

COUNCIL ACTION FORM

SUBJECT: AMES HIGH SCHOOL HOMECOMING REQUESTS

BACKGROUND:

Ames High School has requested to hold its Homecoming Parade on Monday, September 18, 2017. Due to the reconstruction of City Hall Lot M, parade entries will stage on Pearle Street, Main Street, and in Depot Lot TT. The parade will start on Main Street west of Clark Avenue and proceed east past Douglas Avenue to the CBD Lot entrance. The parade entries will disperse from the CBD Lot. It will begin at 6:30 p.m. and last approximately 45 to 60 minutes. To help facilitate this event, the Homecoming Committee asks that the City Council approve the following closures:

- Fifth Street from Grand Avenue to Pearle Avenue, Pearle Avenue, Main Street from Pearle Avenue to Duff Avenue, Clark Avenue from north of the CBD lot exit to Fifth Street, Burnett Avenue from Main Street to Fifth Street, and Kellogg Avenue from north of the CBD lot exit to Main Street, from 5:30 to approximately 7:30 p.m.
- Depot Lot TT, and a portion of CBD Lot Z from 5:30 p.m. to 7:30 p.m. for parade staging and disassembly (No reserved spaces would be affected).

Barricades, staffed by adult volunteers, will be placed on streets along this route for traffic control purposes. Organizers have requested a blanket Temporary Obstruction Permit and a waiver of parking meter fees and enforcement along the parade route from 1:00 to 6:00 p.m. (\$235 loss to Parking Fund).

In addition to the parade, organizers plan to hold a fireworks display during the home football game on September 22 (at approximately 8:15 p.m.) at Ames High Stadium. Organizers have requested a waiver of the \$25 Fireworks Permit fee.

Because City Hall Lots M and MM will continue to be accessible the City Hall users during the parade, City staff is not requesting a waiver of parking meter enforcement in Lot N to accommodate these users as it has done in previous years for Community Center activity attendees.

ALTERNATIVES:

1. Approve the requests from the Ames High Homecoming Committee for a blanket Temporary Obstruction Permit, parking lot and street closures, and waiver of parking meter fees in connection with the parade to be held on September 18, and issue a fireworks display permit and waive the permit fee for a fireworks display on September 22.
2. Approve the requests for a blanket Temporary Obstruction Permit, parking lot and street closures for September 18 and approve the fireworks display for September 22, but require payment for the fireworks permit (\$25) and lost parking revenue (\$235).
3. Deny these requests

MANAGER'S RECOMMENDED ACTION:

The Ames High Homecoming Parade is a long-standing Ames tradition in the Main Street Cultural District and has the support of the Main Street Cultural District. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests from the Ames High Homecoming Committee as indicated above.



CITY OF

Ames

SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name Ames High Homecoming Parade 2017

Description

1:00 cover parking meters w/ bags & information about street closure
 5:30 volunteers arrive to put up barricades & boundaries & get into place
 5:45 participants will start arriving & line up will begin
 6:15 check to make sure everything is in order for the start of the event
 6:30 the parade will start at the community center parking lot
 7-7:30 the parade will end at the parking lot at the end of Mainstreet

- Event Category
- Athletic/Recreation
 - Exhibits/Misc.
 - Festival/Celebration
 - Parade/Procession/March
 - Concert/Performance
 - Farmer/Outdoor Market
 - Other (please explain)

Anticipated Attendance
 Total 500 Per Day _____

DATE/TIME

Setup	Date <u>9/18/17</u>	Time <u>1:00</u>	Day of Week <u>Monday</u>
Event Starts	Date <u>9/18/17</u>	Time <u>6:30</u>	Day of Week <u>Monday</u>
Event Ends	Date <u>9/18/17</u>	Time <u>7:00</u>	Day of Week <u>Monday</u>
Teardown Complete	Date <u>9/18/17</u>	Time <u>7:30</u>	Day of Week <u>Monday</u>

Rain Date, if applicable _____

Rain Location, if applicable _____

LOCATION

- Region**
(Select one or more)
- Main Street Cultural District (Downtown)
 - Campustown District
 - Iowa State University Property
 - City Parks
 - Other (please explain) _____

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Main Street Cultural District: (515) 233-3472 events@amesdowntown.org
Campustown - Campustown Action Association: (515) 450-8771 director@amescampustown.com
Iowa State University - Events Authorization Committee: (515) 294-1437 eventauthorization@iastate.edu

CONTACTS

Host Organization

Ames High School

Local Contact (Required)

Name

Sonja Paulson

Address

3213 West Street

Telephone

Cell Phone

515-291-6903

Email

sjpaulson99@gmail.com

At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.

Yes No

Is this an annual event? How many years have you been holding this event? ..

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July, etc.*)?

If yes, please list

The Ames High Homecoming parade has been going on for 66 years. Anyone in the community is welcome to the event.



**CITY OF AMES, IOWA
APPLICATION FOR PERMIT TO DISPLAY FIREWORKS**

(The outdoor use or exploding of "fireworks," as that term is defined by the Code of Iowa, is prohibited except when done in accordance with a permit authorized by the City Council.)

Name of Event: Ames High 2017 Homecoming

Name of Organization Sponsoring Event: Homecoming Committee

Address of Organization: 1921 Ames High Dr

Name of Applicant: Sonja Paulson

Telephone: 515-291-6403 E-mail address: sjpaulson99@gmail.com

Organization's On-site Manager/Contact for Day of Display: Joe Paulson

Contact's Cell Phone Number on Day of Display: 515-291-7000

Date & Time of Event: 9/22 about 8pm Rain Date(s) & Time: _____

Exact Location of shoot/display: Field south of tennis courts

Attach diagram of display location.

Size of shells and/or type of display: 3" & smaller

Attach effects list or schedule.

Name of Display Operator/Responsible Shooter: Joel Paulson
(This person is to be present on the day of the event.)

Attach a resume showing pyrotechnic certification or qualifications of this person.

Shooter's Work-week Phone: (515) 291-7000 Cell Phone (for day of display): (515) 291-7810

Name of Insurance Company: OSP Insurance

See below for detailed information about insurance requirements.

Display sites are subject to examination by the City Fire Inspector or his/her designee. The Ames Fire Department has authority to cancel/postpone any display if it is determined that there are safety concerns.

Signature of Applicant: [Signature] Date: 7/25

Signature of Display Operator: [Signature] Date: 8/7/17

City of Ames Insurance Requirements:

- Comprehensive General Liability limits in the amount of \$1,000,000 combined single limit and Excess Liability limits in the amount of \$5,000,000. Coverage shall be at least as broad as the ISO Form Number CG0001 covering commercial general liability written on an occurrence basis only.
- Applicant and/or Sponsor must be named as certificate holder(s).
- The City of Ames, its officers and employees must be named as additional insured.
- A copy of the current insurance certificate must be filed with the City Clerk.

NOTE: This application not to be used for displays originating on Iowa State University property. Instead, use the form found at <http://www.riskmanagement.iastate.edu/events/fireworks> or contact the Office of Risk Management at 515-294-7711. (ISU will forward the application and the City's portion of the fee to the Ames City Clerk.)

For Office Use:

Date Fee Paid (\$25.00)

Approved by Fire Inspector



For displays on property owned by Iowa State University, an alternate application must be submitted to ISU Risk Management at least six (6) weeks prior to the event. Please refer to forms and information found at: <http://www.riskmanagement.iastate.edu/events/fireworks> or contact the ISU Office of Risk Management at 515-294-7711.

For Iowa State, the following insurance requirements must also be met:

- The company must be at least A-rated by Best's.
- The State of Iowa; Board of Regents, State of Iowa; and Iowa State University must be named as additional insureds for liability coverage.
- Certificates must be complete and indicate "occurrence" coverage.
- Limit Requirements:
 - General Liability – at least \$1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.
 - Automobile Liability – \$1,000,000 combined single limit each accident.
 - Worker's Compensation and Employer's Liability – must provide for the Statutory Limits of \$100,000/\$500,000/\$100,000 and a Waiver of Subrogation in favor of Iowa State University/State Board of Regents.
 - Excess Liability – policy must provide \$5,000,000 Excess Liability coverage.

The insurance policy term must be for the duration/term of contract or be specific to the event date(s). The term of coverage shall coincide with the dates of the agreement. The certificates shall provide for thirty (30) days notice of cancellation or material change of coverage to the certificate holders.

Iowa State University Approved Locations

Central campus

Parking Lots G3 & G7

Cross Country Course west of Wilson Hall

Jack Trice Stadium, parking lots or grounds

Stuart Smith Park

VMRI green space northeast of Building 29

Restrictions

2.5" maximum shell size

5" maximum shell size

5" maximum shell size

Per Environmental Health & Safety (EH&S)

Per EH&S

Per EH&S; EH&S will contact LAR (for animal coordination) and Vet Med Child Care Center

Ames High School Homecoming Committee
1921 Ames High Drive
Ames, IA 50010

August 22, 2017

Mayor and City Council
City of Ames
515 Clark Avenue
Ames, IA 50010

Dear Mayor Campbell and Members of the Ames City Council,

The Ames High School Homecoming Committee plans to hold its annual Homecoming activities the week of September 17, 2017. These activities include the downtown Homecoming parade on Monday, September 18, and a fireworks display at halftime of the home football game on Friday, September 22. The parade will begin at 6:30 pm and is anticipated to last between 30 and 45 minutes, with the streets re-opened by 7:30 pm. The Homecoming Committee asks that the City Council approves the following requests:

1. Closure of Pearle Avenue, Douglas Avenue, Burnett Avenue, Kellogg Avenue and Clark Avenue (all from Main Street to 5th Street), and Main Street from Pearle Avenue to before Duff Avenue from 5:30 to approximately 7:30 pm on September 18.
2. Closure of City Parking Lot MM and Lot M at 5:30 pm for parade staging.
3. Waiver of parking meter fees for those closed public parking spaces from 1-7:30 pm.
4. A fireworks permit for the fireworks display to be held during halftime of the Homecoming game on September 22 (approximately 8:15 pm).
5. Waiver of fireworks fee.

Thank you for your consideration of these requests. We hope to see you in attendance during the parade and supporting the football team on Friday night.

Sincerely,

Sonja Paulson, Nicole Cho, Ella Glenn, Kelly Friedrich, Maia Ardoin, and Hattie Stenberg
Ames High School Homecoming Committee

Ames High School Homecoming Committee
1921 Ames High Drive
Ames, IA 50010

August 22, 2017

Mayor and City Council
City of Ames
515 Clark Avenue
Ames, IA 50010

Dear Mayor Campbell and Members of the Ames City Council,

Ames High School is hosting the annual homecoming game between Ames High and Council Bluffs Lincoln on Friday, September 22, 2017. As a tradition, the school plans to hold a fireworks show during the game's halftime. The game starts at 7:00 pm, so the fireworks would be held approximately at 8:15 pm, depending on the duration of the first half. On behalf of Ames High, we would like to ask that the City Council approves the waiver of fees for the fireworks permit.

Thank you for your time.

Sincerely,

Maia Ardoin, Hattie Stenberg, Ella Glenn, Kelly Friedrich and Sonja Paulson

Main Street
CULTURAL DISTRICT
Ames, Iowa

August 23, 2017

To whom it may concern,

The Main Street Cultural District fully supports the use of Main Street, in downtown Ames, for the Ames High School's Homecoming Parade on September 18th, 2017. We welcome this partnership with the Ames School District to make the community a better place for everyone. We are excited to join students, athletes, parents, faculty and staff, and community members in cheering on our Ames High School Little Cyclone Football team. We also welcome the opportunity to show the community what great businesses our downtown has to offer.

Sincerely,


Paul Livingston
2017 MSCD Board President