



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

PERMIT NUMBER: 20222190 RECEIPT NUMBER: \_\_\_\_\_

SPECIAL EVENT: Race for the Future 5K Run/Walk

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

EVENT DATE(S): Saturday, October 8, 2022 EVENT TIME(S): 8:00 a.m. to 9:00 a.m.

EVENT LOCATION/ADDRESS: Lee's Summit West High School

2600 Ward Road, Lee's Summit, MO ZONING OF \_\_\_\_\_

PROPERTY: \_\_\_\_\_

APPLICANT: Lee's Summit Educational Foundation / LSR7 PHONE: 816-986-1015

CONTACT PERSON: Chrissy Symes FAX: 816-986-1170

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

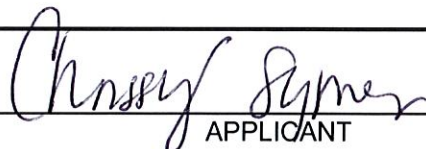
PROPERTY OWNER: Lee's Summit R-7 Schools PHONE: 816-986-1000

CONTACT PERSON: Dr. David Buck FAX: 816-986-1170

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

  
PROPERTY OWNER

Print name: Dr. David Buck

  
APPLICANT

Chrissy Symes

**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 – <b>See Schedule of Fees and Charges for applicable fee</b>	✓	
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: <ul style="list-style-type: none"> <li>7. Location</li> <li>8. Hours of operation</li> <li>9. Anticipated attendance</li> <li>10. Buildings or structures to be used in conjunction with the event</li> <li>11. Proposed signs or attention attracting devices</li> <li>12. Public streets to be used, if any</li> </ul>	✓		
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.	✓		





## Special Event Permit Checklist

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

Met	Not Met	N/A	
✓	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
✓	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
✓	<input type="checkbox"/>	<input type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
✓	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
✓	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
✓	<input type="checkbox"/>	<input type="checkbox"/>	6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none"><li>• the hours of operation,</li><li>• anticipated attendance,</li><li>• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,</li></ul>
✓	<input type="checkbox"/>	<input type="checkbox"/>	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
✓	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
✓	<input type="checkbox"/>	<input type="checkbox"/>	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
✓	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of liability insurance at time of application
✓	<input type="checkbox"/>	<input type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official

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

**1. Applicant – Name, Address, and Telephone Number**

- a. Chrissy Symes, 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. David Buck, 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 26<sup>th</sup> 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 8, 2022. Please do not hesitate to contact me or Chrissy Symes, Director of the Lee's Summit Educational Foundation, 986-1015, if you have any questions. Thank you."*

  
\_\_\_\_\_  
Dr. David Buck, LSR7 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 8, 2022**

**6. A narrative written description of the proposed event.**

The Race for the Future 5K Run/Walk and Kids Dash is in its 26<sup>th</sup> 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 and attracts around 1,000 participants (including volunteers). 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 every 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 LSW Activity Complex/Stadium. There are approximately 25 available per gender-specific restroom; 50 toilets in total.

**9. Proposed temporary potable water supplies: Not applicable**

**10. Proof of liability insurance: Attached**

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2022

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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 12444 Powerscourt Drive, Suite 500 Saint Louis MO 63131	<b>CONTACT NAME:</b> MUSIC Staff	<b>FAX (A/C, No):</b> 314-965-5425	
	<b>PHONE (A/C, No, Ext):</b> 314-800-2235	<b>E-MAIL ADDRESS:</b> musicprogram@ajg.com	
<b>INSURED</b> Lee's Summit R-VII School District as a Member of M.U.S.I.C 301 NE Tudor Road Lee's Summit MO 64063	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Missouri United School Insurance (MUSIC), a self i		
	<b>INSURER B:</b> Safety National Casualty Corporation		15105
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:** 577770326**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 B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MUSIC-2022-00 FCA4064210	12/31/2021 12/31/2021	12/31/2022 12/31/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 3,000,000 \$ 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 B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			MUSIC-2022-00 FCA4064210	12/31/2021 12/31/2021	12/31/2022 12/31/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 3,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	AGC4065947	12/31/2021	12/31/2022	PER STATUTE OTH-ER	
							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-2022-00	12/31/2021	12/31/2022	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

Commercial General Liability Safety National Provides \$2MM xs \$1MM

The City of Lee's Summit is shown as an additional insured solely with respect to general liability coverage as evidenced herein as required by written contract with respect to use of facility by the named insured. RE: "Race for the Future"

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF LEES SUMMIT  
220 SE GREEN ST  
LEES 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

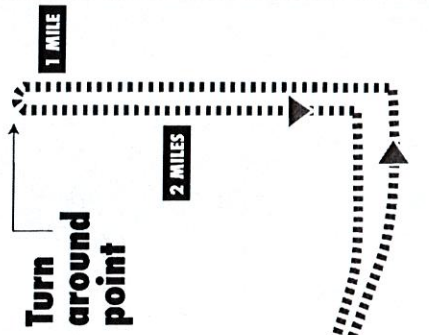
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# COURSE MAP

Scherer Road



Tennis courts



Practice fields



Parking



Ward Road

Parking

Parking

Parking

Enter here to park

Rockhill information booth

Activity Complex/  
Stadium

**START/  
FINISH**

Water table

3 MILES

Athletic Bldg.

Baseball,  
softball

Saturday packet  
pick-up, registration  
and concessions



Note: Course map is not to scale.