

Cardinal Greenways
EVENT APPLICATION FORM
*(Wysor Street Depot, Cardinal Greenway, Cardinal Equestrian Trail
and White River Greenway)*

We ask for this application because we want to know your event or program will be safe, well planned, and that it will not conflict with the plans of other groups. Please submit this **Application** and your **Certificate of Insurance** at least **60 days** before your event/program.

Name of Event/Program: _____

Name of Organization: _____

Mission of Organization: _____

| | |
|---|----------------|
| Person(s) Responsible for Event/Program (Please Print): | |
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| City: _____ | City: _____ |
| Phone: _____ | Phone: _____ |
| Fax: _____ | Fax: _____ |
| E-mail: _____ | E-mail: _____ |

Date(s) of Event/Program: _____ Rain Date: _____

Start time/finish time of Event/Program: _____

Estimated Total Number of Participants: _____

Age Range of Participants (Please give approximate numbers for each):

1 – 9 yrs old _____ 10–19 yrs _____ 20–39 yrs _____ 40–59 yrs _____ 60 yrs+ _____

Number of volunteers scheduled for your event/program: _____

Purpose of your event/program: _____

Will your event raise funds for your organization? _____

Event/Program Description:

On a separate sheet of paper please write a detailed description of your event/program including:

1. **Your entire route, both on and off the Greenway** (What trail will you use? What will be your SPECIFIC route on that trail? Include diagrams if helpful)
2. **Your plans for trail clean-up** (number of clean-up workers, start and finish times, trash removal plans, etc.)
3. How you will mark your route.

Do not mark your route directly on the trail surface. Mark your route on the side of the trail with staked signs, traffic cones, or something similar. PLEASE RESPECT THIS REQUEST—trail marks deface and damage the trail surface and encourage graffiti.

4. **Any other relevant information**

Description of promotional and advertising materials (please attach sample flyers, ads, Public Service Announcements, posters, etc.): _____

Event/Program Facilities (please include items here such as planned port-a-john rentals, registration tables, SAG stops, trail markers, etc) : _____

Security/Traffic Control

Please write a brief description that includes:

1. Agency that will provide security/traffic control
2. Tasks that security/traffic control workers will perform
3. Number and location of security/traffic control workers
4. Times during which security/traffic control will be scheduled

If your event/program will cross major streets or roads on the Greenways, please PLAN THE APPROPRIATE SECURITY MEASURES at each crossing point on your route. Requests for street closings or police assistance should be directed to the Muncie Board of Works.

Release and Waiver Statement

We understand that, although Cardinal Greenway, Inc. has exercised care to promote the safety of all participants, there are factors present (including traffic, other trail users, weather, road conditions, animals, etc.) that are beyond the control of Cardinal Greenway, Inc.

We agree to ride/walk/run/inline skate/cross country ski in a cautious and prudent manner, and to obey all trail rules and regulations.

We agree to supervise and accompany all minor children who participate in this program/event.

We assume all responsibility and liability for any injury and or/damage(s) incurred while using the Greenway.

We agree to use the Greenway only for the purpose stated above and to leave the trail in the same or better condition that we found it.

We understand that Cardinal Greenway, Inc. is not responsible for damage to or loss of personal property, and we assume all risk of damage to or loss of personal property including bicycles, equipment, and/or accessories.

Please include your CERTIFICATE OF INSURANCE, with this application at least 60 days before your planned event/program. Your certificate should name Cardinal Greenways as a certificate holder. This DOES NOT mean that you add us to your insurance policy—the Certificate of Insurance only serves as proof to us that your organization carries liability insurance.

Once Approval/Disapproval is given, your organization will be notified by mail to the applicant names above. If your event is not approved, we will include reasons for disapproval.

Organization's Board of Directors:

| Name & Address | Title |
|---------------------------|--------------|
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Feel free to attach additional sheets if needed.

Facility Agreement and Terms

The Greenways welcomes corporate and social clients and is happy to fulfill requests for facility usage on a first-come first-served basis as long as they do not conflict with previously scheduled programming.

Wysor Street Depot Cardinal Greenways reserves the right to make specifications and restrictions on event times, including allotted times for set-up and tear-down.

| | |
|--------------------------------|---------|
| Rates: 0-2 hours full building | \$50.00 |
| Each additional hour | \$20.00 |
| 0-2 hours conference rm. | \$25.00 |
| 0-2 hours non-profit conf. rm. | \$15.00 |
| Each additional hour | \$10.00 |

Tables & Chairs Cardinal Greenways has available ten 6 foot tables and 60 folding chairs.

| | |
|----------------------------|--------|
| Rates: Table with 2 chairs | \$5.00 |
| Each additional chair | .50 |

Beverage Service: Beverage service is available for meetings in the conference room.

| | |
|---------------------|------|
| Rates: Can pop each | .50 |
| Bottled water each | .75 |
| Coffee | 2.00 |

User Fee's: Cardinal Greenway, Inc. is a private, non-profit 501(c)(3) organization. We receive NO federal or state funds for trail operations and maintenance. To help us cover these costs, please consider a donation to Cardinal Greenways in one of the following amounts, based on the number of your event participants. The standard is \$1.00 per person.

| Number of Participants | Suggested Donations |
|------------------------|---------------------|
| Less than 20 | \$5.00 - \$20.00 |
| 20-50 | \$20.00-\$50.00 |
| 50-100 | \$50.00-\$100.00 |
| 100-500 | \$100.00-\$500.00 |
| More than 500 | \$500.00 or more |

These are only suggested amounts – we will happily accept whatever you and your organization feel you can afford. Please

mail your donation or bring it to Cardinal Greenways, 700 E. Wysor St., Muncie, IN 47305

- Community Cruisers: Adult and youth bikes may be reserved for your group or event.
Rates: 0-2 hours \$1.00 per bike
Each additional hour \$1.00 per bike
- Tax Exempt Clients: Tax-exempt organizations are required by state law to present a tax-exempt certificate along with rental agreement. Indiana sales tax will be charged if a valid certificate is not presented by the event date.
- Advertising & Media: If the client refers to the Greenways or the Wysor Street Depot on invitations, press releases, publications or advertising, a copy must be submitted to the Greenways Executive Director for approval prior to printing or airing. The Cardinal Greenways logo may only be used with the approval of the Executive Director.
- Audio/Visual: There are multiple internet access points throughout the Depot. A projection board is available in the conference room. There is no cost for these items.
- Damages: Any damage to the facility caused by a member of the client's party or the client's vendors will be assessed and charged to the client.
- Decorations & Signage: Trail: **Marking on the trails of any kind is prohibited.** Trail and directional signage must be free standing and off of the trail surface. Use of nails, staples, carpet tape, masking tape or any other adhesive is strictly prohibited. Flyers and handbills may not be distributed on trails.

Depot: All decorations, including anything attached to the walls or ceiling must have the express, written approval of Cardinal Greenways prior to the event. Use of nails, staples, carpet tape, masking tape or any other adhesive is strictly prohibited.
- Smoking: Smoking is not permitted in the Wysor Street Depot.

Our event requests:

Depot: _____ Date requested: _____

Time: Set-up: _____
Tear down: _____

___ Main room and conference area
___ Conference room only

Table & chairs _____ Table and 2 chairs – number requested (1 table & 2 chairs)
_____ Additional chairs – number requested

Cruisers (bikes): _____ Number adult bikes requested
_____ Number youth bikes requested
_____ Check-out time
_____ Return time

I have read, understood and agreed to the terms and conditions of the policies, procedures and regulations of this agreement/application.

Signature of Applicant: _____ Date: _____

Print Name: _____

**Return completed form to : Cardinal Greenways, 700 E. Wysor St.
Muncie, IN 47305**

Questions? Phone: 765-287-0399

Cardinal Greenways Office Use

Approved by: _____ Date: _____

Disapproved by: _____ Date: _____

Reason: _____

Requires partial/entire closing of Greenway _____ Yes _____ No

If yes, what section? _____

Notified: MPD _____ EMS _____ Del. Co. Sheriff _____ MFD _____ 911 Comm. _____

_____ Board of Works