



## Department of Sports and Recreation

### KSU Sports and Recreation Park Expectations for 5K Races

1. All University policies and procedures must be observed at all times. No tobacco or alcohol is allowed at the park.
2. KSU reserves the right to delay, postpone, and cancel events due to weather or other unforeseen circumstances.
3. Games may begin no sooner than 30 minutes after opening of facility.
4. Games should be completed 30 minutes prior to closing.
5. Facility must be returned to the condition it was upon arrival. (e.g. trash removed to dumpster, temporary lines removed, tables and chairs returned to storage by stated closing time. Parking lot cleared of trash, etc.)
6. KSU Campus Security will be consulted to establish a security plan for the event. Any costs associated with the security plan will be paid in full by the hosting organization.
7. Any sporting event requires a CERTIFIED EMT or Certified Athletic trainer on site during competition hours. (Contact information must be provided to KSU Sports and Recreation Park two weeks prior to event.)
8. KSU legal must approve legal waiver for use of any special events at KSU Sports and Rec Park. (Copy provided to KSU Sports and Recreation Park two weeks prior to event.)
9. KSU Parking will be consulted to establish a parking plan for the event. Any costs associated with the parking plan will be paid in full by the hosting organization.
10. On site verification, by the hosting organization event staff must ensure all participants have signed KSU waiver to participate.
11. A KSU faculty or staff member from the hosting organization must be on site during all special event hours. (This includes set up and break down)
12. Facility requests must be made a minimum of 45 days in advance.
13. Race budget, schedule, registration procedures, race operations, hospitality, t-shirt distribution plan, timing systems; rules/ regulations and volunteer management plans must be submitted 4 weeks prior to the event to the KSU Sports and Recreation Department for review.
14. A meeting with the event organizers and KSU Sports & Recreation staff must take place 2 weeks prior to the event.
15. Reservation requests must include date, times, and anticipated attendance.  
(KSU Sports and Rec Park can provide up to 6 tables, 10 chairs, timing system, two way radios, and race signage.)
16. Any event could be subject to review by the KSU Campus Events Planning Committee.
17. Any rental requests beyond normal operating hours will be reviewed; if approved and available, the cost of additional staff will be paid by the hosting organization.
18. Race organizers must provide staffing for four water stations.
19. Weekend race rentals may begin set up at sunrise. All races must be complete by 11:30 a.m.

### Synthetic Field Rules

- a) Vehicular traffic is prohibited on fields at all times.
- b) All posted policies must be followed: (No tobacco; No Alcohol, No Pets; No spitting; No Gum etc.)

- c) No food or drink on synthetic turf. Food and Drink are only allowed in designated areas.
- d) Stakes, posts, signs, or any object may not be inserted into synthetic field.
- e) Athletes, coaches and officials only allowed on synthetic turf.
- f) Spectators must remain in designated spectator areas.
- g) Only designated field paint can be used. (KSU Sports and Recreation Park will provide paint)
- h) Diagrams with measurements of proposed race layout must be provided two weeks prior to event.