



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 Karen Sanford Gall

ORGANIZATION MAKING APPLICATION Montana Amateur Sports, INC.

PHONE 406-254-7426

ADDRESS Box 7136 Billings MT 59103  
CITY STATE ZIP

EMAIL ADDRESS Ksg@bigskygames.org

APPROXIMATE TIME EVENT WILL:

Assemble 6:00 am Start 8:30 am Disband Out of Dehler by 1:00pm  
Off course by 10:45am  
Park

DATE OF EVENT Saturday, June 18, 2011

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

Heart and Sole 5K, 10K and 2 mile walk include  
adults and youth. All races start at Saint Vincent  
Healthcare. The 5k starts at 8:30am followed by the  
10K and 2 mile a 8:45am. All races finish at  
Dehler Park.

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

See attached maps

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

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

Volunteers and staff will be responsible for any  
clean up on the course. At Dehler Park, restrooms  
will be cleaned by City of Billings at rate negotiated  
with Billings Parks and Rec.

**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 *Karen [Signature]* DATE 3/25/11  
APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

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

**FOR CITY USE ONLY**

FEE: **\$100.00** \_\_\_\_\_  
PAID: \_\_\_\_\_  
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

Heart and Sole Race 5K, 10K, 2 Mile walk  
 Course Description and Traffic Control

The 5k begins at 8:30 am followed by the 10K and 2 Mile at 8:45 am. The start line for the race is near 12<sup>th</sup> and N 30<sup>th</sup> St. Runners head south on N 30<sup>th</sup> St. The two mile walkers turn at 11 Ave. N, 5k runners/walkers turn at 9<sup>th</sup> Ave. N and the 10K runners/walkers turn at 8<sup>th</sup> Ave. North. Please see attached maps. Participants will finish at Dehler Park.

Course guards are stationed at all of the intersections along the race route. All course guards will allow traffic through intersections immediately before the race and when there is a sufficient gap between runners to allow traffic to pass without endangering runners.

Following is a list:

Race Distance	Course Guard/Traffic
2m, 5k, 10k	12th Ave N @ N 30th St
2m, 5k, 10k	11th Ave N @ N 30th St
2m	N 31st St @ 11th Ave N
2m	Beverly Hills Blvd @ N 32nd St
2m	Beverly Hills Blvd @ Ash St
2m	Colton @ Ash
2m	Mcdonnell @ Ash
2m	Grandview @ Ash
2m	Poly Drive @ Ash
2m, 5k, 10k	Grandview @ Spruce St
2m, 5k, 10k	Grandview @ Pine St
2m, 5k, 10k	Grandview @ Elm St
2m, 5k, 10k	Grandview @ Locust St
5k, 10k	10th Ave N @ N 30th St
5k, 10k	9th Ave N @ N 30th St
10k	8th Ave N @ N 30th St
10k	8th Ave N @ N 31st St
5k, 10k	9th Ave N @ N 31st St
5k, 10k	10th Ave N @ N 31st St
5k, 10k	10th Ave N @ N 32nd St (N. side intersection, move to 11th Ave after 5k pass)
2m	N 32nd St @ 11th Ave N (moved from 10 ave N @ N 32nd St)
5k, 10k	Ave E @ N 32nd St (S. side intersection)
5k, 10k	Ave E @ 2nd St W
5k, 10k	Ave E @ 3rd St W
5k, 10k	Ave F @ 3rd St W
5k, 10k	3rd St W @ Parkhill
5k, 10k	Parkhill @ Virginia
5k, 10k	Ave F @ Virginia
5k	Virginia @ Beverly Hill
5k	Virginia @ Colton
5k	Virginia @ McDonnell
5k	Virginia @ Grandview
5k	Poly @ Grandview @ Virginia
10k	Parkhill @ 6th St W
10k	Parkhill @ 7th St W
10k	Parkhill @ 8th St W
10k	Parkhill @ Delphinium
10k	Parkhill @ 9th St W
10k	Parkhill @ 10th St W
10k	Parkhill @ 12th St W

10k	Parkhill @ 13th St W
10k	Parkhill @ 14th St W
10k	Parkhill @ 15th St W
10k	Parkhill @ 16th St W
10k	Parkhill @ 17th St W
10k	17th St W @ Village Ln
10k	Village Ln @ Remington Sq
10k	Village Ln @ Meadow Glen
10k	Village Ln @ Campus Way
10k	Campus Way @ Heatherwood Ln
10k	Campus Way @ Cedarwind Dr (3.5 miles)
10k	Poly Dr @ Cedarwind Dr
10k	Poly Dr @ 13th St W
10k	Poly Dr @ Illinois
10k	Poly Dr @ Missouri (4 miles)
10k	Poly Dr @ Michigan
10k	Poly Dr @ Wisconsin
10k	Poly Dr @ Glenwood
10k	Poly Dr @ Highwood
10k	Poly Dr @ Virginia
2m, 5k, 10k	Poly Dr @ MSUB Parking Garage
2m, 5k, 10k	(2, one inside, one outside)MSUB Parking Garage Exit
2m, 5k, 10k	Parking Lot
2m, 5k, 10k	(2, entering and exiting tunnel)MSUB Tunnel @ N 27th St
2m, 5k, 10k	Mountain View Blvd @ N 27th St
2m, 5k, 10k	12th Ave N @ N 27th St
2m, 5k, 10k	12th Ave N @ N 26th St
2m, 5k, 10k	12th Ave N @ N 25th St
2m, 5k, 10k	11th Ave N @ N 25th St
2m, 5k, 10k	10th Ave N @ N 25th St
2m, 5k, 10k	9th Ave N @ N 25th St

The barricades are between two and three feet wide, intersections are not completely blocked (\*Exception see below). The barricades are located one block off of the race course and have signs stating that the street is closed ahead (see below).

Billings Construction Supply will be coning off the east lane on North 27<sup>th</sup> street from Mountain View heading south to 12<sup>th</sup> Ave. There will be signage posted to slow traffic into one lane. In addition, one law enforcement officer with vehicle and flashing lights will be stationed before 12<sup>th</sup> Ave N on N 27<sup>th</sup>.

\*The section from Virginia Lane to the MSU-Billings parking garage will be closed to traffic from 8:30 am to 10:30am. The section from Locust on Grandview to 12<sup>th</sup> Ave N on N 30<sup>th</sup> St (facing north on N 30<sup>th</sup> St, 12th Ave remains open) closed to traffic from 6:30 am to 9:30 am.

<b>Street Barricade</b>
Grandview @ Locust
12th Ave N @ N 30th St(for start of race)
11th Ave N @ N 30th St (on 30th, facing N)
Turning Barricade w/ Arrow to turn at 1st turn
Ave D @ 2nd St W
3rd St W @ Ave C
Parkhill @ N 32nd
Ave F @ Virginia

**Street Barricades Continued**

Ave F @ 6th St W (10k)  
Ave F @ 7th St W (10k)  
Ave F @ 8th St W (10k)  
Ave F @ 9th St W (10k)  
Ave F @ 10th St W (10k)  
Ave F @ 12th St W (10k)  
Grandview @ Spruce going north  
Grandview @ Pine going north  
Grandview @ Elm going north  
Grandview @ Ash going north  
Grandview @ Locust going north  
Grandview @ N 30th St going north  
MSUB lower parking lot, across bridge  
Poly @ MSUB College of Bus (Going West)  
MSUB Athletics Parking Lot  
N 27th St @ 12 Ave N  
N 24th St @ 12 Ave N  
N 26th St @ 11th Ave N  
N 24th St @ 11th Ave N  
N 26th St @ 10th Ave N  
N 24th St @ 10th Ave N  
N 26th St @ 9th Ave N  
N 24th St @ 9th Ave N  
N 25th St @ 8th Ave N

Law enforcement will be stationed throughout the course. Following is a list:

**Police Car/Officer**

Parkhill @ 13th St W (10k)  
Parkhill @ 17th St W (10k)  
17th St W @ Village Ln (10k)  
Poly Dr @ Cedarwind Dr (10k)  
Poly Dr @ 13th St W (10k)  
Poly Dr @ Virginia  
12 Ave N @ N 27th St  
Bike Patrol on course during race

Water stations will be located in the following areas:

**Water Station**

Start  
Ave F @ 3rd St W  
Campus Way @ Village Ln  
Poly Dr @ Entrance to MSUB  
Finish  
Poly Dr @ 11th St W- If it is over 75 degrees  
Parkhill @ 10th St W- If it is over 75 degrees

First Aid stations will be located in the following areas:

**First Aid Stations**

Ave F @ 3rd St W  
Poly Dr @ Entrance to MSUB  
Dehler Park



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/12/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUGER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East DuPont Road Fort Wayne IN 46825	CONTACT NAME: Judy Weaver PHONE (A.C. No. EXN): (260) 467-5697 E-MAIL ADDRESS: judy.weaver@starfinancial.com PRODUCER ID: P0057125 CUSTOMER ID #	FAX (A.C. No.): (260) 467-5691
INSURED ROAD RUNNERS CLUB OF AMERICA/2011 AND ITS MEMBER CLUBS 7410 SKYLINE DRIVE FREDERICK MD 21702-3652	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A NATIONAL CASUALTY COMPANY	11991
	INSURER B NATIONWIDE LIFE INSURANCE CO.	66896
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2 MILLION A.I. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. INSURER	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		KRO00000001300700	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> LEGAL LIAB. TO PARTIC.					PERSONAL & ADV INJURY \$ 2,000,000
	\$2,000,000					GENERAL AGGREGATE \$ NONE
	GEN'L AGGREGATE LIMIT APPLIES PER:		AGG AGGREGATE \$5,000,000			PRODUCTS - COMP/DP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC					ABUSE & MOLESTATION \$ 500,000
A	AUTOMOBILE LIABILITY		KRO00000001300700	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATL TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)		SPX-00000039016-00	12/31/2010	12/31/2011	E.L. DISEASE - POLICY LIMIT \$
				12:01 A.M.	12:01 A.M.	EXCESS MEDICAL \$10,000
						AD & SPECIFIC LOSS \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.  
DATE & EVENT: 06/18/11 Heart and Sole Run INSURED CLUB: Montana Amateur Sports Inc., attn: Karen Sanford Gall;  
P.O. Box 7136, Billings, MT 59103

CERTIFICATE HOLDER CANCELLATION

06/18/11 City of Billings Attn: Jon Thompson P.O. Box 1178 Billings, MT 59101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	John Lefever/JWE