

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM ISU HOMECOMING CENTRAL COMMITTEE FOR ISU HOMECOMING EVENTS

BACKGROUND:

The Homecoming Central Committee at Iowa State University is again planning to host its annual Homecoming activities from October 22-28. The events this year include the traditional ExCYtement in the Streets lawn displays and mass campaniling on Friday, October 27. Earlier this year, the City Council approved the second annual downtown Homecoming parade as a kickoff to the activities, to be held on Sunday, October 22.

ExCYtement in the Streets consists of two activities on Friday, October 27th: the Greek System lawn displays, and fireworks on Central Campus in conjunction with Campaniling. The lawn displays will be exhibited between approximately 8:00 p.m. and 10:00 p.m. To facilitate this event, organizers are asking the City Council to approve the following requests:

- Closure of Sunset Drive from Ash Avenue to just west of the intersection with Beach Avenue
- Closure of Ash Avenue from Gable Lane to Knapp Street (Knapp and Gable will remain open)
- Closure of Gray Avenue from its intersection with Gable Lane to Greeley Street
- Closure of Pearson Avenue between Greeley Street and Sunset Drive
- Temporary Obstruction Permit for the closed areas as well as the Greek Triangle, which will be used for judging displays and fundraising activities.
- Blanket Vending License
- Waiver of fee for Blanket Vending License (\$50 loss to City Clerk's Office)

Streets will be closed at approximately 7:30 p.m. and will be reopened by 11:00 p.m. On-street parking will also be prohibited on these streets from 7:00 p.m. on Thursday, October 26, to 11:00 p.m. on Friday, October 27.

Public Works will provide the barricades necessary for the street closures along with "No Parking" signs. **Organizers will be responsible for staffing the barricades while they are in place. Organizers have indicated they will notify affected non-Greek residents by going door-to-door with information.** A letter of support from the Campustown Action Association is attached.

Organizers also plan to hold the annual fireworks display on Central Campus as part of mass Campaniling. **Therefore, a fireworks permit is requested for a ground effects**

fireworks display on Central Campus to begin at midnight (12:00 a.m.) on Friday night, October 27.

In the past three years, concerns regarding noise from the fireworks component of this event were raised during the City Council discussion and approval. However, the City Council has continued to approve this component of the event as planned. Event organizers have been made aware of the concerns regarding noise from fireworks and wish to proceed with conducting the fireworks shoot at midnight in the same manner as previous years.

ALTERNATIVES:

1. Approve the requests from the Homecoming Central Committee for:
 - a. ExCYtement in the Streets on Friday, October 27, including street and parking closures, a Temporary Obstruction Permit, blanket Vending License, and waiver of Vending License fee as requested above by the event organizers.
 - b. A Fireworks Permit for a fireworks display on Central Campus at midnight on Friday night, October 27th.
2. Deny the requests.

CITY MANAGER'S RECOMMENDED ACTION:

The Homecoming Central Committee has a long track record of successfully hosting lawn displays as part of ExCYtement in the Streets. Homecoming Central Committee has indicated a desire to continue conducting a fireworks shoot on Central Campus at midnight as part of the celebration. Staff has informed the organizers that concerns exist regarding the noise from the fireworks and the effect on the surrounding neighborhood. However, the organizers wish to proceed with a midnight fireworks display. The City Council has been supportive of the fireworks display in the past and has given City staff no formal direction regarding the fireworks. City staff therefore assumes that the City Council continues to be supportive of the fireworks display.

Assuming the City Council continues to support the midnight fireworks display, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1a&b, thereby approving the requests for ExCYtement in the Streets and the midnight fireworks display as described above.



SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name

Description

ExCYtement in the Streets is a long standing tradition where Greek chapters produce and perform skits on their front lawns to be judged by Iowa State faculty as a part of the Greek Homecoming competition. In addition, other Greek chapters will be raising money for their national philanthropies by selling prepackaged food and or drink. Finally, Iowa State clubs are invited to show case their pride for Iowa State and what their club involvement is.

Event Category

- | | |
|--|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Farmer/Outdoor Market |
| <input checked="" type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Parade/Procession/March | <input type="text" value=""/> |

Anticipated Attendance

Total

Per Day

DATE/TIME

Setup

Date

Time

Day of Week

Event Starts

Date

Time

Day of Week

Event Ends

Date

Time

Day of Week

Teardown Complete

Date

Time

Day of Week

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) Greek Triangle and surrounding area

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

Homecoming Central Committee

Local Contact (Required)

Name

Mary-Kate Misak

Address

420 Beach Ave, Ames, IA 50012

Telephone

515-294-6525 (Alumni Center)

Cell Phone

563-349-7847 (Adviser)

Email

hccgenco2017@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? _ 105 years



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



SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name

Pancakes, Fireworks, and Mass Campaniling

Description

On Friday night of Homecoming on Central Campus, hundreds of students come to eat unlimited pancakes, watch fireworks at midnight and mass campanile to continue on with Iowa State's strong traditions.

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 10/27/17

Time 7:00pm

Day of Week Friday

Event Starts

Date 10/27/17

Time 10:00pm

Day of Week Friday

Event Ends

Date 10/28/17

Time 1:00am

Day of Week Saturday

Teardown Complete

Date 10/28/17

Time 2:30am

Day of Week Saturday

Rain Date, if applicable

N/A

Rain Location, if applicable

N/A

LOCATION

Region

(Select one or more)

☐ Main Street Cultural District (Downtown)

☐ Campustown District

☒ Iowa State University Property

☐ City Parks

☐ Other (please explain)

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Email

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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? _ 20 years



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



campustown
action
association

Campustown Action Association
119 Stanton Ave, Suite 602
Ames, IA 50014

CAA is supportive of both the ExCYtement in the Streets event and the fireworks display planned for Friday, October 27, 2017. The Homecoming group is making an effort to inform the affected neighborhoods of the extra noise, street closures and to keep any inconvenience to Ames residents at a minimum. We will be assisting them in this process through our contacts with the property management companies as well as the nearby Neighborhood Associations. Last year's Homecoming events were quite successful, and we don't foresee any issues this year. The committee is extremely invested in another successful series of events. I think Homecoming week can be a great example of how the students and the Ames community really can work together.

Sincerely,

Karin Chitty
Executive Director

Homecoming Central Committee



420 Beach Ave • Ames, Iowa 50011 • Phone: 7636075703
E-Mail: hccgenco2017@gmail.com

Date: Tuesday, August 1, 2017

Honorable Mayor Campbell and City Council
City of Ames
City Hall - 515 Clarke Ave. Ames, IA 50010

Dear Honorable Mayor Campbell and City Council:

We are writing on behalf of Iowa State University's Homecoming Central Committee regarding the 2017 Homecoming Celebration. In past years, we have had ExCYtement in the Streets the Friday prior to the Saturday game. This year, we are adding a philanthropic portion to the event. Greek teams that are not participating in the Lawn Display portion will be promoting one or more philanthropies. In addition, the Greek teams that are participating in Lawn Displays (the large structures and skits on Greek properties) have the option to promote an organization of their choice as well.

The Greek Community prides themselves on their service efforts, as it is one of the Greek Pillars. Due to this, many of the Greek organizations reached out to Homecoming Central at the end of last year suggesting that we implement more service opportunities. That being said, our committee has come up with this idea to go along with ExCYtement in the Streets. To raise funds for the various philanthropic events, each chapter and/or team will be allowed to sell pre-packaged items to those attending the event. We would like to have tables set up around Greek Triangle. Those selling would be on the edge of Greek Triangle and all event attendees outside of the Triangle to maintain the area as much as possible.

With that, we would like to ask you to waive waiving the \$50 vendor fee for Friday, October 27, 2017. Although food and drink items will be sold, all profits will be going to various philanthropic causes.

Sincerely,

Emily Costa and Kate Fjelstad
Homecoming Central Co-Directors

City of Ames Fireworks Permit Application



**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: ISU Homecoming 2017

Name of Organization Sponsoring Event: ISU Alumni Association

Address of Organization: 420 Beach Avenue, Ames, IA 50011

Name of Applicant: Mary Kate Misak

Telephone: 515.294.2632 E-mail address: mkmisak@iastate.edu

Organization's On-site Manager/Contact for Day of Display: Jenny Long

Contact's Cell Phone Number on Day of Display: 319.491.2532

Date & Time of Event: Fri 10/27/2017 11:59 p.m. Rain Date(s) & Time: N/A

Exact Location of shoot/display: ISU Central Campus North of Campanile

☒ Attach diagram of display location.

Size of shells and/or type of display: No Aerial Shells - Close Proximity Effects

☒ Attach effects list or schedule.

Name of Display Operator/Responsible Shooter: Kelm Brueschke / Lee Munson
(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: 515.321.2761 Cell Phone (for day of display): 515.321.2761

Name of Insurance Company: Britton Gallagher - Everest Indemnity Ins. Co.

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: Mary Kate Misak Date: 8/17/17

Signature of Display Operator: Kelm P Brueschke Date: August 14th, 2017

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

Richard Higgins

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