



Special Event Permit
Application Form

PERMIT NUMBER: 20201747 RECEIPT NUMBER: 2020050952

SPECIAL EVENT: Race for the Future - 24th Annual

☒ Athletic Event ☐ Mobile Food Vendor ☐ Event Signage ☐ Other

EVENT DATE(S): October 10, 2020 EVENT TIME(S): 8:00am to 9:00am
on road

EVENT LOCATION/ADDRESS: Lee's Summit West High School,
Word Rd, Scherer Rd (see attached) ZONING OF PROPERTY: _____

APPLICANT: Lee's Summit Educational Foundation PHONE: (816) 986-1015

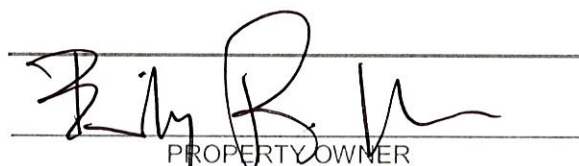
CONTACT PERSON: Sheryl Franke FAX: (816) 986-1170

ADDRESS: 301 NE Tudor Rd CITY/STATE/ZIP: Lee's Summit, MO 64086

PROPERTY OWNER: Lee's Summit R-7 PHONE: (816) 986-1015

CONTACT PERSON: Dr. Emily Miller FAX: (816) 986-1170

ADDRESS: 301 NE Tudor Rd CITY/STATE/ZIP: Lee's Summit, MO 64086


PROPERTY OWNER

Print name: Emily R. Miller


APPLICANT

Print name: Sheryl Franke

Administrative Notes (do not write below this line)

Approved Development Services Department



Special Event Permit Checklist

*A Completed Checklist Must Be Submitted With Each Special Event Permit Application

Submittal Requirements	Yes	No
Completed Special Events Application	✓	
Ownership signature/permission	✓	
Filing fee – See Schedule of Fees and Charges for applicable fee	✓	
Checklist for Special Event Application	✓	

* Applications missing any required item above will be deemed incomplete.

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	Ordinance Requirement	Met	Not Met	N/A
A .Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."	✓		
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.	✓		
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14	✓		
C.1. Name of Event	Name and/or brief description of the event.	✓		
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.	✓		
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee	✓		
C.4. Narrative	A written narrative, fully describing the proposed event, including: 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any	✓		
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.	✓		
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	✓		

**City of Lee's Summit
Department of Planning and Development
Special Event Checklist**

1. Applicant – Name, Address, and Telephone Number

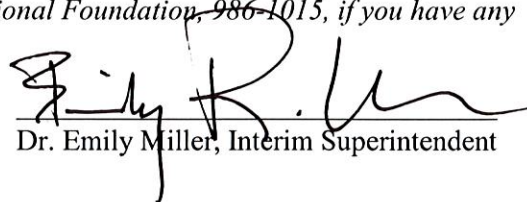
- a. Sheryl Franke, Lee's Summit R7 Schools/Educational Foundation
301 NE Tudor Rd, Lee's Summit, MO 64086
816-986-1015

2. Property Owner – Name Address and Telephone Number

- a. Dr. Emily Miller, Interim Superintendent, Lee's Summit R-7 Schools
301 NE Tudor Road, Lee's Summit, MO 64086
816-986-1008

3. Written approval from the property owner agreeing to proposed event.

"It is with full permission that the Lee's Summit R-7 Schools supports having the 24th Annual Race for the Future at Lee's Summit West High School. We appreciate the City, Police and Fire Department's cooperation in patrolling Ward Road during the timeframe of approximately 7:45-9:00 a.m. on Saturday, October 10, 2020. Please do not hesitate to contact me or Sheryl Franke, Executive Director of the Lee's Summit Educational Foundation, 986-1015, if you have any questions. Thank you."


Dr. Emily Miller, Interim Superintendent

4. Description of the site on which the proposed event is to be held.

Race for the Future 5K Run/Walk is proposed to begin at Lee's Summit West High School near the Activity Complex behind the high school. Participants will run up the drive toward Ward Road, turn left (north) on Ward (remaining next to the curb in south-bound lane to minimize traffic disruption) to Scherer Road, turn left and circle back on adjacent walking trail/sidewalk, then turn right into Lee's Summit West parking lot. The race ends on the track.

5. Date(s) of proposed event : Saturday, October 10, 2020

6. A narrative written description of the proposed event.

The Race for the Future 5K Run/Walk and Kids Dash is in its 24th year. This community-wide event is hosted by the Lee's Summit School District's Educational Foundation and is sponsored by many area businesses. The purpose of the event is to raise funds for scholarships and classroom grants for teachers, as well as promote community spirit. The Race is always scheduled on the second Saturday of October. The Race begins at 8 a.m. and participants are typically finished by approximately 8:45 or 9 a.m. at which time the Kids Dash begins on the track. The entire event is finished and cleaned up prior to noon. The only signs used are those promoting the race approx. 2-3 weeks leading up to the event. These yard signs and/or banners are posted at

school site and at approved business sites throughout the community. The only public street used will be Ward Road (from the high school to Scherer) for approx. 30-45 minutes in one lane.

7. A site plan : Attached

8. Location and number of proposed temporary public toilets

None. We will utilize the public toilets located within the Stadium Activity Complex.

9. Proposed temporary potable water supplies : Not applicable

10. Proof of liability insurance : Attached

11. Any electrical needs will be supplied at the LSW Stadium Activity Complex.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2019

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 PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 Arthur J. Gallagher Risk Management Services, Inc. 12444 Powerscourt Drive, Suite 500 Saint Louis MO 63131		CONTACT NAME: MUSIC Staff PHONE (A/C, No, Ext): 314-800-2235 FAX (A/C, No): 314-965-5425 E-MAIL ADDRESS: musicprogram@ajg.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Missouri United School Insurance (MUSIC), a self i	
		INSURER B: Safety National Casualty Corporation	15105
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1992849457 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MUSIC-2020-00	12/31/2019	12/31/2020	EACH OCCURRENCE	\$ 3,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 3,000,000
							MED EXP (Any one person)	\$ EXCLUDED
							PERSONAL & ADV INJURY	\$ 3,000,000
							GENERAL AGGREGATE	\$ UNLIMITED
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			MUSIC-2020-00	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 3,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			AGC4061786	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Auto Physical Damage			MUSIC-2020-00	12/31/2019	12/31/2020	ACV Less	1,000 Ded Comp/Col

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Safety National provides Excess WC to MUSIC above a Specific and Aggregate Retention **

* Fire Legal Liability Limit \$1,000,000

EVIDENCE ONLY

CERTIFICATE HOLDER

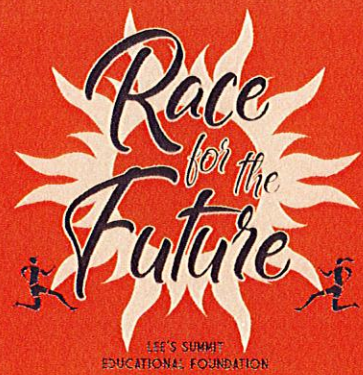
CANCELLATION

City of Lee's Summit, MO
220 SE Green St
Lee's Summit MO 64063

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

Craig R. Parvus



COURSE MAP

