

Florida State University 5K Run/Walk Information

The guidelines outlined in this document pertain to races, runs, or walks of any length (i.e. 5K, 3K, 1 mile fun run, scheduled group walk) held by Recognized Student Organizations (RSOs), University departments, and University affiliates. These groups will hereafter be referred to as “race sponsor” in this document. Non-University organizations are not permitted to host a race/walk on campus unless they are invited to co-sponsor the event by a RSO or University entity.

Neither the University, nor any of its personnel, agents, or representatives, including the FSU Police Department and/or Board of Trustees, absolutely guarantee or in any way represent that the 5K run/walk routes and/or surrounding areas are completely safe and secure or will be completely safe and secure during a 5K run/walk. RSOs, University departments, University affiliates, and University personnel working together in full cooperation and compliance with these guidelines should promote a reasonably safe and secure environment.

Guidelines

A. 5K Run/Walk Eligibility & Requirements

- a.** Race sponsor must contact Special Operations of the Florida State University Police Department (FSUPD) for approval of race dates and routes.
 - i.** Race requests must be submitted at least 60 calendar days prior to the race.
 - ii.** The event coordinator from the race sponsor must remain consistent throughout the race planning process and must be present the day of the race, remaining for the entirety of the event and post-race cleanup.
 - iii.** Each organization is only allowed to sponsor one 5K Run/Walk per academic year (July-June) as the sponsoring or co-sponsoring organization.
 - iv.** Race weekends are determined by FSUPD and may only be held on designated run weekends (Saturdays and Sundays).
 - 1.** Races will NOT be allowed on FSU home football game days or on the dates of the following events: Tallahassee Marathon, Springtime Tallahassee Festival, Dance Marathon, and Commencement. Other annually-held, community or University-sponsored events may take precedence over your event and affect your planned date or location.
 - v.** No more than one race may occur in a day.
 - vi.** Races must take place between the hours of 8am-12pm EST (unless otherwise arranged with FSUPD).
 - 1.** The actual start time of the race/walk must be no later than 9am.
 - vii.** Race sponsor should take into account ADA accessibility of the route.
 - viii.** Routes may not start or end at Westcott or Landis Green.
 - ix.** An FSUPD overtime fee of approximately \$40/hour per officer may be required if staff resources are limited on a particular race date. Race sponsor is responsible for paying any associated fees, if applicable.
- b.** Once date and route are confirmed with FSUPD, race sponsor must complete and event proposal to be reviewed by the appropriate campus partners. More information

about the event proposal process can be found [here](#) or by contacting the office of Campus Event Services at (850) 644-6083.

- c. Race sponsor must have a minimum of 50 runners pre-registered for final approval of the race. Proof of the 50 registrants must be provided to the office of Campus Event Services at least 10 business days prior to the event.
- d. FSUPD reserves the right to cancel any race/walks that do not meet these guidelines.
 - i. The race sponsor is responsible for refunds of any amount to participants and/or sponsors in the event the race is canceled.
 - ii. If race sponsor decides to cancel the race/walk after it has been confirmed and scheduled, as much notice as possible should be provided to FSUPD. Race sponsor could be held financially responsible for any officers who are scheduled and show up to a canceled event without notice.
 - iii. Alternative dates for canceled events may or may be available.

B. Health, Safety, & Sanitation Requirements

- a. In the event of inclement weather on a race day, the decision to proceed will be made by the FSUPD Shift Command in consultation with Emergency Management. This decision is within the sole discretion of the FSUPD Shift Command and/or Emergency Management and is not subject to debate or appeal.
- b. Two water stations are recommended in all races (at the middle and end of the route). Tables, coolers, cups, etc... are to be provided by race sponsor.
- c. The route must be marked by race sponsor and will NOT be the responsibility of FSUPD. **An unmarked route will result in immediate cancellation of the race.**
 - i. Volunteers and appropriate directional signage must be positioned throughout the race course.
 - ii. Sidewalk chalk is permitted to mark the route, HOWEVER the use of spray chalk is PROHIBITED
 - iii. Organizations that mark routes in any manner that causes damage or defaces University property could result in disciplinary action, monetary charges for any resulting repair costs, and/or loss of future race/walk event privileges.
- d. Run/walk routes must be confined to paved surfaces (roadways or sidewalks) and must avoid grass, dirt, gravel, or other landscaped areas.
- e. Runners must run on the sidewalk unless they are crossing a road in a crosswalk. Runners crossing the street do so at their own risk.
- f. Streets used for 5Ks or other race/walks are generally NOT CLOSED to normal vehicular traffic during the event. One lane will normally be used for runners and the other for normal traffic. In most circumstances, FSUPD will provide traffic assistance at intersections and other critical areas along the route; however this does not replace the need for volunteers along the route.
- g. Deployment of any colored cornstarch or similar colored powder product is prohibited on campus as this practice is harmful to the environment. This falls into the category of an illicit storm water discharge in the [FSU Environmental Health & Safety Manual](#).

- h.** Run/walk events involving or promoting the binge consumption of any food or beverage are prohibited on campus.
- i.** Race sponsor is responsible for arranging appropriate cleanup of any biological hazards (e.g. vomit, blood, or other bodily fluids) in accordance with the guidelines in the Biological Spills, Contamination, Potential Infection section of the [FSU Environmental Health & Safety Manual](#).
- j.** Race sponsor is responsible for cleanup of any non-organic litter or debris generated by the run/walk including, but not limited to, cups, food waste, confetti, wrappers, and signage.
- k.** It is the responsibility of the race sponsor to ensure that every participant has signed an approved [waiver](#). The waiver must be signed by a parent/guardian if the participant is under the age of 18.
- l.** If race sponsor is collecting money at the event, a plan should be in place to collect it in a securable money box as well as planning for reliable means to get it to the bank.
- m.** For restroom facilities, race sponsor should contact staff in nearby buildings regarding access and building hours. If restroom facilities are not available, race sponsor may want to consider renting portable toilets.

Contact Information

- Florida State University Police Department, (850) 644-1234
 - Special Operations
 - Sgt. Jeremy Izquierdo: (850) 644-3761, jizquierdo@fsu.edu
 - Lt. Greg Washington: (850) 644-2900, gwashing@fsu.edu
- Campus Event Services, (850) 644-6083, GuestServices@admin.fsu.edu
 - Trinity Gonzalez, (850) 645-0430, tjgonzalez@fsu.edu
- Medical Response Unit, (850) 644-3349, uhs-mru@fsu.edu
- Florida State University Emergency Management
 - Curt Sommerhoff: (850) 644-9111, csommerhoff@fsu.edu