

UW-Madison Arboretum
ATHLETIC EVENTS POLICY

Excerpt from: Use of University Facilities Chapter UWS 21

*Declaration of policy: It is the policy of the Board of Regents that the facilities of the University are to be used primarily for the purposes of fulfilling the University's missions of teaching, research and public service. University facilities are not available for **unrestricted** use for other purposes.*

Use of Facilities by persons or organizations not associated with an institution:

- (1) The chancellor of each institution, or his or her designee, may permit persons, or organizations not associated with that institution, to use university facilities at his or her institution if he or she determines that:*
- (a) The proposed use is under the sponsorship or at the invitation of an organization associated with the institution;*
 - (b) **The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution**, or the use of the facilities by organizations associated with the institutions;*
 - (c) The institution has appropriate facilities available for the proposed use; and*
 - (d) The person or organization has complied with institutional procedures adopted under s. UWS 21.06.*

UW Arboretum Policy:

Running, biking, and walking event organizers may apply to use the UW-Madison Arboretum's paved roads for events under the following conditions:

1. Applications for use of UW-Madison Arboretum's paved road for events must be submitted **no more than eight (8) months and no less than two (2) months in advance** of the event to:

Contact: **UW-Madison Arboretum
Athletic Event Permits**

1207 Seminole Highway
Madison, WI 53711

Stephanie Petersen, smpetersen2@wisc.edu, 608-262-2746

Your application must be accompanied by a map of your course, your first-aid plan & volunteer plan.

If any event involves using outdoor space where there are liability concerns, other University offices will be notified. These "Event Alert" recipients have 5 days to respond with questions/concerns. If potential questions/concerns are identified, the Arboretum will initiate meetings to clarify the questions, with the aim of confirming the event as soon as possible.¹

¹ University of Wisconsin-Madison Facilities Use Guidelines G-14

2. The event course must be on the paved road.
3. The proposed use must not interfere with or detract from the teaching, research, and public service missions of the institution or the use of the facilities by organizations associated with the institution. (This part of the policy repeats section 21.04(b) of UW System Administrative Code).
4. Event organizers are responsible for communicating UW-Madison Arboretum's Athletic Events Policy to all participants and for compliance during the event.
5. Liability for any event-related incidents rests with the event organizer and organizers must make arrangements for appropriate medical support for the event. **Prior to printing your application forms your "release of liability" language must be approved by UW-Madison's Risk Management Office.**

Contact: **Risk Management**

21 N. Park St., Suite 6101

Madison, WI 53715

Debbie Beich: (608) 262-8926, dbeich@bussvc.wisc.edu

Although not required in all cases, Risk Management reserves the right to require special events insurance for the event when warranted, and to require the University (special language required) ² be named as an additional insured under that policy. Events insurance is also available through the Risk Management Office.

6. Event organizers must station at **least ten (10) event personnel** along the course to ensure that participants follow the regulations. You may check with us for instructions about locating your volunteers.
7. Suitable safety personnel must be stationed along the course. **We require you to consult with UW police for events of 500 persons or more**, and suggest that for all other events.

Contact: **UW Police Department**

1429 Monroe Street

Madison, WI 53711

Lt. Cherise Caradine: (608) 516-8461, cherise.caradine@wisc.edu

Sgt. Adam Boardman: (608) 512-3644, adam.boardman@wisc.edu

Cost of police services must be borne by the organization sponsoring the event.

8. For safety of all roadway users, **run/walk participants** must use the north lane (facing traffic), **travel from west to east (from Seminole Hwy to Mills Street)**, and stay as far to the side of the road as possible. (Exceptions: Runners will travel east to west for Madison Marathon, Half-marathon and Mini events. **Cyclists** must bike in the north lane, **travel from east to west** in the same direction as other vehicular traffic **(from Mills Street to Seminole Hwy)**, and stay as far to the side

² "The Board of Regents of the University of Wisconsin System, its Officers, Agents, and Employees are named as Additional Insureds regarding the *(put name & date of your event here)*..."

of the road as possible. Participants must yield to emergency vehicles and allow other vehicles to pass.

9. **Music, food, loud speakers, and animals** (except service animals) **are not permitted. Inline skates, roller skates, skate boards, roller skis and similar wheeled devices are not permitted.**
10. **A 30" by 30" sign***, facing oncoming traffic, must be erected at Seminole Highway stone wall entrance and the Mills Street entrance just east of the bridge, cautioning motorists and other Arboretum visitors that an athletic event is in progress and to be alert for participants.

*Signs should be removed immediately after the event.
11. Cones, flags or other **temporary removable mile markers and directional signs** may be used. Do not **mark or paint on the road.**
12. **Water stands**, if needed, must be placed at designated locations near the:
 - a) Curtis Prairie parking lot and/or
 - b) Wingra Springs parking lot
13. **Portable toilets**, if required, must be located at a designated area in the **Wingra Springs** parking lot.
14. **Within two (2) hours of the event's conclusion**, the event organizers shall **remove** from the Arboretum **all litter** and other evidence of the event.
15. Any expenses incurred by UW-Madison Arboretum as a result of the event will be the responsibility of the sponsoring organization. See UWS 21.04 (2).
16. Infringement of these rules may affect future eligibility for permits.
17. All event participants must be out of the Arboretum by dusk.

Days not available for Athletic Events
(Subject to change due to Arboretum events)

- **Weekdays before 4:00 PM**
- **Sunday afternoons**, due to public tours.
- **Second (2nd) and fourth (4th) Saturday of each month before 12:30 PM**, due to Core Area Volunteer Work parties.
- **Fourth (4th) Sunday afternoon of each month**, due to Earth Partnership for Families programs.
- **First three (3) weekends of May**, due to heavy visitation for warbler migration, Native Plant Sale, blooming crabapples, lilacs, and woodland wildflowers.
- **Last weekend of September and first three (3) weekends of October**, due to heavy visitation for fall color.
- **The first Saturday of June**, due to Friends of the Arboretum (FOA) Annual meeting.

YOUR ARBORETUM VISIT

Trails and Visitor Center Parking Lot Hours are:

Daily 7:00 AM - 10:00 PM

****All Other Parking Lots are open from sunrise to sunset.**

Visitor Center Hours are: Monday-Friday 9:30 AM – 4:00 PM

Saturday-Sunday 12:30 PM – 4:00 PM

RULES

While you are here, please obey the following regulations. Your cooperation will help protect the Arboretum's plants and wildlife as well as ongoing research projects.

- For your safety, remain on trails, fire lanes, lawn areas, or the paved road at all times.
- Use bicycles and cars only on the paved drive.
- Ski and snowshoe only on designated routes.
- Leave pets at home-they are prohibited on Arboretum grounds and the road through it.
- In-line skates, roller skates, and roller skis are prohibited throughout the Arboretum.
- Do not picnic, build fires, or hunt, trap, or disturb animals.
- Recreational games, radios, and portable stereos are not permitted.
- Unauthorized removal of natural materials or Arboretum equipment is strictly prohibited.
- Contact the Visitor Center at (608) 263-7888 for more information on the Arboretum's activities or to participate in restoration efforts.

Call UW-Madison Police & Security for non-emergency situations (608) 262-2957

IN CASE OF EMERGENCY DIAL 911