



**PARKS AND RECREATION
Policy and Procedure Manual**

Policy Manual
General Directive
Road Race Policy for Special Events

I. Purpose

To establish guidelines in regards to the closure of public streets and right-of-ways for competitive and non-competitive road races and walks held in the Central Business District of Tampa, and to protect the interests of community members who are regular users of streets, sidewalks and greenways from undue inconvenience and to continue to support events that are positive for the health, recreation and well-being of participants and for the economic development of the City.

II. Definitions and References

Department means the City of Tampa Parks and Recreation Department.

Capacity means Minimum or maximum number of people gathered in an area during the special event.

Road Race means organized activity involving running, biking, walking or other means of transportation involving participants using a fixed course that involves the use or obstruction of City streets, ROW, sidewalks or greenways.

Applicant means any person whether acting individually or on behalf of an organization applying for a special event permit.

Special Event Application means the document submitted by applicant detailing information for proposed special event within a special event park.

Special Event Permit means the written document provided and /or issued by the Office of Special Events on behalf of the Parks & Recreation Department granting permission for use of a special event park, and which sets forth the terms and conditions applicable thereto.

Central Business District means the area of downtown Tampa bordered by Palm Avenue to the North, Seddon Channel to the South, Adamo Drive to the East and North Boulevard to the West.

Permittee means any person or organization that has been granted a Special Event Permit.

III. Policy

The City of Tampa reserves the right to set a minimum number of registered participants on competitive and non-competitive road races requesting a Special Event Permit with closures of City streets and right of way based on the following matrix.

<u>Length</u>	<u>Minimum Number of Registered Participants</u>
1 mile*, 5K, 8K or 10K	1,000
15K	1,500
1/2 marathon	2,000
Full marathon	3,000

*If a 1 mile fun/walk is held in conjunction with another race length then there is no requirement for participation in that length because the roads are already closed.

Tampa Riverwalk 500 person maximum, non-competitive events only

IV. Procedure

- A. An applicant must submit a Special Event Application, including one of Tampa's standard race routes no less than 90 days prior to the first day of event activity will begin.
- B. An applicant must indicate on the Special Event Application expected number of participants for the proposed road race.
- C. The applicant must provide updates from an official list of registered participants on the number of registered participants to Office of Special Events on a monthly basis.
- D. The Office of Special Events has the discretion to deny the Special Event Permit if the number registered participant does not minimums numbers outlined in this policy.
- E. If approved for a Special Event Permit, the applicant, at his expense, must communicate with each homeowner, business, place of worship, and places of learning located either directly on the event route or on a side street that will be clocked or heavily inconvenienced by the road closures associated with the route at least 15 days prior to the event date.
- F. The notification must include:
 - a. Name of the Event
 - b. Name and contact information of sponsoring organization/person
 - c. Date and time of event
 - d. Detailed description of road closure and timeframe of road closures
 - e. Description of event and information about noise impacts(i.e., amplified sound)
 - f. Event website and/or Facebook, if applicable

Approved and issued:



Greg Bayor, Director

1-9-17

Date