

Special Event Application



Submitted on 6 October 2026, 9:24AM

Receipt number 55

Related form version 5

Event Organizer Information

Name Conley Messerly

Organization Iowa State University Athletics

Email Address [REDACTED]

Phone Number [REDACTED]

Street Address [REDACTED]

City/State/Zip Ames/Iowa/50014

Additional Responsible Parties

Item 1

Name

Email Address

Phone Number

Event Details

Event Name NCAA Midwest Regional Cross Country Meet

Date 11/13/2026

If your event is more than one day, please specify date range.

November 12th is a practice day and it would be ideal to have the road closed then as well

Location/Address	Iowa State Cross Country Course at 1111 Hayward Avenue in Ames.
Rain Date (if applicable)	
Rain Location (if applicable)	
Upload the event site plan here:	2026-27D1XCC_RegionalParticipantManualIowaState.pdf
Is this an annual event?	No
How many years?	
Region	Iowa State University Property
Upload your letter of support from AREA here.	
Upload your letter of support from ISU here.	XC HOST APPROVAL EMAIL.pdf
Upload your letter of support from Ames Main Street here.	
Please explain:	
Timeline	All included in the packet attached. We will set up for the meet on Wednesday the 11th but should not need any road closures prior
Description of Event Activities	The NCAA Midwest Regional Cross Country meet will involve all the qualifying teams at a chance on making the championship meet shortly after. Around 35 tams will be in attendance for both a men's and women's race on November 13th with a practice day on November 12th. We would need Hayward Avenue closed from Mortensen to Storm Street.
Event Category	Athletic/Recreation
Is the event open to the public?	Yes
Anticipated Daily Attendance	5,000
Audience Profile	Cross Country fans
Is your event being held in conjunction with another event? (e.g. Farmers' Market, 4th of July etc.)	No
Please list.	
Organization Status	Nonprofit

Are patron admission, entry, or participant fees required?	No
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Percentage of net proceeds going towards fundraising:

Percentage of net proceeds going towards for-profit entity:

Are vendor or other fees required?	No
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Would you like to make a formal request to the City Council for waiver of some fees associated with the event?	No
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Waivers Requested

Estimated Value of Requested Waivers

Fee waivers are generally granted only in unique circumstances or in exchange for specific benefits. What is different about this event from most special events making it uniquely deserving of fee waiver(s)?

Benefits Provided to the City in Exchange for Requested Waivers

Formal Letter to the City Council Requesting Fee Waivers

Security & Communication

Who will be responsible for security during the event? Check all that apply.	Third-Party Private Security Organization
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Security Organization	Contemporary Services Corporation
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Security Organization Contact Name	Jonathan Riley
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Security Organization Phone Number	515-564-8065
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Security Organization Email	jriley@csc-usa.com
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Number of Volunteers

Number of Staff

Describe identification method of staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).	Grey shirts for managers and blue shirts for regular working staff.
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Provide details of the training for crowd management personnel/staff/volunteers, including dates and times of	Staff will be around two hours prior to the race and stick around until the fans and teams leave the course.
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