

## Town of Needham Board of Selectmen

**Policy Number:** BOS-LIC-014

**Policy:** Road Event Policy

**Date Approved:** September 10, 2014

**Date Revised:**

**Approved:**



Chairman, Board of Selectman

It is the policy of the Town of Needham to allow Road Events (walking/running, bicycling, and motoreycling) to be held in and/or through Needham. The event organizers must represent a not-for-profit entity.

### **POLICY**

1. Running/walking events that start and finish in Needham are limited to 5K or shorter.
2. Strollers and wheelchairs are allowed in walking events. Strollers and wheelchairs are allowed in running events when necessary to enable the participation of disabled persons in the event.
3. Subject to the discretion of the race organizer, dogs may be allowed in walking events. Service dogs on leashes may be allowed in running events.
4. Event courses may not have multiple loops.
5. No more than one road event will be held in Needham on any given day.
6. Event applications will be processed on the following priority basis: road events with an established history in Needham, road events sponsored by groups having a Needham connection, and other events that are in compliance with this policy.
7. Event applications will be reviewed by the Police Department and the use of Police details may be required. Police detail requirements are based on factors such as public safety considerations, number of participants, and general size of event.
8. An on-site event day contact with cell phone number must be provided to the Police Department before the day of the event.
9. The Town Manager is authorized to limit the number of participants in an event, and to make a determination that some days are not suitable for the scheduling of an event.

10. The Town Manager is authorized to make exceptions to this policy if it is deemed to be in the best interest of the Town to do so.

## **PROCEDURE**

11. A completed road event application must be received by the Office of the Town Manager at least 60 days prior to the event date and will be accepted for the current twelve-month period only. Also required with application form and fee are the following:
  - route plan including parking plan (plan should include map version and also turn by turn directions);
  - logistics and volunteer location plans;
  - location of restroom facilities and approval for building use (if applicable); and
  - clean-up plan.
12. A certificate of insurance is required to be filed with the Office of the Town Manager no later than 10 working days before the event.

## **FEES**

Payment must be submitted with completed application. Event application fees:

\$25 for routes that start and finish in Needham; and  
\$50 for routes that pass through Needham.

## **OTHER**

13. Events where alcohol is served require a One Day special permit from the Board of Selectmen.
14. Use of Town fields, parks and playgrounds require approval from the Park and Recreation Commission; please call (781)455-7550, option 3 or visit <http://www.needhamma.gov/index.aspx?nid=718> for more information.
15. Use of school parking lots require approval from the Public Facilities Department at (781)455-7550 extension 365 or for more information, visit <http://www.needhamma.gov/index.aspx?nid=2324>.