EVENT NAME Washoe County Sheriffs Office K9 5K/10K Fun Run

EVENT LOCATION Summit Sierra Mall

TYPE OF EVENT

See FAQ for clarification of event types

- [x] Special Activity
- [ ] Special Event – Parks
- [ ] Special Events – Street / Sidewalk Occupancy

EVENT DATES AND TIMES

Setup Date	9/27/14	Setup Start Time	0600
Event Start Date	9/27/14	Event End Date	9/27/14
Daily Event Start Time	0800	Daily Event End Time	1200
Dismantle Date	9/27/14	Dismantle End Time	1300

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

5K/10K run to benefit the Washoe County Sheriffs office K9 program

ON SITE CONTACT Dennis Allen **ON SITE NUMBER** 771-5253

EVENT WILL INCLUDE (check all that apply)

- [x] Amplified Sound/Multimedia *Attachment A Required*
- [x] Street/Sidewalk Occupancy *Attachment B Required*
- [ ] Alcohol Service *Attachment C Required*
- [x] Vendors/Exhibitors *Attachment D Required*
- [ ] Privileged Sales *Attachment E Required*
- [x] Event Set-Up *Attachment F Required*
- [ ] Park Usage *Attachment G Required*
- [ ] Food/Beverage Service *Contact Washoe County Environmental Health Services (775) 328-2620*

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE D Allen

EVENT COORDINATOR'S NAME Dennis Allen

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	Reno Running Co.	**EVENT COORDINATOR**	Dennis Allen
MAILING ADDRESS	PO Box 10841	**CITY/STATE/ZIP**	Reno NV 89510
DAYTIME PHONE	771-5253	**CELL PHONE** 771-5253	**FAX**
WEBSITE		**EMAIL ADDRESS**	DAllen@WashoeCounty.US
ONSITE CONTACT	Dennis Allen	**CELL PHONE**	771-5253
PUBLIC CONTACT		**DAYTIME PHONE**	
FEDERAL TAX ID		☐ **HOST ORGANIZATION IS NON-PROFIT** Proof of current non-profit status must be included with application.	

ANTICIPATED ATTENDANCE: **DAILY** 500-800 **TOTAL** 500-800

☒ **OPEN TO THE PUBLIC** ☐ **ADMISSION WILL BE CHARGED $____**

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	☐ $103.00			CK# 1041638
Application Processing Fee* 50+ Vendors	☐ $258.00		**DATE ENTERED**	
Temporary Vendor Business License	☐ $ 15.00 x		**FAX TO**	
Temporary Alcohol Permit, 1 Booth/Day	☐ $ 55.00 x			☐ Fire
Temporary Alcohol Permit, Add'l Booth/Day	☐ $ 22.00 x			☐ Zoning
Fire Inspection	☐ $111.00			☐ Health
Additional Fire Permits	☐ TBD Refer to "FD" Section		☐ Complete	☐ Incomplete
City Service Fee	☐ TBD Actual Cost of City Services		**Reason Incomplete:**	
Late Fee	☐ TBD Refer to Reno Municipal Code			
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
	TOTAL FEES		**INTIALS**	
	TOTAL PAID			

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:

Will you be using any of the following? Check all that apply:

- ☐ **Flammable or compressed gases**
- ☐ **Fire lane or hydrant obstruction**
- ☐ **Cooking vendors**
- ☐ **Fenced area or building to be occupied by 50 or more people**
- ☐ **Exit obstructions**
- ☐ **Temporary electrical wiring**
- ☐ **Indoor vehicle display**
- ☐ **Dust or spark production**
- ☐ **Bleachers**
- ☐ **Loose seats/chairs over 200**

Separate Permit Requirements:

One or more of the following activities ($85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity ($225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department
775-334-2300
775-334-3826 FAX
RFDSpecialEvents@reno.gov

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of $1,000,000 per occurrence.
2. Automobile liability insurance limits are $1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:
775-326-5150 – Special Events - Parks
775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permitee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permitee or the permitee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:
Risk Management Division
c/o City Attorney's Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☒ No.

Describe refuse removal plan:

Provided by Summit Sierra Mall

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☐ cans ☒ plastic bottles ☐ paper materials ☐ cardboard ☐ other

Describe recycling plan if event is not taking place in a City park:

Seperate marked receptack

How will you promote recycling at your event?

Seperate marked receptacle

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

REMSA
Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

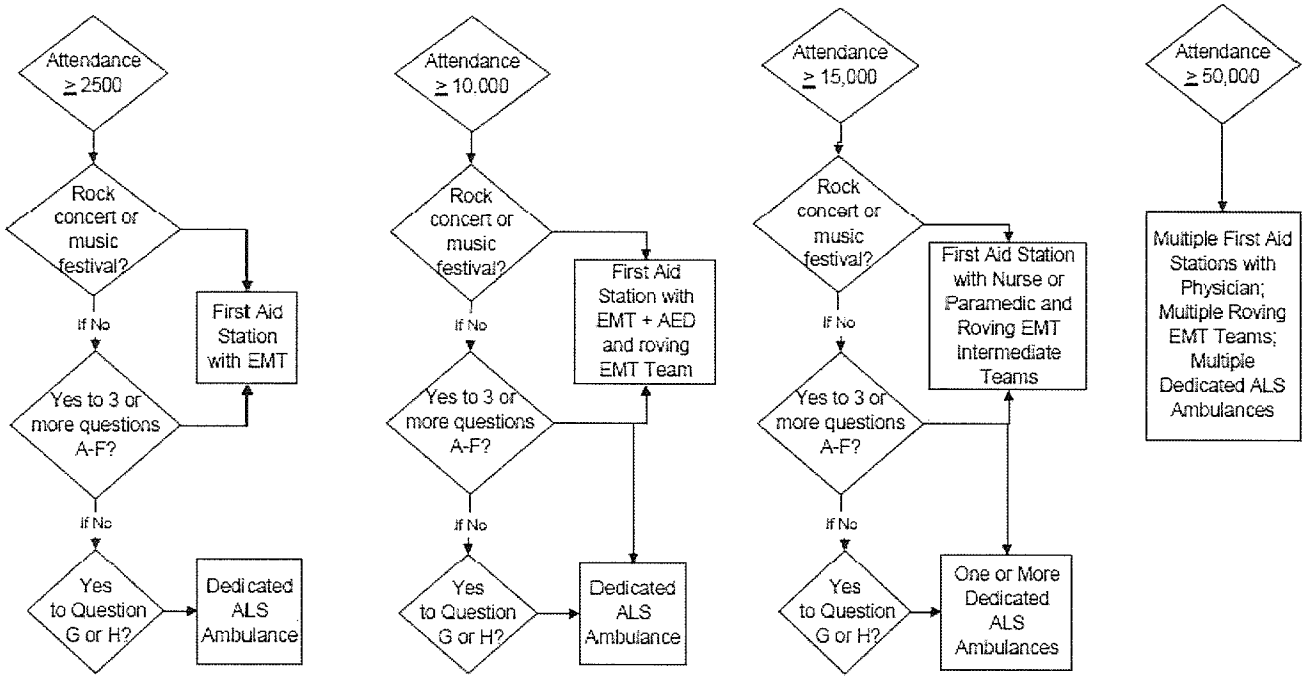
Renown Regional Medical Center
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

Renown South Meadows Medical Center
Attn: Emergency Department Manager
10101 Double R Blvd
775-982-7000 | FAX 775-982-7146

Saint Mary's Regional Medical Center
Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503
775-770-3000 | FAX 775-770-3490

Northern Nevada Medical Center
Attn: Emergency Department Manager
2375 E. Prater Way
775-331-7000 | FAX 775-356-4943

EMS COVERAGE ANALYSIS FLOW CHART



QUESTIONS

A. High-risk activities such as sports, racing, etc.?
B. Environmental hazards or extremes of heat or cold?
C. Average age of crowd less than 25 or greater than 50?
D. Crowd includes large numbers of persons with acute or chronic illnesses?
E. Crowd density presents challenges for patient access or transfer to ambulance ?
F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?**
H. Event greater than 5 miles from the closest hospital?

DEFINITIONS

First Aid Station: Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

Roving EMT Team: team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

Dedicated ALS Ambulance: An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

** Significant means the number of patient contacts is ≥ .7% of the total number of attendees, or transport rate to hospital by ambulance or private vehicle is ≥ 15% of total patient contacts

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

For purposes of this application, Public Right-Of-Way is defined as any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	_____	_____
Ryland St to Pine St	_____	_____
Pine St to Court St	_____	_____
Court/State St to Mill St	_____	_____
Mill St to First St	_____	_____
First St to Second St	_____	_____
Second St to Commercial Row	_____	_____
Commercial Row to Third St	_____	_____
Third St to Plaza St	_____	_____
Plaza St to Fourth St	_____	_____
Fourth St to Fifth St	_____	_____
Fifth St to Sixth St	_____	_____

OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Arlington Ave	from _____	to _____	_____	_____
Lake St	from _____	to _____	_____	_____
Wells Ave	from _____	to _____	_____	_____
Center St	from _____	to _____	_____	_____
Sierra St	from _____	to _____	_____	_____
First St	from _____	to _____	_____	_____
Second St	from _____	to _____	_____	_____
Commercial Row	from _____	to _____	_____	_____
Third St	from _____	to _____	_____	_____
Plaza St	from _____	to _____	_____	_____
Fourth St	from _____	to _____	_____	_____
Fifth St	from _____	to _____	_____	_____
Sixth St	from _____	to _____	_____	_____

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

☒ One-block street closure Location: Veterans Pkwy from 341/Curti Ranch Date(s)/Time(s): 9/27/14 0800-1100

☐ Lane closure Location (incl direction): _____ Date(s)/Time(s): _____

☒ Sidewalk occupancy Location: Veterans Pkwy & Neighborhood Date(s)/Time(s): 9/27/14 0800-1100

☐ Other closure or use of public right-of-way (describe): Date(s)/Time(s): _____

☐ ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): _____

☐ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____

**Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

Where will event participants park?

Summit Sierra Mall

IMPACTED NEIGHBOR NOTIFICATION

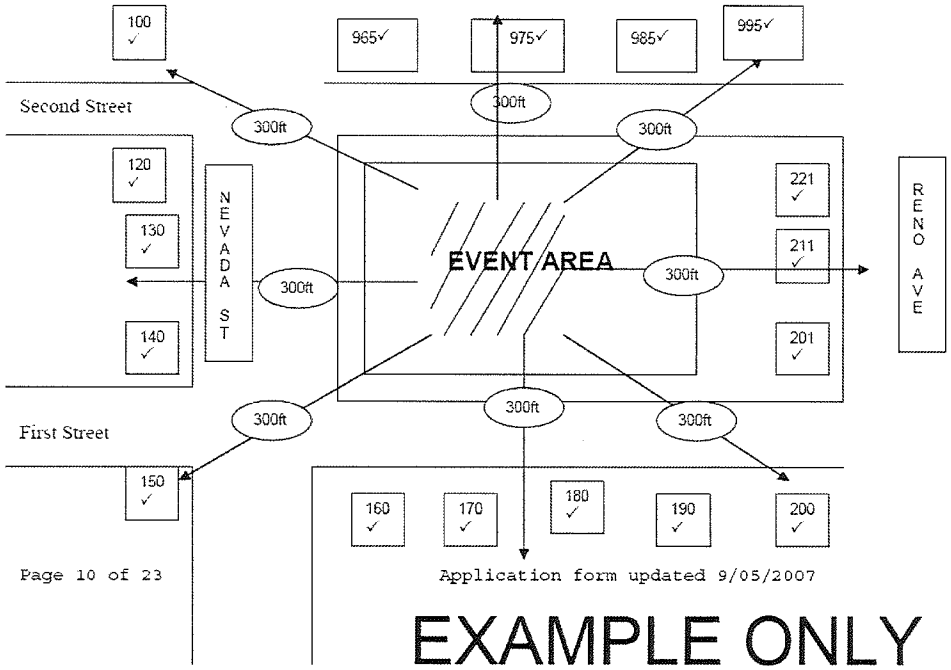
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(MUST be completed at least 30 days prior to the event)

Event Name: WCSO K9 5K/10K Fun Run

Event Date: 9/27/14 **Anticipated Number of Attendees:** 500

Event Location: Summit Sierra Mall

Name	Address	Business Name	Do you have any special issues? *(Please state)*

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.
A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name WCSO K9 5K/10K Fun Run **Event Date** 9/27/14

Number of Vendors/Exhibitors _____

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT A

CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name WCSO K9 5K/10K Fun Run **Event Date** 9/27/14

Time Start 0800 **Time End** 1100

Type of Event 5K/10K run

Event Location Summit Sierra Mall

Type of Amplification or Multimedia
- [x] Voice/Speech
- [x] DJ/Music/Karaoke
- [ ] Live Music (Band)
- [ ] Other _____

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant D Allen

Approved by _____

RENO FIRE DEPARTMENT INFORMATION

Welcome and thank you for choosing Reno for your special event. The Reno Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Reno Fire Department.

The following items are prohibited for use, sale, display, distribution, manufacture or possession in all special event locations (both indoor and outdoor) without permit and approval from the Reno Fire Department: pyrotechnics, ammunition, smoke or flame generating devices, fireworks, any exploding device or material, cigarette or cigar loads, smokeless or black powder, live military ordinance, tear gas or any other toxic gas producing device.

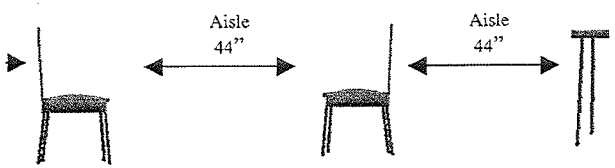
Indoor Event Requirements

Indoor events may only take place in Assembly type occupancies unless otherwise permitted by the Reno Fire Department.

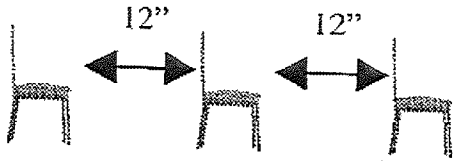
1. ☐ Approved Maximum Occupant Load Signs must be posted in a conspicuous place.

Exits and Aisle Widths

2. ☐ Exit doors shall be identified by illuminated "exit signs".
3. ☐ All exit doors must be maintained in operable condition and shall not have a lock or latch unless it is panic hardware.
4. ☐ Exit doors and exit paths shall not be obstructed in any manner.
5. ☐ Trade show and vendor exhibit aisles shall have not less than 8 foot cross aisles and 10 foot main aisles unless otherwise approved by the Reno Fire Department.
6. ☐ For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.



7. ☐ Unless otherwise approved by the Fire Department, seating rows shall not be greater than 7 seats when there is an aisle or doorway at one end of the row only. Seating rows can increase to a maximum of 14 seats if an aisle or doorway is located at both ends of the row. The minimum clear width between rows shall not be less than 12 inches.



8. ☐ Chairs are to be bonded together when seating exceeds 200 and seats are not fixed to the floor.

Fire Protection Equipment

9. ☐ Fire protection systems and equipment (sprinklers, standpipes, alarm systems, hood systems, extinguishers, hydrants, etc.) shall be operative at all times. Systems shall be current on required service and testing and must have an approved service label as certified by the office of the State Fire Marshal.

10. ☐ Fire protection equipment such as sprinkler risers, alarm panels, and fire extinguishers shall not be obstructed in any manner.

11. ☐ Approved fire extinguishers with a minimum rating of 2A10BC must be accessible within 75 feet of travel from any point in the building.

Indoor Displays

12. ☐ Except for vehicles or combustion engines used for demonstration and/or operational purposes on a limited basis, fueled equipment shall not be operated or repaired inside structures. All indoor use must be reviewed and specifically approved through the fire department permitting process.

13. ☐ Liquid or gas fueled vehicles, boats, or other motor craft for display are only allowed indoors when batteries are disconnected, fuel in fuel tank does not exceed one-quarter tank or 5 gallons (whichever is less), fuel tanks and fuel openings are closed and sealed to prevent tampering. Vehicles are prohibited from being fueled or defueled within the building.

14. ☐ Open-flame decorative devices, cooking devices, or theatrical open flame performances are not allowed without first obtaining a separate permit from the Reno Fire Department.

15. ☐ All Tents and Canopies used for indoor displays shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premise where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

    a. Names and addresses of the owners of the tent or canopy.
    b. Date the fabric was last treated with flame–retardant solution.
    c. Trade name or kind of chemical used in treatment.
    d. Name of person or firm treating the material.
    e. Name of testing agency and test standard by which the fabric was tested.

    ---------- or ----------

    e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

    ---------- or ----------

    e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements, as listed in the manufacturer specifications.

16. ☐ A 10 foot break shall be provided when canopies, cumulative arrangement total, exceeds 400 square feet (e.g. when four 10'X 10' canopies are assembled in a row a 10 foot break shall separate the next canopy).

17. ☐ Temporary indoor displays of enclosed structures (e.g. recreational vehicles, modular structures, and tents) shall be approved by the Reno Fire Department prior to set up or construction. All enclosed structures shall contain an approved early warning device, such as an operable smoke detector. Combustible storage shall be limited.

18. ☐ Structural engineered and stamped plans for exhibitors with temporary structures *other than tent and membrane structures* greater than 120 square feet, or more than one story, must be submitted through the Reno Fire Department for review by the Reno Building Department prior to set-up or construction. Plans will be reviewed within ten business days. Please submit plans in a timely manner to allow for corrections, if necessary. An additional structural plan review fee will be assessed by the Reno Building Department for this review.

Electrical

19. ☐ A working space of not less than 30 inches wide and 36 inches in depth shall be maintained around electrical panels.

20. ☐ Multi-plug power taps can only be used if they are polarized or grounded type and equipped with UL listed over-current protection.

21. ☐ Extension cords may only be used with portable appliances. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance.

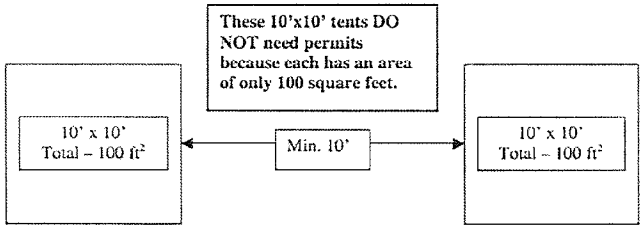
22. ☐ Power taps and extension cords shall be directly connected to a permanently installed receptacle (no daisy chaining), and shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or be subject to environmental damage.

Outdoor Event Requirements

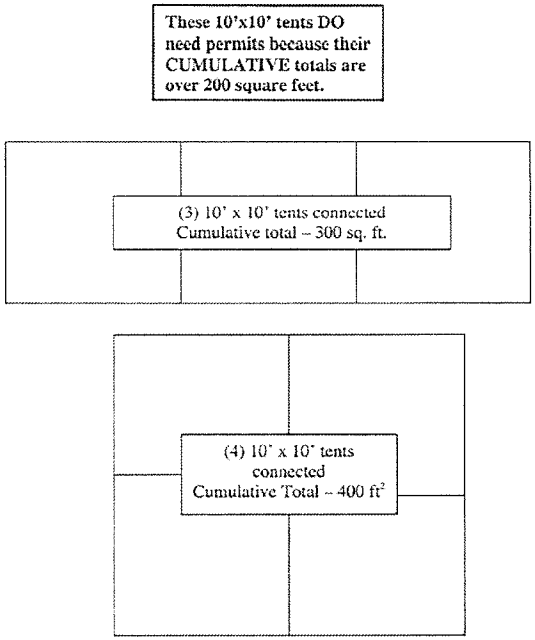
Tents and Canopy Set-up

A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as a structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Tents having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Reno Fire Department.



When tents or canopies are not at least 10 feet apart they will be considered connected and will have cumulative totals as shown below



1. ☐ Tents and canopies, used as an assembly occupancy, having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premises where the temporary structure is set up. This affidavit or certificate shall attest to the following information:
   a. Names and address of the owners of the tent or canopy.
   b. Date the fabric was last treated with flame–retardant solution.
   c. Trade name or kind of chemical used in treatment.
   d. Name of person or firm treating the material.
   e. Name of testing agency and test standard by which the fabric was tested.

   ---------- or ----------

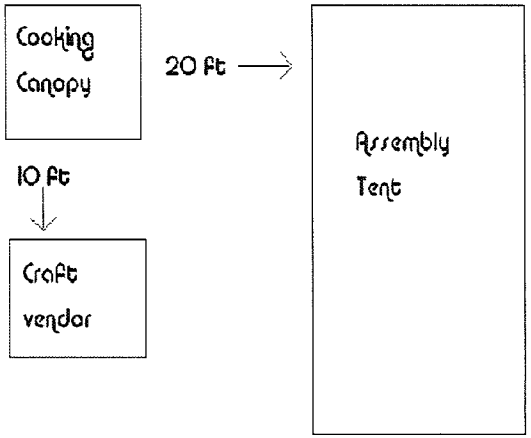
   e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

   ---------- or ----------

   e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements as listed in the manufacturer's specifications.

2. ☐ Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
3. ☐ Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.
4. ☐ Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.

Heating and Cooking Appliances/Cooking Booths



5. ☐ Cooking is allowed under flame retardant canopies that comply with section 1 above.
6. ☐ Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.
7. ☐ Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.
8. ☐ Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
9. ☐ All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved UL listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.
10. ☐ All cooking booths must have a minimum 5lb "2A:10B:C" rated fire extinguisher with a current State Fire Marshal's service tag. A "K"-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.
11. ☐ Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hoses and appliances.

Fire Access

12. ☐ A 20 foot fire lane shall be provided for all events for emergency access.
13. ☐ Fire access lanes in the downtown core shall follow the guidelines set forth under the "Downtown Event Setup Guidelines and Diagrams" located at www.reno.gov/index.aspx?page=731.
14. ☐ No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
15. ☐ Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by either physical guard, fence, or enclosure.

RENO RUNNING CO.

775-853-8017

Dear Neighborhood Resident,

Reno Running Company is excited to announce a local race in your area benefiting the Washoe County Sheriff's Office K9 Unit. This race is scheduled for the morning of Saturday, September 29th, 2013 between 8-10am. The Sheriff's Office will have traffic controls along: Mt Rose Highway, Veterans Parkway, and the Curti Ranch neighborhood. Roads will NOT be closed, but delays will be possible race morning as runners will have the right of way.

GET OUT AND RUN! THERE IS STILL PLENTY OF TIME TO REGISTER.
Registration can be found online at Athlete In You Events:
RenoRunningCompany.com/k9benefit
OR you can simply fill out the form below and bring it to Reno Running Company at the Summit Mall.

We have 5K and 10K options for adults, and a 1mile Kids Fun Run. All participants will receive:
A Free Technical Race Shirt, Breakfast, Finisher Awards, and Entry into an amazing raffle!

If you would like to volunteer, please call Reno Running Company at 775-853-8017.
We will also be offering free pet microchipping during the event.

Race to benefit the Washoe County Sheriff's Office K9 Unit

NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE:

EMAIL:

SIGNATURE:

SIGNATURE OF PARENT:

SEX: ☐ M ☐ F

MENS T-SHIRT SIZE:
☐ S ☐ M ☐ L
☐ XL ☐ XXL

WOMENS T-SHIRT SIZE:
☐ S ☐ M ☐ L ☐ XL

DATE OF BIRTH: / /

AGE ON RACE DAY:

TODAY'S DATE: / /

For Details and to Register Online:

RenoRunningCompany.com/k9benefit

IN CONSIDERATION OF THE ACCEPTANCE OF MY ENTRY AND MY PARTICIPATION IN THE RENO RUNNING COMPANY SHERIFF'S K9 FUN RUN IN RENO, NV (HEREINAFTER REFERRED TO AS "THE EVENT"). I, FOR MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS, AND ASSIGNS, DO FOREVER RELEASE, WAIVE, DISCHARGE AND GIVE UP ANY AND ALL CLAIMS OF ANY KIND, INCLUDING, BUT NOT LIMITED TO CLAIMS FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE, LOST WAGES, MEDICAL EXPENSES, ATTORNEY FEES, AND ANY OTHER TYPES OF LOSSES, DAMAGES, AND COSTS, AGAINST THE EVENT OWNERS, PROMOTERS, STAFF, VOLUNTEERS, SPONSORS, VENDORS, INSURERS, THE CITY OF RENO, THE STATE OF NEVADA, AND THE OWNERS AND LESSEES OF PROPERTY USED FOR THE EVENT. I UNDERSTAND THAT THE EVENT IS POTENTIALLY HAZARDOUS. I ACKNOWLEDGE THAT I SHOULD NOT PARTICIPATE UNLESS I AM ABLE TO DO SO AND I AM PROPERLY TRAINED. I VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH PARTICIPATING IN THE EVENT. IF I REQUIRE ANY MEDICAL TREATMENT OR CARE FROM EMERGENCY RESPONSE AUTHORITIES, I AGREE THAT I WILL BE RESPONSIBLE TO PAY FOR SUCH TREATMENT AND CARE. I GRANT FULL PERMISSION TO THE EVENT OWNERS TO OBTAIN PHOTOGRAPHS, VIDEOTAPES, OR ANY OTHER RECORDINGS OF THIS EVENT AND TO USE THEM FOR THE PURPOSE OF PROMOTING THE EVENT OR OTHER EVENTS OWNED BY RENO RUNNING COMPANY. I UNDERSTAND THAT THE COURSE MAY BE MODIFIED AS DEEMED NECESSARY BY THE EVENT OWNERS, AND THAT THE EVENT MAY BE CANCELLED AS DEEMED NECESSARY BY THE EVENT OWNERS. I UNDERSTAND THAT THE ENTRY FEE IS NONREFUNDABLE AND NONTRANSFERABLE. INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.