

ITEM # 13a-c  
DATE: 03/01/16

### **COUNCIL ACTION FORM**

**SUBJECT:** REQUESTS FOR GREEK WEEK 2016

**BACKGROUND:**

The Greek Week Committee and the Office of Greek Affairs have submitted plans to host Greek Week in March. To facilitate this event, organizers have requested closure of the following streets from 8:00 a.m. to 8:00 p.m. on Saturday, April 2: Sunset Drive; Ash Avenue from Gable Lane to Knapp Street; Gray Avenue from Gable Lane to Greeley; Greeley Street; Pearson Avenue from Sunset to Greeley; and Lynn Avenue from Chamberlain to Knapp. Lynn Avenue would be closed only until 2:00 p.m. on Saturday to facilitate the Greek Olympics activities.

To clear these streets of parked vehicles prior to the commencement of activities, event organizers have requested that parking be prohibited on both sides of the streets listed above from 5:00 p.m. on Friday, April 1, until each street has re-opened after the activities.

Several single family homes are located along the closed streets, and the organizers will notify the affected residents about the closures by canvassing the area and distributing a notification letter. There are no fireworks associated with this event. Insurance for this event is provided through the University.

Staff recommends that these requests be approved with the following stipulations:

- Organizers and participants will be responsible for picking up trash in the area during and at the conclusion of the event
- Organizers will reimburse the City for any lost or damaged barricades
- Food served and/or sold at private residences is the liability of the residence

**ALTERNATIVES:**

1. Approve the request to close streets and enact temporary parking prohibitions for the Greek Week activities scheduled for Saturday, April 2, subject to the above-listed stipulations.
2. Deny the requests.

**MANAGER'S RECOMMENDED ACTION:**

Greek Week is an annual student-run event at Iowa State that highlights the fraternities and sororities and their contributions to student life. It is highly dependent upon City

approval of street closures and parking prohibitions so that it may occur in a safe and smooth manner.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the request to close streets and enact temporary parking prohibitions for Greek Week activities, subject to the stipulations listed above.



CITY OF

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# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Greek Week

**Description**

Members of the Greek Community team up to compete in a week full of activities including sports tournaments, Lip Sync performances, artistic displays, fundraising and Olympic events. The theme of this year's Greek Week is "For Unity, Community and Opportunity."

**Event Category**

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

**Anticipated Attendance**

Total 2,700 Per Day 2,700

### DATE/TIME

<b>Setup</b>	Date <u>4/2/16</u>	Time <u>8:00 am</u>	Day of Week <u>Saturday</u>
<b>Event Starts</b>	Date <u>4/2/16</u>	Time <u>12:00 pm</u>	Day of Week <u>Saturday</u>
<b>Event Ends</b>	Date <u>4/2/16</u>	Time <u>6:00 pm</u>	Day of Week <u>Saturday</u>
<b>Teardown Complete</b>	Date <u>4/2/16</u>	Time <u>8:00 pm</u>	Day of Week <u>Saturday</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) Iowa State Greek Community

**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
- Campustown - Campustown Action Association: (515) 450-8771
- Iowa State University - Events Authorization Committee: (515) 294-1437

director@amescampustown.com  
eventauthorization@iast

**CONTACTS**

**Host Organization**

Greek Week

**Local Contact (Required)**

*Must be present during event*

Name: Rebecca Kohlmann

Address: 2118 Sunset Drive

Telephone: (952) 356-6168

Cell phone: (952) 356-6168

Must be available by cell phone during event

Email: kohlmann@iastate.edu

**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? 62

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