

Kristopher Cummings
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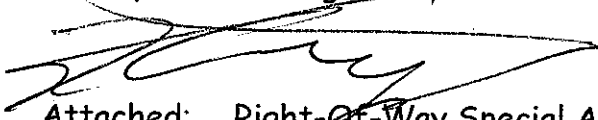
City of Billings
Engineering Division
Attn: Susan Wellbrook
2224 Montana Ave.
Billings, MT 59101

To Whom it May Concern:

On behalf of the Central Heights Elementary PTA I am requesting a Right-Of-Way Special Activity Permit for a *Community Fun Run*, in and around Central Heights Elementary, located at 120 Lexington Drive, Billings, Montana. The race will be held on Saturday May 21st 2011 and will assemble at 8:30 am, commence at 9:00 am and disband at 10:30 am. Road guard attendants will be stationed at 22 different street intersections along the race route (see attached map). The road guards will stop traffic in order to allow runners to pass safely through the intersections, traffic will be able to safely pass through the intersections in between groups of runners. We will have a certified flagger in charge of our road guard volunteers. All road guard attendants will be relieved at 10:30 am Saturday, May 21st 2011. The roads will not be blocked during the race. The attached brochure and map detail exact locations of road closures, race route, and an event description. Thank you for your consideration.

Sincerely,

Kristopher Cummings



Attached: Right-Of-Way Special Activity Permit Checklist, Map with detailed barricades, Event Brochure, Completed Right-Of-Way Special Activity Permit application, and certificate of insurance form.

- On the way



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 Kris Cummings

ORGANIZATION MAKING APPLICATION Central Heights PTA

PHONE 406-281-6111

ADDRESS 120 Lexington Dr. Billings, MT 59102

EMAIL ADDRESS Cummingsk@billingschools.org

APPROXIMATE TIME EVENT WILL:

Assemble 8:30 am Start 9:00 am Disband 10:30 am

DATE OF EVENT 5/21/2011

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

Community Fun Run to promote health & fitness.

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

Attached

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

NA

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

Central Heights PTA Volunteers

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.

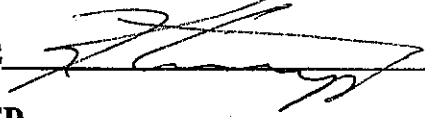
IF USING THE ESTABLISHED EVENT ROUTE, THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE EVENT, AND A STREET SWEEPER, IF NECESSARY, TO FOLLOW THE EVENT.

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  DATE 3/15/2011
APPLICATION APPROVED _____ DATE _____
APPLICATION DENIED _____ DATE _____

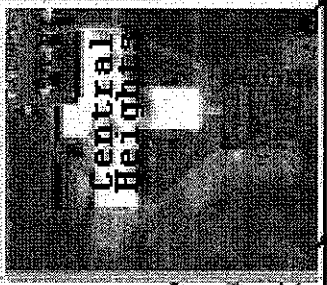
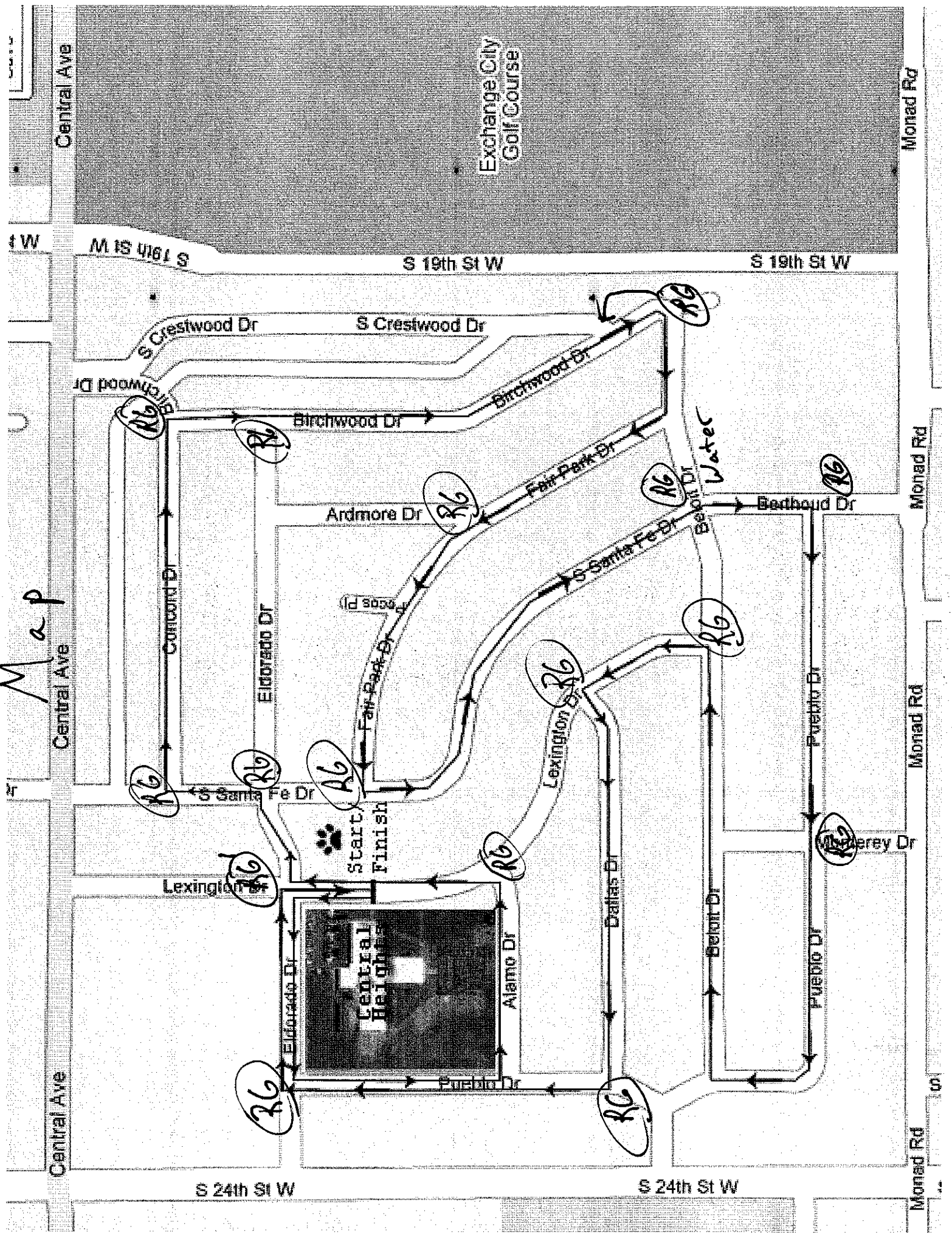
ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES [] NO []
(IF YES, ATTACH COPY)

FOR CITY USE ONLY

FEE: \$100.00
APPLICANT NOTIFIED BY: pd check #3134
DATE: 3/17/11

- 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

Map



Start/Finish

old school

Water

Central Ave
S 19th St W
S 15 16th St
S 19th St W
S 24th St W
S 24th St W
Monad Rd
Monad Rd
Monad Rd
Monad Rd
Monad Rd
Central Ave
S Crestwood Dr
S Crestwood Dr
Birchwood Dr
Birchwood Dr
Fair Park Dr
Andmore Dr
Fair Park Dr
S Santa Fe Dr
Berthoud Dr
Berthoud Dr
S Santa Fe Dr
Lexington Dr
Lexington Dr
Alamo Dr
Pueblo Dr
Pueblo Dr
Dallas Dr
Belmont Dr
Belmont Dr
Pueblo Dr
Pueblo Dr
Merrey Dr
Merrey Dr