



**City of Billings
Parks and
Recreation
Department**

Mark Jarvis
Park Planner

390 North 23rd Street
Billings, MT 59101

Phone: (406) 657-8367
Fax: (406) 247-8641
Website: www.prpl.info

July 12, 2010

City of Billings Public Works Department, Engineering Division
Susan Wellbrook
2224 Montana Ave.
Billings, MT 59101

Dear Susan:

The Billings Parks and Recreation Department is sponsoring a Dash For Dog Parks fun run on Saturday August 14, 2010 to help raise funds to develop dog parks in Billings. The race will have 2 categories; a 5 kilometer run (3.1 mile) and 2 Kilometer run (1.24 mile). Please see the attached maps.

The race for both categories will start in the Skyview High School parking lot and enter High Sierra Blvd. The race will turn right at the intersection of High Sierra Blvd. and Wicks Lane and continue west on Wicks Lane approximately 1500 feet then turn into the park near the water tank. The 2 Kilometer race will continue and end in the parkland. The 5Kilometer race will run through the park and re-enter Wicks lane at the access road coming off Wicks to the park. It will continue along Wicks Lane and turn right on Sierra Grande Blvd. It will continue east and turn right onto High Sierra Blvd. The race will continue along High Sierra Blvd. to the intersection of High Sierra Blvd and Wicks Lane where it will again turn right on Wicks Lane going the same distance as before (approx. 1500 feet) and finally turn left into the park and end in the park.

Runners will gather at the Skyview High School parking lot and the 5 kilometer race will begin at 8:30 a.m. and the 2 kilometer race will start at 8:45 a.m. We anticipate the race to be completed before 10:00 a.m.

Barricades will be placed at the driveway entrance from the Skyview High School parking lot onto High Sierra Blvd., at the intersection of high Sierra Blvd and Wicks Lane, at the points of departure and entrance along Wicks Lane, at the intersection of Wicks Lane and Sierra Grande Blvd., at the intersection of Sierra Grande Blvd. and High Sierra Blvd., at High sierra Blvd and El Rancho Dr. and at High Sierra Blvd and Siesta Ave. The barricades are two to three feet wide so the intersections will not be completely blocked. Course guards will be stationed at most of the intersections along the race route. Course Guards will allow traffic through intersections when there is a sufficient gap between runners to allow traffic to pass without endangering runners.

Please call me if you have any questions. Thank you for your assistance.

Sincerely,

Mark L. Jarvis, ASLA

"We create community through people, parks, and programs"



**City of Billings
RIGHT-OF-WAY ACTIVITY
PERMIT**

Please check the type of activity you are applying for:

Parade Run/Walk/Procession Street/Alley Closure Block Party

Submit this application with attachments to either the: Public Works office, 2224 Montana Ave., Billings, MT 59101 or Downtown Billings office, 2815 2nd Ave North, Billings, MT 59101. Application packet should be turned in at least 60 days prior to the date of the proposed event for approval.

PERSON MAKING APPLICATION Mark Jarvis
ORGANIZATION MAKING APPLICATION Billings Parks & Recreation
PHONE 657-8367
ADDRESS 390 N. 23rd Billings MT 59101
CITY STATE ZIP
EMAIL ADDRESS jarrisma@ci.billings.mt.us

APPROXIMATE TIME EVENT WILL:

Assemble 6:00am Start 8:30am Disband 12:00pm

DATE OF EVENT August 14, 2010

PURPOSE/DESCRIPTION OF EVENT: (Description and detail of the event.)

Dash for Dog Parks 2k & 5k run/walk

Purpose for the run/walk is to raise funds for 3 dog parks.

EVENT ROUTE DESIRED (IF APPLICABLE): (Please attach map.)

Start at Skyview High School and end race at High Sierra Park. (Please see map for route)

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

CLEAN UP IMPLEMENTATION: (Company contracted or services you will provide)

Park staff and Dog Park Committee will do the cleanup

CERTIFICATION OF INSURANCE WHICH MUST SHOW: (1) The limits of liability coverage for the period of this agreement as a minimum of \$750,000 per claim/ \$1.5 million per occurrence general liability, and (2) the City of Billings named on the Certificate of Insurance as the additional insured. (Refer to the sample insurance copy. Please note a certificate of insurance *is not required* for Block Parties)

NOTICE: ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC/ENGINEERING DEPARTMENT PRIOR TO PLACEMENT, BE ENVIRONMENTALLY SAFE, AND NOT CONFLICT WITH EXISTING MARKINGS.

FOR DOWNTOWN EVENTS: YOU OR THE ORGANIZATION YOU REPRESENT MUST "ASSIGN" THE FIRST TWO BLOCKS OF THE DOWNTOWN EVENT ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOUR EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

IF USING THE ESTABLISHED EVENT ROUTE, THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE EVENT, AND A STREET SWEEPER, IF NECESSARY, TO FOLLOW THE EVENT.

COORDINATOR OF EVENTS AT WHICH ALCOHOL WILL BE CONSUMED IN PUBLIC RIGHT-OF WAY ARE REQUIRED TO OBTAIN AN OPEN-CONTAINER PERMIT FROM THE POLICE DEPARTMENT

UPON SIGNING OF THIS APPLICATION, THE APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL ACTIVITY.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Billings, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity, protecting the City of Billings from all losses arising out of its activity, including damages of any kind or nature.

APPLICANT SIGNATURE *Mark Javits* DATE 7-8-10
APPLICATION APPROVED _____ DATE _____
APPLICATION DENIED _____ DATE _____

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES [] NO []
(IF YES, ATTACH COPY)

FOR CITY USE ONLY

FEE: _____
APPLICANT NOTIFIED BY: _____
DATE: _____

- COPIES TO:**
CITY ADMINISTRATOR
DEPUTY CITY ADMINISTRATOR
POLICE CHIEF
FIRE CHIEF
FIRE MARSHALL
MET TRANSIT MANAGER
STREET/TRAFFIC SUPERINTENDANT
TRAFFIC ENGINEER
PRPL DIRECTOR
PARKING SUPERVISOR
CITY ATTORNEY



DO YOU WANT TO BE OUR EVENT SPONSOR?

“DASH FOR DOG PARKS” FIRST ANNUAL FUN RUN AUGUST 14, 2010

Event will be held at:
High Sierra Park—West end of Wicks



Join us for the 1st Annual “Dash For Dog Parks.” It’s a 2K Dog walk/run or 5K run fundraising event for the development of Dog Parks in Billings. The Fun Run will be hosted by the Billings Parks and Recreation Department. This is a great chance to become a Corporate Sponsor. See back for Sponsorship opportunities.



‘Connecting Our Community through Activity’

RACE SPONSORSHIP

• Major Sponsor

- Name On Registration & Poster
- Name On Website
- Name In Race Day Packet
- Hand Out Awards At Awards Ceremony
- TV And Radio Spots
- Name On Finish Line Banner
- Prominent Spot On Back Of T-Shirt
- Free Vendor Spot
- Exposure At Area Events

• \$1,000+ Level

- Name On Registration & Poster
- Name On Website
- Name In Race Day Packet
- TV And Radio Spots
- Name On Back Of T-Shirt
- Free Vendor Spot
- Exposure At Area Events

• \$500+ Level

- Name On Registration & Poster
- Name On Website
- Name In Race Day Packet
- Free Vendor Spot
- Name on T-Shirt

• \$100+ Level

- Name In Race Day Packet

• Vendor Booth

- Business \$100
- Non-profit \$50

Door Prizes

- We will be raffling off prizes after the race. If you would like to donate a prize, we will announce your company name as the donor as we announce the winners.



CONTACT INFORMATION:

Mark Jarvis: (406)657-8367
jarvism@ci.billings.mt.us

Rachel Cox: (406)698-1648
rcox@oaklandcompanies.com



5K Run



