

# PERMIT REQUIREMENTS FOR RUN/WALK/ ROLL EVENTS ON WINNEBAGO COUNTY PARKS PROPERTIES

Thank you for choosing Winnebago County Community Parks for your Run/Walk/Roll event. The following requirements must be met to hold an event on the Shared Use Path within the Winnebago County Community Park or on specified sections of the WIOUWASH and Mascoutin State Recreational Trails.

## WINNEBAGO COUNTY PARKS DEPARTMENT POLICY STATE- MENT

### RUN/WALK/ROLL EVENT PERMIT REQUIREMENTS

#### PROPOSED USE OF THE SHARED USE PATH WITHIN THE WINNEBAGO COUNTY COMMUNITY PARK AND/OR SPECIFIED SECTIONS OF THE WIOUWASH AND MAS- COUTIN VALLEY STATE RECREATIONAL TRAILS

Any organization requesting recognition of and approval for use of the Shared Use Path within the Community Park or on a section of the WIOUWASH or Mascoutin Valley State Recreational Trails for a run/walk/roll event, must completely fill out a Run/Walk/Roll Event Permit Application and provide a copy of the route(s), all other information in full regarding the run/walk/roll event, and attaching any other necessary documentation. Submittal of the application does not constitute recognition or approval. Organizations are limited to one request per year. Winnebago County Parks allows one run/walk/roll event per four week period on a Saturday or Sunday with the actual run/walk/roll taking place between the hours of 7:30 a.m. to 10:30 a.m., on the Shared Use Path entirely within the Community Park. Run/walk/roll events may be held on state recreation trails on different days of the week/month and at different times which shall be designated by the Parks Director. Applications submitted without all of the necessary information/ documentation will not be considered.

An Event Permit Application must be completed, submitted, approved, and processed by the Winnebago County Parks Department Office to reserve a date for use of the Shared Use Path entirely within the Community Park and/or Shelter #2 (if required) along with the specified section of the WIOUWASH and/or Mascoutin State Recreational Trails. This application pertains to the following types of events;

Bike race, bike ride, cross country meet, walk, run or roll

Event Permit Applications are taken on a "first come, first served" basis the first business day of the New Year, beginning at 8:00 a.m. in person at the Parks Office at the JP Coughlin Bldg. on County Y in Oshkosh. The Event Permit Application is available on the

### WINNEBAGO COUNTY PARKS

Winnebago County Community Park  
501 E Cty Rd Y  
Oshkosh WI 54901  
920-232-1960

[www.co.winnebago.wi.us/parks](http://www.co.winnebago.wi.us/parks)  
[WinnebagoCountyParks@co.winnebago.wi.us](mailto:WinnebagoCountyParks@co.winnebago.wi.us)



Parks website for prior download. Completed application, proposed route maps and insurance certificate are required at the time of submittal.

**Only registered 501C entities are allowed to apply for an event permit for any events taking place within the Community Park or along any State Recreational Trail.**

No advertising shall be acknowledged for an event before obtaining approval from the Winnebago County Parks office. The use of social media is considered advertising if distributed publically.

Event Applicant must be 21 years of age or older to submit and sign an Event Permit Application.

**SUBMITTAL OF AN APPLICATION DOES NOT GRANT YOU A PERMIT OR CONFIRMATION TO CONDUCT YOUR PLANNED EVENT.**

It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing.

- 1.) Attach a detailed map of the requested route and/or site to the application. The application will not be reviewed if a route and/or site maps are not included. The route and site map must be approved by the Parks Office to insure that it will not interfere with other park activities. Street closures will require separate permits from the corresponding municipality, such permits are the responsibility of the permit holder to obtain. Include the approximate number of persons, animals and vehicles which will be used in the event and a brief description of the animals and vehicles. Dogs are not allowed within the Community Park with the exception of the dog park area. Leashed dogs are allowed on the WIOUWASH and Mascoutin Valley trails. Service animals exempted.
- 2.) **All** special events are **required** to submit a “Certificate of Insurance” in the amount of **\$1,000,000** worth of general liability coverage that names **Winnebago County as an additional insured** for the date of the event, including any set up and take down days. A permit will not be issued if an insurance certificate has not been received with the permit application.
- 3.) Winnebago County Parks reserves the right to require additional information or documentation regarding the applicant, applicant’s company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event.
- 4.) Winnebago County Parks in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of a permit for cause will result in forfeiture of any Shelter rental fees. For cause means if the terms of the application or any license or other code or ordinance is violated or if the event organizer makes any misrepresentation or when public safety is threatened.
- 5.) The Event Permit is subject to all local municipal codes and Winnebago County/City of Oshkosh ordinances in addition to all rules and regulations governing parks, and can be terminated at any time at the sole discretion of local law enforcement authorities, when public safety is threatened.
- 6.) Upon completion of the event, if no infractions occur, Permit Holder shall have the first right of refusal for the same date in the upcoming year. If a scheduled event does not take place, for any reason other than the County’s closure of the Premises for safety or other reasons, the first right of refusal will not apply. Events cancelled due to rain or other weather conditions may not take advantage of the first right of refusal for the upcoming year’s date.

**Additional Costs:**

- 1.) For some larger events located within the Community Park, the rental of Shelter #2 may be required. Winnebago County Parks reserves the right to determine if the size or logistics of an event will require rental of Shelter #2. Shelter rental shall be as per the official shelter rental fee schedule, and reservation terms for shelters.
- 2.) Winnebago County Community Park and the State Recreation Trails are 'carry in/carry out' facilities as pertains to refuse. Under certain conditions a Dumpster may be required. Winnebago County Parks will order delivery and pick up of said Dumpster from the Winnebago County Solid Waste Department or approved County contract holder. The permit holder must determine placement of said Dumpster a minimum of one week prior to scheduled delivery and communicate said location to the Parks Office. The permit holder will receive an invoice for Dumpster charges after the event, which will be due thirty (30) days from the date of invoice.

**Amenities:**

- 1.) The Winnebago County Parks Department **does not** provide amenities such as portable restrooms, sound systems, stages, banquet tables, chairs, tents, canopies or other equipment. The Winnebago County Parks Department does not have a list of preferred vendors.

**Clean-up/Damage to Park Property:**

- 1.) Permit holder shall be responsible for the daily pickup, collection and removal of all garbage and litter from the site and surrounding areas, which is due to the event. The details for the pickup and removal shall be negotiated in good faith between the permit holder and the Parks Office. All garbage collection and removal shall be to the satisfaction of Winnebago County Parks. Permit holder will be billed for any additional cleanup (\$49.00 per hour) and/or damage to park facilities.
- 2.) Permit holder shall be responsible for any actual documented physical damage to the premises caused by its event, employees, agents, representatives, and guests. Within five (5) days of the conclusion of the event, the premises shall be restored to the satisfaction of the Parks Director.
- 3.) Permit holder is responsible for removal of recycling from the premises and depositing of such at the Winnebago County Recycling Facility.
- 4.) No mud runs of any kind are allowed. No tossing (at participants) of projectiles, confetti or substances which do not comply with WDNR specifications for storm water runoff control, or are considered a danger to the public, are allowed.
- 5.) For 'color runs' water soluble color pigments are required and special clean up measures must be followed.
  - Cleaning must provide full containment at a minimum at 100% compliance with local, state and federal guidelines.
  - Pre-cleaning of the course must take place via hand sweeping of all hard surfaces.
  - Water access is not available within the Park, therefore when using a wet cleaning method a plan for how water will be obtained must be submitted along with the application.

- Media barriers must be installed at all storm drain access points within the route to block residual water from the storm sewer system. Evaporation containment barriers shall also be installed before storm drain openings to capture residual water and color that may collect prior to the required media barriers. Any remaining water and/or color shall be completely removed from the site.
  - Cleaning shall begin immediately after the last participant has completed the course.
  - All color powder must be swept up and vacuumed and deposited in containers provided by the event.
  - If necessary power washers must be used to remove all residual powder or residue from paved surfaces.
  - If a rain event occurs, all colored water shall be collected to a storage container for containment and disposal. Residual color must be collected and properly disposed of in compliance with all local regulations, codes and laws as well as state and federal standards.
  - Blowers may be used to remove residual color powder from plants and other outlying objects and surfaces.
  - MSDS sheets for all colors and/or color powders must be provided at time of application, along with all MSDS sheets for any cleaning products used.
  - All cleaning shall be done to the satisfaction of the Winnebago County Parks.
  - If cleaning is not satisfactory Winnebago County Parks reserves the right to clean the affected areas using its own labor or an outside contractor. Permit holder will be billed for any additional cleaning deemed necessary.
- 6.) Events taking place on the Tribal Heritage Crossing of the WIOUWASH State Recreation Trail shall also accrue specific restrictions/clean up requirements.
- No color runs of any kind shall be allowed on the Tribal Heritage Crossing or any other section of the WIOUWASH and Mascoutin Valley State Recreational Trails.
  - All kiosks, benches, handrails, and other accoutrements along the Tribal Heritage Crossing, or any other trail section, must be protected at permit holder's expense, from damage prior to the start of a run/walk/roll. Protection may consist of barrier tape, barricades or physical monitoring of the individual areas.

**Event Timeline:**

- 1.) Permit holder will be assessed a fee for equipment that has not been removed from the event site by the teardown date and time stated on the permit application.

**Fees:**

- 1.) Shelter #2 rental fees are due at the time of reservation, after a run/walk/roll event has been approved and a permit granted, and must be paid in person via cash or check at the Parks Office, 625 E. Cty. Rd. Y #500, Oshkosh. All shelter reservation rules shall apply.

**Grilling:**

- 1.) Hot coals must be disposed of in designated coal containers within the Park. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited. Grilling is not allowed along State Recreational Trails.
- 2.) All vendors shall be required to dispose of used grease, gray water and black water in the appropriate receptacles. Vendors who do not comply with sanitary rules shall be expelled from the Premises and a citation shall be issued to the Permit Holder by the Winnebago County Health Department.

**Parking:**

- 1.) Charging for parking is not allowed. Specific parking arrangements may be made under certain circumstances with the approval of the Parks Director.

**Shelter Reservations within the Park:**

- 1.) Applying for an event permit does not guarantee the availability of a shelter or picnic area(s). If the event or route affects the use of a shelter or picnic area(s), make sure to request it in the application and fees may apply. In certain instances rental of Shelter #2 may be required.

**Sales:**

- 1.) Please indicate on the Event Permit Application if sales will occur at the event. A vendor permit may be required to conduct sales of certain items. A City of Oshkosh or Winnebago County Health Department or other municipality license may also be required. Said licenses are the responsibility of the permit holder.
- 2.) Winnebago County Parks has several exclusive sponsorship agreements in place. The Permit holder is required to adhere to the dictates of said sponsorship agreements for exclusivity if selling concessions, or furnishing ATM services within the Park System.
- 3.) Permit holder shall not block or in any way hinder access to potable water sources placed on the premises, nor post "Out of Order" notices or unplug any vending machines on the premises. Said machines are under the control of Winnebago County and shall not be tampered with.

**Law Enforcement Presence:**

- 1.) Winnebago County Parks reserves the right to require a law enforcement presence at any event. Additional costs may be associated with this support. Permit holder is responsible for additional fees.
- 2.) Winnebago County officials and county employees shall be allowed to enter the premises for inspection purposes during all events.

**Signage:**

- 1.) **Spray painting and staking is prohibited on all Winnebago County Park System property. Water soluble paint is allowed on grass areas to designate route. No paint is allowed on any paved sur-**

**face.** Signage to promote an event is allowed no more than one week prior to the actual event date. The Parks Office must approve all signage pertaining to the event, including the placement of all signage before the event and the fastening or attaching of any rope, sign, banner, flyer or any other object to any tree, shrub or park feature on Winnebago County Park System property. If using paint to mark a course/route, marking the grass area at the edge of the paved or lime screened trails is permissible. Other means of route marking may be used if approved by the Parks Director.

- 2.) Winnebago County Parks in its sole discretion may require placement of its logo on any and all promotional materials, whether print or digital, related to your special event.
- 3.) All proposed banners and signage on the Premises must be pre-approved by the Parks Office.

**Tents:**

- 1.) **Staking is prohibited on Winnebago County Parks System property unless prior approval has been granted by the Parks Director.** If approval for staking has been granted, permit holder is responsible for contacting Diggers Hot Line. No stakes shall be installed deeper than 4” on any collapsible tent, canopy or other object within the park.

**Termination:**

- 1.) Winnebago County Parks in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason.

**Traffic Control:**

- 1.) It is the permit holder’s responsibility to inform the local municipality of the event.

**Vehicles:**

- 1.) Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails. Contact the Parks Director regarding any special parking needs or vehicular access. If permission is granted for driving on grass, it will be stated in the event permit. Any turf damage caused by any trucks or vehicles is the responsibility of the event and the permit holder.

**Walks/Runs/Races/Rides:**

- 1.) All proposed routes are subject to the approval of the Parks Director. If the event is requesting the closure of/use of a public street, approval must be obtained by the permit holder, along with all necessary permits, from the affected municipality. Winnebago County Parks is not responsible for any costs associated with the denial of a proposed route.

**HOLD HARMLESS CLAUSE:**

- 1.) The run/walk permit holder shall agree to indemnify and hold harmless Winnebago County, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the permit holder’s operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of Winnebago County acting within the scope of their employment. Further, the run/walk event permit holder agrees to indemnify Winnebago County and any of its agents, public officers, officials or employees and authorized volunteers for any attorney’s fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor’s use of public property or operation of the event as set forth in the application for a run/walk/roll event permit.

**INSURANCE REQUIREMENTS:**

- 1.) Proof of insurance is required of all run/walk/roll permit holders prior to the event. The attached list of insurance requirements (Exhibit A) should be reviewed immediately with an Insurance Agent to com-

ply. Please provide a certificate of insurance along with your completed application. *Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.*

**PERMITTED USE OF PUBLIC PROPERTY:**

- 1.) Permit holder agrees to conduct only that business/activity which is described in the run/walk/roll permit application, and agrees to all municipal requirements. The permit holder further agrees that within five (5) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, streets or buildings and or/pavement.

**LIABILITY WAIVER:**

- 1.) The run/walk/roll event permit holder shall agree for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against Winnebago County, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity. Signed participant waivers shall be made available per County's request.

**Other items to note:**

- 1.) Winnebago County Parks does not authorize the use of any Municipal, Town, or State roads for this event. Permit holder must coordinate all local road use with the affected municipalities and must contact the Wisconsin Department of Transportation to request permission to use any State Highways. This application and subsequent permit applies only to the Shared Use Path entirely within the Community Park and/or specified portions of the WIOUWASH and Mascoutin State Recreational Trails.
- 2.) It is the permit holder's responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used. Failure to obtain such permission could result in the County not issuing a permit for the currently scheduled event, or future events. A permit granted by Winnebago County Parks is applicable only for the Shared Use Path located completely within the Winnebago County Community Park, or specified areas of the WIOUWASH or Mascoutin State Recreational Trails.
- 3.) The permit holder is responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards shall be corrected or participants protected by securely closing off those particular hazardous areas to participants. Permit holder shall insure that all participants stay within permitted areas. No trespassing on adjacent private property shall be allowed.
- 4.) The permit holder must notify the local municipal unit EMS agency in advance so they are aware of the date and time of the event, type of event, and the number of participants. For larger and more strenuous events, it is strongly advised that the permit holder schedule EMS personnel and equipment to be present at the event. If significant traffic restrictions and/or road closures are required for the event, the permit holder shall also contact the nearest 911 center so emergency police, fire, and EMS units are aware of traffic restrictions in the area as they respond to any emergency calls, especially those within the Park.
- 5.) Normal "rules of the road" must be followed during the event as the park roadway shall remain open to traffic.
- 6.) If it is necessary to temporarily close and detour a County Trunk Highway in order to conduct the event, the permit holder shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the permit holder.
- 7.) No defacing of public property, including pavement markings is allowed.

- 8.) Immediately after completion of the event, the permit holder shall be responsible for removing from the highway and highway right-of-ways any trash, signs, and/or other materials that may have been accumulated or used during the event.

**Exemptions:**

- 1.) The following entities are exempt from the application process;
  - \*Special events sponsored by a city, township, the County, or veterans groups.
  - \*Elementary and secondary school events under the direction and supervision of school authorities.
  - \* Demonstrations conducted for the purpose of indicating approval or disapproval of governmental policies or practices, expressing a view on public issues, or bringing into public notice any issue or other matter.

**Denial of Permit:**

- 1.) Upon receipt of a completed application the Parks Director shall have the authority to modify the route, time and place of an event to facilitate crowd control in the interest of relieving congestion and promoting public safety, provided that the applicant's right of free speech is not denied thereby. The Parks Office shall issue a permit unless:
  - \* The event is of such a size or nature requiring the diversion of so great a number of police officers, ambulances or other emergency services as to deny reasonable emergency services to the community.
  - \* The time, route, size and nature of the event will unreasonably disrupt the safe and orderly use and right to quiet enjoyment of the Park, Trail, or material portion thereof, which is ordinarily subject to great congestion or traffic at the proposed time, or substantially interrupt the safe and orderly movement of other traffic or participation in other events taking place within the Park or on a Trail.
  - \* The event will interfere or conflict with another event for which a different type of event permit has already been issued, or with a construction or public works project.
  - \* The conduct of the event will be contrary to law, including but not limited to, noise regulations and WDNR storm water run off specifications.
  - \*The application for permit contains a material falsehood or misrepresentation.