



Scheduling a 5K Race on Campus

There are a few simple steps to take if you want to schedule a 5K on campus – it's a great fundraiser and an excellent way to get both the campus and Morgantown communities involved with your organization.

- Contact Ben Orendorff at the Student Recreation Center to schedule your date. His email is events-src@mail.wvu.edu.
- Fill out the WVU Event Request Form and submit to University Police. The submission information is contained on the form.
- UPD will review the form and determine if the City of Morgantown Special Event form is necessary, depending on the route (the pre-determined map is included at the end of the form).
- If it's determined they will use city streets then there's a \$20 fee

WVU EVENT REQUEST Form

***TO BE COMPLETED ONLY IF EVENT INVOLVES WVU CAMPUS PROPERTY (INCLUDING GREEN SPACE, PARKING LOTS AND ROADWAYS CONTROLLED BY WVU).**

I, _____, have applied for a Special Event Permit through the City of Morgantown for the following:

Name of Event: _____ Sponsor Org: _____

Location of Event: _____

(Include a map or description of route if event is a walk/run or parade/march)

Date of Event: _____ Start Time: _____ End Time: _____

WVU PROPERTY LOCATIONS: (check all that apply, if area is controlled by WVU)

Staging location: _____ (parking lot, green space, roadway)

Route includes roadway usage: _____ (crossings of included)

Ending location: _____ (parking lot, green space, roadway)

Police/Security Requested: _____ (security/traffic direction)

**Ensure detailed explanation is included describing event planning/expectation*

Since the location of this event falls partially or totally on WVU campus property, it is necessary to have the signature/approval of the authorized persons from WVU: University Police Department approval, WVU Parking Authority approval. If using green space (such as Mountain Lair Plaza, Woodburn Circle, Front of Lair, etc.) authorization must be obtained for those areas (UPD can be consulted to determine point of contact). For pre-staging/cleanup see WVU Grnds & Labor. Services may include fee, when WVU resources are required (Police, staging, clean up, event support, etc.).

**Event Sponsors are responsible for Emergency Planning (weather, etc.) and Medical Support.*

WVU Police Department Approval
(304) 293-2677

WVU Green Space/Department Approval
(WVU outside Location(s) controlling authority)

WVU Parking Authority Approval
(304) 293-5502

WVU Grounds and Labor Approval
(304) 293-6022

Return to: University Police Department, Sgt. Pat Bonafield, pat.bonafield@mail.wvu.edu, or
Fax: 304-293-2589. Phone: 304-293-3136. <http://police.wvu.edu>

\$20.00 Permit Processing Fee
(Please include with application.)

**CITY OF MORGANTOWN
SPECIAL EVENT /WAIVER APPLICATION**

Applicant and Information: *Applicant is the contact person or event organizer for the event submitted.*

**APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE EVENT.*

Applicant Name: _____ **Date Submitted:** _____

Organization: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number of Applicant: _____ **Email:** _____

EVENT INFORMATION:

- This event is a:**
- Parade
 - Athletic Event (Run/Walk/Bike)
 - Special Waiver to Noise Code (Article 527)
 - Other (please describe)
 - Alcohol Present (Sold/Distributed)

Event Name: _____ **Event Date:** _____

Event Location/Route (if applicable): _____

Event Starting Time: _____ **Event Ending Time:** _____

Expected Attendance at Event: _____

Parade Route (if applicable): _____

Assembly Time: _____ **Time Parade Will Begin:** _____

Number of Vehicles Involved: _____ **Number of Persons on Foot:** _____

Signature of Applicant: _____

***Special Waiver**

Specific reason for activity: _____

Entertainment: _____
(Please provide names of bands. No bands will be allowed in family residential districts.)

Time: From _____ To: _____ (Note: Waiver will expire at 10 p.m. Sunday through Thursday and at 12:00 a.m. (midnight) on Friday and Saturday.)

Note: No permanent barricades may be erected and access must not be denied to emergency vehicles.

Morgantown Police Department

All yard debris, garbage, beer cans or cups must be removed (area cleaned) by noon the following day. A Morgantown police officer will inspect your property to insure it is litter free.

Morgantown Fire Department

No fires or burning materials without written permission from the MFD. No overcrowding of apartments or spaces. Building occupants are responsible for any tampering of fire protection systems.

I, _____, certify that all residents of properties within 400 feet were contacted (this includes other residence in the building, buildings to the side, rear, and front or across the street), advised of the event and permission was given.

Residents Contacted: (Attach an additional sheet, if necessary)

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Landlord/Agent Signature _____ Date: _____

Zoning District _____

(For Office Use Only)

Approved	Denied Date	Signature	
_____	_____	_____	Police Chief
(Number of officers needed _____ Hours _____ Total Man Hours _____)			
_____	_____	_____	Fire Chief
_____	_____	_____	Public Works
_____	_____	_____	BOPARC
(Signature needed only if event is taking place on BOPARC property)			
_____	_____	_____	Finance (Payment)

*Special Waiver Conditions: _____

Police Department Authorization

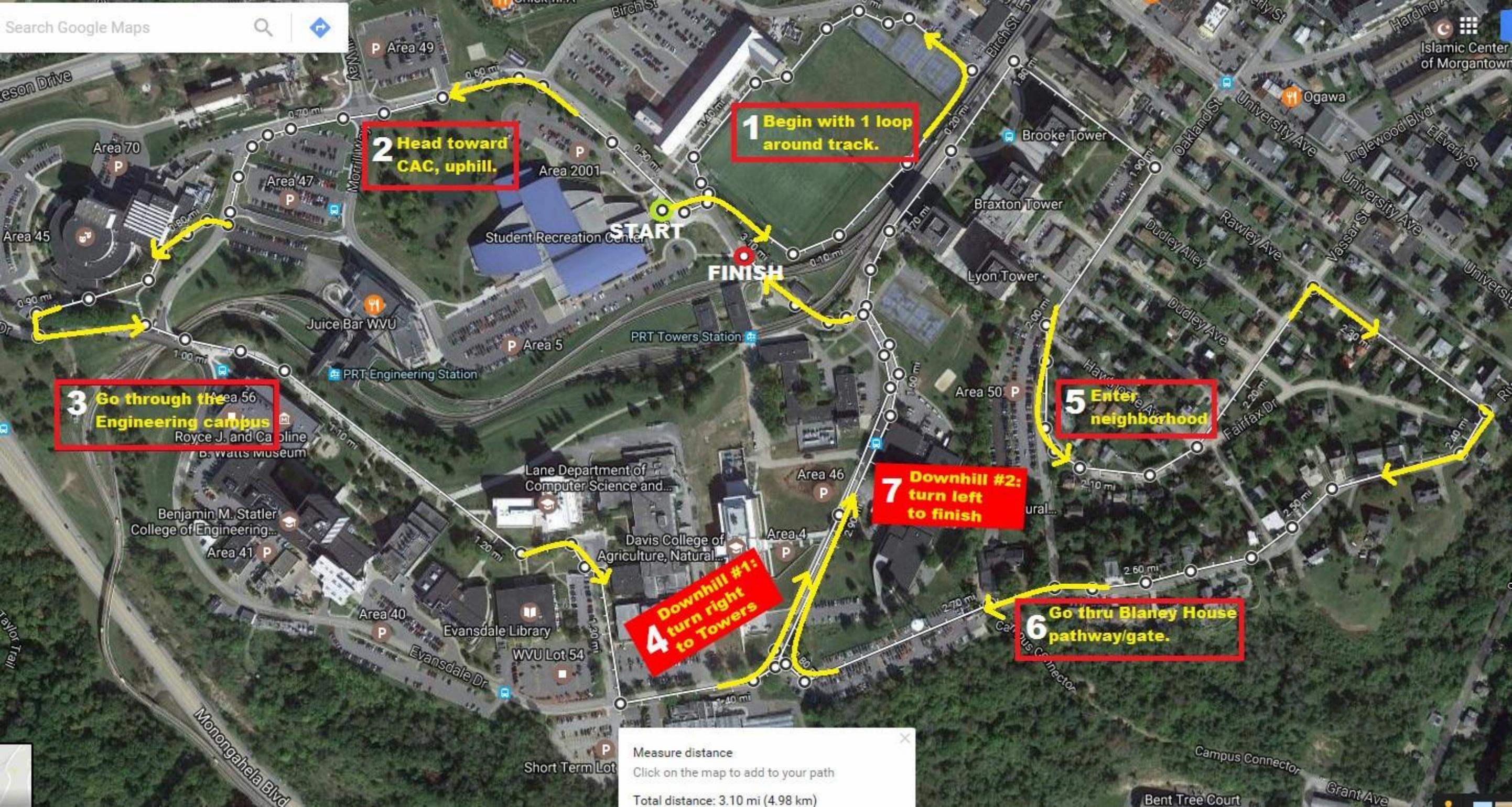
I, the undersigned officer of the MPD have met with _____
 (Name of Applicant)
 a representative for _____ and have approved the details of
 (Name of Organization)

event to the satisfaction of the Morgantown Police Department. Application must now be submitted to the Finance Department for payment of fee and instructions for completion.

 Authorized Signature - MPD SSU

 Date

* IF ANY PART OF THIS EVENT WILL TAKE PLACE ON WVU PROPERTY, PLEASE COMPLETE THE ADDITIONAL FORM ATTACHED AND OBTAIN WVU APPROVAL.



2 Head toward CAC, uphill.

1 Begin with 1 loop around track.

3 Go through the Engineering campus

5 Enter neighborhood

4 Downhill #1: turn right to Towers

7 Downhill #2: turn left to finish

6 Go thru Blaney House pathway/gate.

Measure distance
 Click on the map to add to your path
 Total distance: 3.10 mi (4.98 km)