



## 5K/FUN RUN GUIDELINES

Thank you for your interest in holding a community walk/run at Andrew Brown Park. Please use the guidelines below to determine if Andrew Brown Park is a good fit for your event.

### BEFORE YOU APPLY:

1. Run reservations may be made by Coppell-based 501(c)3 only.
2. All run proceeds must benefit a Coppell-based 501(c)3 non-profit organization. Proof of non-profit status is required at time of application submittal and a Coppell address must be listed on the 501(c)3 form.
3. Applications must be made at least 90 days, but no more than 8 months in advance.
4. A walk/run rental must take place from 6:00 am - 10:00 am.

### APPLICATION:

1. A reservation is not confirmed until payment is made. Details must be finalized, and all documentation submitted no less than 60 days in advance.
2. The Coppell resident listed on the application will be the main point of contact for all communication throughout the entire event process.
3. The Philips Pavilion is included in the reservation. The Grand Pavilion can be reserved at additional cost.
4. If food will be served at the event, a permit must be obtained from Environmental Health. Food Trucks must set-up in a location specified by Coppell Community Experiences.
5. If special activities will take place as a part of your 5K event, they must receive written approval from Coppell Community Experiences. Event representative must attend a meeting of the City of Coppell's Special Event Review Committee. The following are examples of what may be considered special activities and could require that additional permits be obtained:
  - Bounce Houses or other inflatables
  - Food Vendors
  - Amplified Sound
  - Power Generators
  - Tents
  - Stages
  - Animals (Petting zoos, pony rides, etc.)
  - Laser Tag or other video game trailers

6. All events taking place on City of Coppell property must provide a certificate of liability insurance & endorsement page. The City of Coppell must be listed as an “Additional Insured” in the amount of \$1 million on both pages. Please list the date of event and location on this certificate and submit at least 14 days before your event.
7. Electricity may be available but is not a guaranteed part of your rental. Please discuss electrical needs with staff prior to your event day.

**ON EVENT DAY:**

1. Events must use the 5K and 1-mile routes specified by Coppell Community Experiences. Modifications to the route will be made only in the event that construction or other circumstances prevents use of the designated route.
2. Staff is not available to assist in transporting items around the race route.
3. Amplified sound throughout the park is not permitted.
4. All monies collected on event day must benefit the 501(c)3 non-profit organization, and may include the following:
  - a. On-site race sign-up
  - b. Donation collection
  - c. Sales of organizationally branded merchandise (shirts, hats, etc.)
5. In case of inclement weather during your event time, staff will assist you in rescheduling your event to another date or refund rental fees.