City of Rapid City, South Dakota
2022 Special Event Application

Event Name: Rapid City Half Marathon

Name of Organization: ____________________________

Applicant Name: Brandon Zelfer

Mailing Address: 24981 Spring Draw Road
City/State/Zip: Scenic SD 57780

Email: BrandonZelfer@hotmail.com

Organization Phone: 605-877-4598
On-Site Contact Person: Brandon Zelfer
On-Site Cell Phone: 605-877-4598

Event Proceeds go to Mixed/different organizations/non profit

Will there be a participation fee? Yes X No __________

Event Website if applicable: RapidCityHalfMarathon.com

Estimated Attendance: 1,000

This Event is: X Open to the Public

EVENT DESCRIPTION
Please attach a separate paper describing your event in detail, including the information delineated under Special Event Application on P. c 2 of the Handbook. A separate, detailed site plan of the event site must also be submitted. If necessary, also provide a Traffic Safety Plan as described in the Handbook.

Event Date: Sunday July 24th 2022 Alternate Date: Sunday July 31st

Start Time: 7:30 AM End Time: 1 P.M.

Event Location/Address: Canyon Lake Park

Setup date: July 24th EAM Setup Time: 3AM Cleanup Time: 1 - 1:30 PM

Date/time street closure start: No street Closures Date/time street closure end: No street Closures

INDEMNIFICATION
In consideration of approval to conduct this activity, the applicant/organization expressly assumes all risks incident to or in connection with the permitted activity. Any property damage or bodily injury arising out of or in connection with the permitted activity shall be the sole responsibility of the applicant/organization. Applicant/organization agrees to and shall indemnify, defend and hold the City harmless from and against all losses, liabilities, damages, costs, expenses including litigation costs and reasonable attorney’s fees, judgments or settlements whatsoever incurred by the City resulting from any claim, demand, action, cause of action or suit arising from or relating to the negligent or intentional acts or omissions of applicant/organization’s officers, volunteers, employees, vendors, agents, contractors, subcontractors and others acting on behalf of applicant/organization.

Date: 12-11-2021 Name of Applicant: Brandon Zelfer

Please Print Signature
Event Plan for Rapid City Half Marathon

This is the event plan for the Rapid City Half Marathon which will take place on Sunday July 24th. This is a running event. Ahead of the 1st runner and behind the last runner there will be a lead and trail bicycle this way those at crosswalks and intersections will know when runners are coming and when the last one crosses so they know when they can leave the area.

The race itself will start at 7:30 at the Pepsi Plant off Creek Drive. Runners will start in the parking lot, connect to park drive, go north to East Tallent Street and then they will turn around and head South all the way to the end of the pavement where they will turn around again and head north. This time when they are heading north they will go by the Pepsi plant where there will be the first aid station. They will continue past that on Creek Drive and then turn right onto Lombardy Drive, follow that around until it connects with Creek Drive again and then continue to the East Saint Patrick Street intersection.

This intersection will be monitored by an officer allowing runners to continue through the intersection and staying left a little bit getting on the bike path. This intersection may be closed but that's dependent upon how many racers show up. Depending, drivers may be able to get through sporadically with some delays instead of it being closed completely. Runners will then continue north to where it intersects with East Saint Charles Street. Runners will cross here going north and turn left on the bike path following East Saint Charles Street going west. East Saint Charles Street will be the first crossing where there will be 2 crossing guards wearing reflective vests and using stop/slow signs.

After going down the sidewalk to the west near E. Saint Charles Street runners will then turn north onto the bike path right before the turn into Taco Johns. Runners will continue on the bike path going under the bridge at Cambell Street Staying north at the fork in the bike path and continuing until they get to Cherry Ave. There will be 2 more crossing guards here allowing people to cross Cherry Ave., get on the bike path again and cross the bridge turn west and head towards the Central States Fairgrounds building. This is where Aid Station number 2 will be. Runners will then continue on the bike path heading North until they come upon East Main North Street, to where there will be 2 more crossing guards here and then the runners will continue north on the bike path until they come upon Roosevelt Park. Runners will hang a right around the park, around the other loop and back down the other side going left. They will then get on the main bike path again this time heading west. They will continue west until they go under the railroad tracks. Shortly after they will turn north on the bike path heading towards New York Street. They won't cross here, they will turn left and stay on the sidewalk. They will enter the parking lot by staying to the outside of it until it loops around to near the bike path. Inside the parking lot there will be Aid Station Number 3. Sticking to the outside, the runners will then enter the main bike path again, go under the bridge and continue west until its T's off. Runners will hang a right, going north towards the bandshell. Runners will then take a left running around the lake, to where they will cross the wooden bridge over Rapid Creek. Runners will hang a right going west on the
main bike path again until they come upon 12th Street. Here they will take a right going north on the sidewalk. They will cross Rapid Creek again and then they will take the sidewalk that leads north shouldering the Executive golf course. Once north they will take a right, staying on the outside path of the Executive golf course. Once the sidewalk comes up on Philadelphia Street, they will head north and then left (west) following Philadelphia Street. Once the road turns into Founders Park Drive, runners will turn left, going south a little way to which once the sidewalk ends they will cross the road to the west side of the street. There will be crossing guards here as well. They will continue along Founders Park Drive and then enter the Hanson-Larsen Memorial Park parking lot. There will be an aid station 4 here and runners will continue through and then cross the bridge towards the main bike path. Once they cross the bridge they will hang a right here going west on the main bike path. Runners will continue on the main bike path until it comes up on Canyon Lake Drive. The runners won’t cross the road here, they will run under the bridge on the bike path, continuing on through Sioux Park to Sheridan Lake Road Crosswalk. There will be 2 crossing guards here as well. They will cross here and continue on the bike path until they see the pavilion on the right.

Here there will be Aid Station number 5 and they will take a left and cross the wooden bridge. Staying left on the path until it comes up on the parking lot. The runners will take the sidewalk down to the parking lot going to the intersection of Sheridan Lake road and Jackson Blvd. They will continue down the sidewalk heading west to 32nd street. Here they will take a right and then another right, right before the bridge. They will continue a little bit and then take a left, crossing the bridge and then taking a right at the T where the baseball fields are. They will continue right along the bike path heading towards the pavilion at Old Story Book Island. This is where Aid station number 6 is. They will then enter that parking lot heading towards Canyon Lake road. Here they will take a left on the bike path/sidewalk going through the baseball fields. Until they come up on the crosswalk at 32nd Street. Runners will cross here and then head south along 32nd Street, crossing West Saint Cloud, Harmony Ln, Leland Ln, Dover St, and Hartland Ct. There will be a crossing guard at each of these streets. When they connect with the main bike path, they will take it heading west, all until they come upon the crosswalk on Park Drive. Once at the crosswalk of park drive they will cross here and take a right going around the north side of Canyon Lake Park. They will continue on the bike path until they come up on Canyon Lake Drive, the part that goes through the park. Here there will be a crossing guard stopping drivers and telling them what is going on and to proceed with caution through the park. Runners will hang a left here on Canyon Lake drive and continue through the park to Pavilion 2 where the finish line will be.

At the finish there will be an Arch held up by a generator which will air it up so that people will cross under. It will be held down by multiple 50-pound weights in case of any wind. There will also be an Ambulance in this parking lot. Port-o-potties will be in the same parking lot. On the grass, there will be tables with random things on it like lost and found. Lost and found and drop bag pickup will be in the grass near the pavilion. There may also be tables for some businesses like Monument if they sponsor and give
massages like some races do after a race.

Leading up to this race I will contact the baseball fields where this race goes through. If they will be having games that day the racers will go around the fields on the sidewalk. I will also be contacting the Blessed Sacrament Catholic Church and letting them know what is going on and leading up to the race so they are well aware that there may be delays on Park Drive.

I will also be contacting the Rapid City Journal and other news stations to hopefully put it out there about what is going on and possible delays on the bike path and cross walks.

I will be giving a letter to the businesses along Lombardy Street and Creek Drive where the race will take place letting them know what is going on and when it will take place so they are aware.

I will also be making posts on multiple Facebook pages to let me know the race is happening and delays that might be possible. I will also try and see if the Rapid City PD will post possible delays for the race on their Facebook page as well and to tell people to be aware.

For the crossing guards I will require them to watch the video listed on the parks and rec website or I will show them how to do it. I will also tell the team captains of the Aid stations medical protocols for the race as to if it's severe they will need to call 911 and if it's something that just needs a band-aid to try and address it.

Team captains will have my cell phone and some will have walky-talky's so they can get ahold of me. If not, they will have to use their best judgement or wait until they can get a hold of me. I will also have some friends at the race who are nurses and doctors who will be able to assist with things if need be.

Also, as time goes on leading up to the race I will keep the Parks and Recreation and PD updated as to how many volunteers I have and how many participants I have and any other things that they might require.
TIMELINE

- Saturday July 23rd
  - Packet Pickup @ Holiday Inn Rushmore Plaza party room, this hotel is located next to The Monument (old Civic Center)
- Sunday July 24th
  - 2am → Dropping off aid station stuff
  - 5:45am → buses start to leave Civic Center E4 or E5 parking lot taking racers to the start line (Pepsi plant) Last bus leaving 6:40
  - 7:30am → Start of the Race
  - 8:00-8:10am → last runners passing Saint Patrick Street.
  - 1:00pm → Course Cut off time
  - 1:00-1:30 → Cleanup at the finish line in Canyon Lake Park.

- All other aid stations will clean up while in progress and after the last runner goes by they will finish cleaning everything up and removing tables etc.

- Maps for staging areas for parades/races: in drop box map folder
- Route maps for parades/races: in drop box map folder
- Street closures:
  - The main delay/closure would be at the intersection of East Saint Patrick Street and Creek Drive. This should only be from roughly 7:45am to 8:15, give or take a few minutes depending on a walker, which by then should be spaced enough to let traffic through.
- Barricade placement: None
- Parking and shuttle Zones: The morning of the race participants will be bussed from the Civic Center parking lot to the start line. After they finish there will be a shuttle bus that leaves Beardsley, Jensen and Lee law firm parking lot that takes them to the civic center parking lot, back to their vehicles.
- ADA accessible seating: We aren't having seating at this event
- Directional traffic arrows: For the arrows, we will use mile markers for the race for every mile of the course 1-13. This will be detailed in a photo with the maps
- Fire Lanes: All roads will be accessible to the fire department
- Volunteer stations staging: A map detailing the location of all volunteers is included with the maps. Volunteers will be at all crosswalks, aid stations, start and finish.
- Waste/recycling receptacles & dumpster locations: A map of these locations will be located with the map. They will be at the aid stations and at the finish line area.
- Restrooms/portable toilet locations: A map of these locations will be located with the maps.
- Generator Locations: 1 generator will be needed at the finish line to keep the arch up that people will cross under. This will be outlined in the maps as well.
- Retail Vendors: This will all happen inside the hotel The Holiday Inn
- Food Vendors: none
- **Beverage vendors**: TBD—none at the moment, nor is it a priority
- **First Aid Stations**: First aid stations will be at every aid station and finish line
- **Amusement Rides/inflatables**: Arch for the finish line
- **Tents (less than 200 square feet)**: Small tents for sponsors in the grass at the finish line. An example would be massages for runners after the race.
- **Fireworks fallout zones and launching areas**: There will be no fireworks
- **Emergency Plans**: see below
- **First Aid Station/ Ambulance locations**: outlined in maps @ Finish line

**TRAFFIC CONTROL PLAN:**
For crossing the street at creek drive and Saint Patrick street an officer will assist with that. Intersection would be closed/delayed from roughly 7:40-810am, give or take a few minutes. All other crosswalks/street crossings will be assisted by volunteers wearing reflective vests. On creek drive when the participants go north for a little bit after the start and then turn around it will be assisted by volunteers. Participants will be told to stay on the right side of the road. Drivers coming up on this area will be told what's going on and to proceed with caution. At the finish line people driving into the park will be told to stay to the right and proceed with caution. (Or if we are able to close the road during the race). It will also be coned off for runners for extra safety if still needed. I need to meet with the Parks and Recreation advisory board to see if that road can be closed during the duration of the race, not the entire park, just the road.

**MEDICAL PLAN:**
For the medical plan, I plan to have first aid kits at every aid station, start and finish. The "team captain" at each aid station will have a protocol to follow if the incident is severe, such as needing to call 911, or address the issue if it was just something simple as to needing a band-aid. I am also going to try to get an ambulance for the finish line and let the hospital know what is going on that day.
I will also have doctor/nurse friends helping at the event that would be able to assist if something would arise.

**EMERGENCY PLAN:**
- **Inclement weather**
  Depending on how severe the weather is, the race would be delayed a while. If it's extremely severe then the race would be cancelled.
- **Structure collapse**
  The only structure there will be during this event is the Pavilion at Canyon Lake. If by some chance that would happen, we would work around it, avoiding it all together.
- **Crowd control**
  Depending upon the size of the crowd leading up to the race, there will be things that would spread out the crowd at the finish line. One of them would be people after a half marathon usually tend not to stick around for very long so the crowd should disperse as the people finish and head back to their vehicles. Having the shuttle bus away from the finish line will also draw people in that direction. There will also be volunteers telling people where to go after the race
- **Medical Emergencies**
If any should arise each aid station will have team captains and they will have a protocol to follow depending upon how severe the emergency is. For example, if it's just a cut they will address it with a band-aid. If it is more severe than that they will either call 911 or ask the participant/patron to call family members or friends to have them pick them up. An incident report will then be filled out and it will be given to me.

- **Lost child**
  If there is a loss: child they will be taken to the Aid station captain and then we will try to find the parents. We will then try to verify they are the correct parents. If we are still unable to find the parents we will notify authorities.

- **Accident**
  Depending on the type of accident, safety measures will be taken into consideration and then a report will be written up describing the incident and what happened and what took place, and who was involved.

- **Fire**
  If there is a fire people will be told to evacuate the area. If it's small and some way we are able to put it out we will do so with safety being the 1st concern. Authorities would be alerted. If this fire is in the surrounding area and safety precautions will be in place to where we would need to ask authorities if it was safe to continue the race.

- **Loss of utilities**
  If utilities were lost we would use a generator but I'm not sure if we would even need one for anything.

- **Communications malfunction**
  All aid stations will have my phone number and a few of the volunteers will have walky-talky's. If both should fail then whatever question they have they will have to take their best judgement until they are able to get in hold of me.

- **Lost and found**
  We will have lost and found near the finish line where everything will be brought. People will have to describe the item lost before they can get it. Items left over after the race will be donated.

**SECURITY PLAN:**

- **Needs for uniformed officers or other police personnel:**
  We won't be needing security for the event. If we should have an issue needing an officer we will likely call the cops to deal with it.

- **Locations, route adjustments, traffic planning, staging areas:**
  If there was a route adjustment needing to be done the day of the race it would probably be something where people would just have to go around it like there being a fallen tree on the bike path. If there was something bigger to deal with it would probably be big enough to where we would be notified days in advance and from there we will see if a new route can be chosen. If a location is needing to be moved then it would probably be the finish line which wouldn't be a problem. If it's something so severe to where it would affect the whole course/race I would speak with parks and rec, police, etc. to see if the race was able to continue.

- **Other safety concerns**
  I have none at this time that wouldn't be addressed in the other parts of this form.
**WASTE MANAGEMENT PLAN:**
Each aid station will deal with their own trash. They will then take it to a trash place or give it to the person that I'll have picking up trash.
The finish line where the most trash will be, I will have someone cleaning and changing trash cans and then I will be taking those trash bags to a dumpster.
Trash after the race will be picked up from all the aid stations and from the finish line at canyon lake park. The person on the bicycle following the last runner will also be told to get off to pick up trash from the race leftover if they see any.

**MITIGATION OF IMPACT:**
- Provide notification to affected residential or business properties, churches etc.
  - Businesses that this will affect would be ones off creek and Lombardy drive on Sunday morning. However, most are closed on Sunday, and that early.
  - Blessed sacrament catholic church off of Jackson Blvd. Might also be impacted because it's on a Sunday morning. The church will be notified and again leading up to the race on what's going on.
  - Most of the majority of the bike path will be affected for a few hours. I will also try to get with the news and paper to have them explain what is going on
  - Residential shouldn't be affected anywhere along the course.

- Define full impact of the event, traffic noise, parking and other disruptions to general park use
  - This race depending upon the size is going to impact hotels, gas stations, other small businesses, restaurants and more.
  - This race will also be making donations to nonprofits to help out with the race with volunteers so it will impact them in a positive way
  - Canyon Lake Park will be affected
  - Parking at the civic center will be affected but won't be full. Parking at canyon lake park will be affected but participants and spectators/their families/ will be told to park elsewhere to save the spots there for everyday users.
  - A loudspeaker will be used at the finish line at canyon lake park when people finish.
for the start runners would run north a short ways turn around then head south turn around at the end and then head towards saint pat. This is to make up lost distance.