

ITEM #: 9  
DATE: 03-28-23  
DEPT: Admin

**COUNCIL ACTION FORM**

**SUBJECT: REQUESTS FROM AMERICAN CAMPUS/CAMPUSTOWN STUDENT APARTMENTS FOR SPRING CARNIVAL**

**BACKGROUND:**

Campustown Student Apartments is proposing to host a celebration for current and future tenants from 1:00 p.m. to 3:00 p.m. on Friday, April 21. This Spring Carnival will consist of carnival games, food, and music. It will be open to the public. To facilitate this event, Campustown Student Apartments has requested the following for Friday, April 21.

- Closure of Stanton Avenue from Chamberlain Street to a point 225 feet south of the intersection with Chamberlain Street from 2:30 p.m. to 7:30 p.m.
- Closure of 5 on-street metered parking spaces 12:30 p.m. to 3:30 p.m. on (estimated loss of \$9.40 to the Parking Fund)
- A blanket Vending License (\$50 license fee)

Organizers would be expected to reimburse the City for the Vending License fee and lost parking meter revenue (\$59.40 total). A Noise Permit has been requested from the Police Department. Staff has discussed safety considerations in detail with the event organizer including the need to limit the number of attendees to a manageable size. Organizers expect approximately 200 attendees and have provided staff with an Emergency Safety Plan. Staff has also been informed that no alcohol will be permitted at this event.

A letter of support has been provided by the Ames Chamber of Commerce. The proposed location affects fewer residences and businesses than the location of this event in previous years on Chamberlain Street. Most of the affected residents are in buildings owned by the event organizer. Organizers indicate that they will go door-to-door with event information in the affected area.

**ALTERNATIVES:**

1. Approve the requests from Campustown Student Apartments, as indicated above.
2. Direct staff to work with organizers to find an alternate location for the event.
3. Do not approve the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The event will take place during daylight hours and will not involve alcohol. Additionally, the Ames Chamber of Commerce is supporting this event. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



*Smart Choice*

March 9, 2023

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

Dear Mayor Haila and Members of the Ames City Council,

The Ames Chamber of Commerce supports the Spring Carnival event to take place in the Campustown district. This event is to be hosted by American Campus and Campustown Properties on Friday, April 21, 2023.

We also endorse the necessary street closure that this event will require from 200 Stanton Avenue to 225 Stanton Avenue.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel A. Culhane', written in a cursive style.

Daniel A. Culhane  
President and CEO, Ames Chamber of Commerce



# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name Spring carnival  
Location/Address 200 Stanton - 225 Stanton

Region (Select one or more)

- Ames Main Street (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 Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 232-2310  
Campustown Action Association: (515) 232-2310  
ISU - Events Authorization Committee: (515) 294-1437

director@amesdowntown.org  
sarahd@ameschamber.com  
eventauthorization@iastate.edu

## TIMELINE

Setup Date April 21 Time 11:00am M T W R F Sa Su  
 Event Starts Date April 21 Time 1:00 pm M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Spring carnival will have food trucks free for attendees, games to play for prizes, music.

Event Ends Date April 21 Time 3:00 pm M T W R F Sa Su  
 Teardown Complete Date April 21 Time 4:00 pm M T W R F Sa Su

## Event Category

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

Rain Date \_\_\_\_\_ Rain Location \_\_\_\_\_

Yes  No

Is this an annual event? If yes, how many years? 3 years  
(had last year)

**CONTACTS**

Sponsor/Applicant Name: Campus Investors IS, LLC  
Address: 200 Stanton Ave  
City: Ames State: IA Zip Code: 50014  
Daytime Phone: 515-598-9000 Cell Phone:  
E-mail:  
Alternate Contact Name: Ashley Bartleson  
Daytime Phone: 515-598-9000 Cell Phone:  
E-mail: a.bartleson@americancampus.com

**ATTENDANCE**

Anticipated Daily Attendance: 200

Yes No

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:

**ORGANIZATION STATUS/PROCEEDS**

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts: No Fee to attend event

Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising: %

Percentage of net proceeds going towards for-profit entity: %

**SECURITY**

Ames Police Department 24 hour non-emergency phone number: 515-239-5133  
Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization: Freedom Security LLC  
Address: 3409 East 35th  
City: Des Moines State: IA Zip: 50317 Phone: 515-219-0907  
Email: FreedomSec202L@gmail.com