

## INTRODUCTION

The CRPD Office of Special Events, Division of Police, Division of Fire, and Public Service Department developed this *Race Event Planning Guide* to provide Race Coordinators with permit applications, a directory of city department contacts and an overview of city regulations. The information in this guide is available on-line at [www.columbusrecparks.com](http://www.columbusrecparks.com). Once on the Columbus Recreation and Parks Department home page go to the navigation menu and select the “Events” tab to access the “Race Event Planning Guide.” This guide was developed to assist Race Coordinators planning running races, walk a thons, and cycling events that are held within the City of Columbus. The purpose of the *Race Planning Guide* is threefold:

- 1) To clearly state, in a simple format, the most common requirements of the City of Columbus.
- 2) To define procedurally how a Race Coordinator should obtain approval for the various components of a race.
- 3) To establish a reasonable time frame in which a Race Coordinator is expected to work.

The CRPD Office of Special Events serves as a clearinghouse and facilitator among various city departments and agencies affected by festivals, events and races (Refer to the *Special Events Planning Guide* if planning a festival, street fair or concert). Although the CRPD Office of Special Events is responsible for permitting festivals, events, and races, each city department or agency is responsible for making sure that its requirements have been met. In working toward our common goal of delivering quality programming at a reasonable cost, it is important that Race Coordinators and the City of Columbus cooperate and communicate through all phases of race planning and implementation. **It is the responsibility of each Race Coordinator to know all pertinent city codes and departmental regulations before undertaking a race in the City of Columbus. This document is only a guide, we cannot print every city policy or regulation.** If you require further information on specific procedures, requirements, or services, please contact the appropriate division representative listed on pages 21-23 in this guide.

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