

**REQUEST FOR 3K/5K/10K PERMIT**

Department/Group: \_\_\_\_\_

Date: \_\_\_\_\_ Time Beginning: \_\_\_\_\_ Time Ending: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Person Responsible Cell Phone#: \_\_\_\_\_

Faculty/Staff Sponsor: \_\_\_\_\_

Faculty/Staff Sponsor Cell Phone#: \_\_\_\_\_

Location Starting Point: \_\_\_\_\_ Location Ending Point: \_\_\_\_\_

Signature of Responsible party: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty/Staff Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Location/Building Manager: \_\_\_\_\_ Date \_\_\_\_\_

- I have attached a copy of the route
- I (Responsible Party) understand that I am responsible for complying with the regulations listed on the back of this form. If the guidelines are not met my privileges can be revoke and denied for current and future requests.
- I understand that this form is not for event approval, but only for the safety issues for the event.

Submitting a 3K/5K/10K Permit does not guarantee approval.  
Requests must be submitted two weeks prior to the event.

(For Office use)

\_\_\_\_\_  
Campus Safety Officer                      Badge #                      Date

Notes/Comments:

### 3K/5K/10K Permit Regulations

- Permit Request
  - Must be submitted to Campus Safety a minimum of three weeks prior to the date of the event.
  - Approval may be rescinded at any time leading up to or during the event for unsafe environmental conditions or user's actions (including failure to comply with permit regulations).
- Provide the following information:
  - Andrews University sponsor approval for the event. If no sponsor, written approval from a Vice President is required.
  - Suggested map route for Campus Safety approval.
  - Expected attendance at the event.
- Safety Maintenance
  - Roads/intersections will not be shut down for this event. Organizers are responsible for:
    - Stationing individuals at each crosswalk to remind runners that traffic does not stop
    - Individuals stationed at crosswalks are to be instructed that they are **not** to stop vehicle traffic, but they will be supplied with reflective safety vests from our department, if they are available.
    - Instructing runners that they are to only run on the sidewalk, not in the roadway.
- Required clean-up when finished.
  - Please make sure that all event areas are inspected and cleaned, leaving areas in an acceptable state.

### Recommendations

- Provide ample hydration stations along the route.
- Provide a medical station.