your race upon request. **Division of Police Special Events Unit must approve your course PRIOR to submitting the Race Event Application.** Certain areas of the city are no longer being made available for new race events. The city will only consider allowing new races in these areas provided that Race Coordinators can secure a letter of endorsement from the business, civic, or neighborhood association.
- Division of Public Service will work with Race Coordinators to determine if any meters need to be removed from service to accommodate a race. Please contact Mark Dipiero (614-645-5845) to determine if meters need to be removed from service. If meters must be removed, the Meter Request Form (**Appendix D**) must be completed and submitted to Mark Springer (614-645-4070) 30 days prior to the race event to determine fees.
- Division of Fire Special Events Office shall determine the approval of the applicant's first aid plan and if City EMS is required to ensure safe conduct of the race event. **Approval must be granted PRIOR to submitting the Race Event Application.**
- 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 60 days prior to the race event. All required fees and support documents must be received before a permit can be issued. An expediting fee shall be charged for all applications submitted after the filing deadline

APPLICATION FEES ROAD COURSE	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE*)	FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE*)
Less than 1,000 participants	\$100	\$200	\$500	\$1,000
1,000 – 4,999 participants	\$200	\$400	\$1,000	\$2,000
5,000 – 14,999 participants	\$500	\$1,000	\$2,500	\$5,000
Over 15,000 participants	\$1,000	\$2,000	\$5,000	\$10,000

*\*Applicant will be subject to an expediting fee if filing after the deadline. Application must be submitted 60 days prior. Expediting fee is double the base fee.*

- Once applicant is notified their Race Event Application has been approved, they will be advised if they are required to hand deliver a Notification of Intent (**Appendix B**) letter including the course map to occupants along the designated course. The notification (with attached course map) must be submitted to CRPD Office of Special Events and distributed to occupants 15 days prior to race event. A sample notification letter can be downloaded from [www.columbusrecparks.com](http://www.columbusrecparks.com).

## C. COMBINATION COURSE

Applicants seeking to utilize a combination of streets, right-a-ways, and trails for their course should review potential courses with the Division of Police Special Events Unit a minimum of 90 days prior to the race. Columbus Police, working with CRPD Office of Special Events will review the anticipated participation on the route and take into consideration the course capacity, as well as, whether the race event will have a mass start or staggered start when approving the course. Columbus Police will determine if a Block Party/Street Closure Permit will be required for any portion of the course.

The Division of Police Special Events Unit can create a custom course for your race upon request. Certain areas of the city are no longer being made available for new races. **Division of Police Special Events Unit must approve your course PRIOR to submitting the Race Event Application.** The city will only consider allowing new race events in these areas provided that Race Coordinators can secure a letter of endorsement from a business, civic or neighborhood association.

Accessing a trail may require rental of a park facility. If utilizing park facilities (shelter houses, stages, etc.) additional fees and/or applications may be required. For the safety of participants the CRPD Office of Special Events may authorize the applicant to restrict trail access to non-event participants and require the applicant to post advance signage (2' x 2') notifying the general public of limited trail access. Due to volume of use, some trail systems are not permitted for use. To organize a race event with a combination of public streets, right-a-ways, and trails follow the steps below:

- Division of Fire Special Events Office shall determine the approval of the applicant's first aid plan and if City EMS is required to ensure safe conduct of the race event. **Approval must be granted PRIOR to submitting the Race Event Application.**
- 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 60 days prior to the race event. All required fees and support documents must be received before a permit can be issued. An expediting fee shall be charged for all applications submitted after the filing deadline.

APPLICATION FEES COMBINATION COURSE	NON-PROFIT BASE FEE	TOTAL NON-PROFIT COST (WITH EXPEDITING FEE*)	FOR-PROFIT BASE FEE	TOTAL FOR-PROFIT COST (WITH EXPEDITING FEE*)
Less than 1,000 participants	\$100	\$200	\$500	\$1,000
1,000 – 4,999 participants	\$200	\$400	\$1,000	\$2,000
5,000 -14,999 participants	\$500	\$1,000	\$2,500	\$5,000
Over 15,000 participants	\$1,000	\$2,000	\$5,000	\$10,000

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