

**GUIDELINES FOR SUBMITTAL OF REQUESTS TO THE
WYTHEVILLE TOWN COUNCIL FOR A
5K RUN, PARADE, MARCH, STREET CLOSING FOR EVENT OR OTHER EVENT**

Below are guidelines presented to assist an organization in the procedures required for approval of a 5K Run, Parade, March, Street Closing for Event or Other Event in the Town of Wytheville.

- A. An application must be submitted to the Wytheville Town Council and requires an advance notice of at least **60 DAYS** prior to the event. Please provide the organization name, contact person, address, contact number, email address, name of the event and a description of the event.
- B. Please provide the application with a date, start time and end time.
- C. The organization will need to state whether or not they will provide adult civilian volunteers to assist with the organization's event. If street closure is requested, adult civilian volunteers will be placed at intersections where the traffic can be controlled by stopping traffic on one street. These civilian volunteers are required to wear safety vests, and the Town's Public Safety Department can provide vests. Major intersections and intersections where turns are made that require three or more roads to be stopped will be controlled by an employee of the Town's Public Safety Department.
- D. If applying for a 5K Run, please choose from the approved 5K Run routes listed below (1-5). For all other requests, please describe the proposed route in detail (6).
 - 1. **5K Run "WCC" Route** (Begin at the Wytheville Community College property, proceed on East Main Street, turn right on 11th Street, turn right on Peppers Ferry Road, turn right on Community Boulevard, and return to the start line at the College.) (Permission will, also, be needed from WCC.)
 - 2. **5K Run "Chautauqua" Route** (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street, and return to the Fourth Street Civic Center.)
 - 3. **5K Run "Spiller" Route** (Begin at the Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th

Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street, and finish in front of Spiller School marquee sign.)

4. **5K Run “Smallest Church” Route** (Begin at Wytheville’s Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover’s Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville’s Smallest Church.)
5. **Parade Route** (Begin at the corner of Main and 12th Streets , proceed east on Main Street, turn left on First Street, turn left on Monroe Street and right into the Town Municipal Building Parking Lot.)

6. **Parade/March/Other Event Route** *(Please list proposed route in detail.)*

- E. Please state if there will be a food truck or food vendor participating in the event.
- F. Please provide proof of liability insurance for the event, if available.
- G. Please state if the applicant can assist with street security barriers for the event.
- H. Please state how the organization plans to meet Virginia COVID-19 guidelines.
- I. Please sign the application and return it to the Town Clerk.

ALL APPLICANTS WILL BE REQUIRED TO ATTEND A SAFETY AND EVENTS COMMITTEE MEETING TO DISCUSS THE APPLICATION AND THE PLANS FOR THE REQUESTED EVENT, STREET CLOSURE, ETC.

ALL REQUESTS WILL BE APPROVED BY THE SAFETY AND EVENTS COMMITTEE PRIOR TO THE APPROVAL OF THE WYTHEVILLE TOWN COUNCIL.