

UNIVERSITY OF DAYTON - 5K PLANNING GUIDELINES

SCHEDULING: 5K events must be scheduled and coordinated in advance. Student organizations and campus departments can “reserve” the 5K Approved Route by contacting Student Life and Kennedy Union at 229-3333. For the fall semester, scheduling begins on April 1; for the spring semester, scheduling begins on November 1. In the event that the scheduling date falls on a Saturday or Sunday, reservations will be taken the preceding Friday. 5K events may only be scheduled on a Saturday or Sunday at 10:00 a.m. (*Note: ALL student organizations must meet with Patrick Chenault (KU 241 or 937-229-3333) and register the event in *OrgSync* before the event will be approved.)

ROUTE: The 5K Approved Route must be used. No other routes are permitted. A map of the route will be made available to the hosting organization or department. Student organizations are not permitted to host 5K events in other municipalities or locations. Access Roadway – part of the 5K Approved Route includes the Access Roadway behind Marycrest Hall. The use of this roadway involves blocking the access to the roadway from E. Stewart Street prior to the start of the event until the end of the event. Orange cones must be borrowed from Public Safety to block the entrance, and a volunteer wearing an orange safety vest must assist with safety at that route location. Contact Joe Cairo at 229-2116 to make arrangements to borrow the cones and vests no later than the Thursday before the event, and return equipment no later than Monday morning after the event.

ADDITIONAL REQUIREMENTS:

- 1. Volunteers** – a minimum of 20 volunteers is required for the event. If the registration numbers indicate that more volunteers will be needed, it is the responsibility of the host organization or department to provide sufficient volunteers in order for the event to be safely managed.
- 2. Use of RecPlex for Registration** - The RecPlex opens at 9am on Saturdays and Sundays (exceptions being summer and any holiday breaks). Any group wishing to gain entrance to the facility or use the lobby prior to opening or during RecPlex open hours must submit a RecPlex Facility Request form available at:
<http://www.udayton.edu/studev/campusrec/facilities/facility-request-form.php>
This request should be submitted at a minimum of 2 weeks in advance of the event date. These requests will be reviewed and granted assuming no conflicts arise due to other events, etc. at the RecPlex. Charges may apply, depending on the details of the request. Any groups not needing to use the interior of the RecPlex may use the patio area in front of the Evanston side entrance. Any tables, chairs, equipment, etc. that are set up (and must be provided by the host group) MUST be set up away from the doors and in front of the concrete half walls, so as to not block entry into the RecPlex.
- 3. Water and food** – must be provided to all 5K participants, courtesy of the host group.
- 4. Emergency Medical Services** – it is the responsibility of the host group to notify the campus Rescue Squad of their event by contacting Randy Groesbeck in Public Safety.
- 5. Restrooms** – participants must be informed of available restroom facilities (Kennedy Union, RecPlex).
- 6. Trash Removal** – the hosting organization is responsible for removing all trash associated with their event; if additional trash or recycle receptacles are needed, submit an online work order two weeks prior to the event at <http://facilities.udayton.edu/workrequests/>
- 7. Release and Agreement** – all participants must sign a Release and Agreement form by submitting an original signature with their registration on the day of the event. Forms are available at http://www.udayton.edu/studev/_resources/files/studentlife/release.pdf or hard copies can be picked up in KU 241. Participants must be 18 years of age or older to sign the release and agreement. (If a participant is under the age of 18, a different waiver form is available in advance at http://www.udayton.edu/studev/_resources/files/studentlife/5k_release_minor.docx, and must be signed by a parent or legal guardian.)