

Madison County Mass Transit District

Application for Use of MCT Trails

WHAT REQUIRES AN APPLICATION FOR USE OF MCT TRAILS?

An *Application for Use of MCT Trails* must be completed and submitted to the Madison County Mass Transit District by any Lead Event Host (the applicant) that wishes to use any portion of the MCT Trails and/or a MCT Park & Ride Lot for a publicized, whether by printed material, social media, or other means, organized event (run, walk, bike ride, trail cleanup event, or similar event). All events held on MCT Trails must comply with the attached MCT Trail Use Terms & Conditions (see page 6).

The Lead Event Host must be an Illinois unit of local government or a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and must be organized and operated exclusively for exempt purposes as set forth in section 501(c)(3). No more than one Lead Event Host is allowed per Application. The Lead Event Host must be openly advertised as such at the event.

APPLICATION PROCESS:

Application Submission: The Lead Event Host must complete and submit an *Application for Use of MCT Trails* to the Madison County Mass Transit District (MCT) at least 60 days in advance of the proposed event date. The Lead Event Host's authorized representative must read and certify that the Lead Event Host will comply with the MCT Trail Use Terms & Conditions (see page 6). The Lead Event Host shall not advertise an event before obtaining approval from the Madison County Mass Transit District for use of MCT Trails and/or a MCT Park & Ride Lot. Submittal of an Application does not automatically grant the Lead Event Host permission to use MCT Trails and/or MCT Park & Ride Lots for the designated event or future events. The Lead Event Host must submit an *Application for Use of MCT Trails* each time the Lead Event Host wishes to use MCT Trails and/or MCT Park & Ride Lots for an organized event.

If the Lead Event Host is a non-profit organization, the application submittal shall include a copy of the organization's 501(c)(3) designation letter from the Internal Revenue Service.

The application submittal shall include a Route Map and a Site Map. The Route Map shall identify the complete route for each event component (run, walk, bike ride, etc.) and include turn-by-turn directions for each event component. Visit our MCT Trails website at www.mcttrails.org to help plan your event route and become aware of current trail closures. The Site Map shall identify any item that would be placed on MCT property.

The completed *Application for Use of MCT Trails* and all required documentation may be submitted to Madison County Mass Transit District by fax (618) 797-7547, by mail or in-person to the Madison County Mass Transit District, Attn: MCT Trail Use Request, One Transit Way, P.O. Box 7500, Granite City, IL 62040, or by email dcobb@mct.org. Only complete Applications will be considered.

Application Review: After receipt of a complete *Application for Use of MCT Trails*, the Lead Event Host Contact will be notified regarding the status of their Application. It is the responsibility of the Lead Event Host to submit any amendments and/or revisions to the original Application in writing. Revisions are subject to review and approval by the Madison County Mass Transit District.

Additional Information: Madison County Mass Transit District reserves the right to require additional information or documentation regarding the event and event activities. Failure to submit requested information or documentation in a timely manner may be cause for denial of *Application for Use of MCT Trails*.

Certificate of Insurance: If the Lead Event Host's *Application for Use of MCT Trails* is approved, the Lead Event Host, and any vendors that will be using MCT property will be required to submit a Certificate of General Liability Insurance that names Madison County Mass Transit District as an additional insured for no less than \$1,000,000 per occurrence for the date(s) in which they will be occupying or using MCT property. Madison County Mass Transit District shall be listed as the Certificate Holder with the address listed as One Transit Way, P.O. Box 7500, Granite City, IL 62040. The required Certificate of General Liability Insurance shall be submitted to MCT no later than 10 days prior to the event. Use of MCT property will not be granted if a Certificate of General Liability Insurance has not been received and found to be acceptable by Madison County Mass Transit District.

Madison County Mass Transit District Application for Use of MCT Trails

Application submittal shall include the following:

- Completed *Application for Use of MCT Trails*
- Copy of Lead Event Host's designation letter from the Internal Revenue Service, if Lead Event Host is a 501(c)(3) non-profit organization.
- Route Map
- Site Map
- MCT Trail Use Terms & Conditions* signed by Lead Event Host's authorized representative

Lead Event Host's *Application for Use of MCT Trails* will not be reviewed if any of the above are missing.

- If *Application for Use of MCT Trails* is approved the Lead Event Host shall provide a Certificate of General Liability Insurance naming Madison County Mass Transit District as an additional insured for no less than \$1,000,000 per occurrence. The required Certificate of General Liability Insurance shall be submitted to MCT no later than 10 days prior to the event. The event will not be held without an acceptable certificate of insurance.

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APPLICANT INFORMATION

LEAD EVENT HOST (ONLY ONE)

ADDRESS

CITY	STATE	ZIP CODE
LEAD EVENT HOST CONTACT	EMAIL	
DAYTIME PHONE	CELL PHONE	
EVENT DAY ON-SITE CONTACT	CELL PHONE	
LEAD EVENT HOST WEBSITE		

EVENT INFORMATION

TITLE OF EVENT	DATE OF EVENT
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WHAT ORGANIZATION WILL BENEFIT FROM THE FUNDS RAISED?

ACTUAL EVENT TIMES (NOT INCLUDING SETUP OR TAKE DOWN)

Start Time: _____ Finish Time: _____

SETUP AND TAKE DOWN TIMES

Start Time: _____ Finish Time: _____

ESTIMATED NUMBER OF PARTICIPANTS	WILL PARTICIPANT REGISTRATION BE CAPPED? <input type="checkbox"/> No <input type="checkbox"/> Yes; maximum participants:
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TYPE OF USE REQUEST: MCT TRAIL MCT PARK & RIDE LOT; LOCATION

					FOR WAVE STARTS	
	Event Component	Route Distance	Start Time	Rolling Start or Wave Start	# of Participants per Wave	How far apart will waves be paced?
Route 1	Run					
	Walk					
	Bike Ride					
	Other					
Route 2	Run					
	Walk					
	Bike Ride					
	Other					
Route 3	Run					
	Walk					
	Bike Ride					
	Other					

ROUTE MAP AND ROUTE DIRECTIONS: Provide a Route Map indicating the complete route for each event component that would utilize MCT Trails and provide complete written turn-by-turn directions for each event component that would utilize MCT Trails.

WILL THE LEAD EVENT HOST BE OPENLY ADVERTISED AS SUCH AT THE EVENT? NO YES

DESCRIPTION OF EVENT (ATTACH ADDITIONAL PAGES IF NECESSARY):

EVENT HOST LOCATION

IF EVENT HOST LOCATION IS NOT A MCT PARK & RIDE LOT, DO YOU HAVE PERMISSION TO USE THE SITE? NO YES

HOW FAR WILL PARTICIPANTS BIKE/RUN/WALK BEFORE ENTERING MCT TRAILS?

WILL EVENT COURSE(S) BE MARKED? NO YES; DESCRIBE HOW THE EVENT COURSE(S) WILL BE MARKED.

WILL THIS EVENT BE OPEN TO THE PUBLIC? NO YES

LARGE EVENTS MAY CREATE A BOTTLENECK ON THE TRAILS AND OBSTRUCT BOLLARDS, SIGNS, AND ROADWAY CROSSINGS. HOW DO YOU PLAN TO ENSURE SAFETY?

WILL ANY PUBLIC STREETS BE CLOSED DURING THE EVENT? NO YES; DESCRIBE LOCATION AND TIME OF CLOSURE:

WILL THE EVENT BE PUBLICIZED? NO YES; COMPLETE BELOW.

WHEN:

WHERE:

HOW AND WHEN CAN THE PUBLIC REGISTER FOR THE EVENT? (ONLINE REGISTRATION, EVENT DAY REGISTRATION, ETC).

WILL A FEE BE CHARGED TO PARTICIPATE? NO YES; WHAT IS THE FEE

HOW WILL THE EVENT PROCEEDS BE USED?

DID LEAD EVENT HOST ORGANIZE SIMILAR EVENT LEAST YEAR? NO YES; HOW MANY PARTICIPATED

IF SIMILAR EVENT WAS PREVIOUSLY HELD, COMPLETE THE SENTENCE BELOW.

At the previous event, the Lead Event Host raised a total of \$ _____ . The Lead Event Host donated
\$ _____ to _____ to be used for

WILL ANY ITEMS BE SOLD AT THE EVENT? NO YES; DESCRIBE BELOW (ATTACH ADDITIONAL PAGES IF NECESSARY)

Vendor

Item(s) to be sold

LIST ALL EVENT SPONSORS AND THEIR LEVEL OF PARTICIPATION (ATTACH ADDITIONAL PAGES IF NECESSARY).

Event Sponsors

Level of Participation

WILL THE EVENT INCLUDE ANY OF THE FOLLOWING?

Item	No	Yes	Quantity	Size
Table (TA)	<input type="checkbox"/>	<input type="checkbox"/>		
Tent (TE)	<input type="checkbox"/>	<input type="checkbox"/>		
Signs (S)	<input type="checkbox"/>	<input type="checkbox"/>		
Garbage Receptacle (GR)	<input type="checkbox"/>	<input type="checkbox"/>		
Portable Restrooms (PR)	<input type="checkbox"/>	<input type="checkbox"/>		
Hydration Station (HS)	<input type="checkbox"/>	<input type="checkbox"/>		
Food Station (FS)	<input type="checkbox"/>	<input type="checkbox"/>		
Vendor (V1)	<input type="checkbox"/>	<input type="checkbox"/>		
Vendor (V2)	<input type="checkbox"/>	<input type="checkbox"/>		
Vendor (V3)	<input type="checkbox"/>	<input type="checkbox"/>		
Other (O1)	<input type="checkbox"/>	<input type="checkbox"/>		
Other (O2)	<input type="checkbox"/>	<input type="checkbox"/>		
Other (O3)	<input type="checkbox"/>	<input type="checkbox"/>		

SITE MAP: Provide a Site Map indicating the setup of the event. The Site Map shall include the placement of any of the above listed items (please use abbreviations in parenthesis) that would be used at the event and placed on MCT property.

ARE THERE ANY ITEMS THAT YOU WISH TO PLACE ON MCT PROPERTY? NO YES; DESCRIBE BELOW

ARE THERE ANY PROVISIONS REGARDING THIS EVENT THAT HAVE NOT BEEN ADDRESSED ON THIS FORM? NO YES; EXPLAIN:

**MADISON COUNTY MASS TRANSIT DISTRICT
MCT TRAIL USE TERMS & CONDITIONS**

1. The Lead Event Host (the applicant) must be an Illinois unit of local government or a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and must be organized and operated exclusively for exempt purposes as set forth in section 501(c)(3). The Lead Event Host must be openly advertised as such at the event. No more than one Lead Event Host is allowed per application.
2. *Application for Use of MCT Trails* must be submitted to MCT at least 60 days in advance of the proposed event date.
3. If event is approved, Lead Event Host shall provide a Certificate of General Liability Insurance that names Madison County Mass Transit District as an additional insured for no less than \$1,000,000 per occurrence. The required insurance shall be submitted to MCT no later than 10 days prior to the event. The event will not be held on MCT property without an acceptable certificate of insurance.
4. Lead Event Host acknowledges that there are risks inherent in the activities that will be undertaken pursuant to the proposed event and use of MCT Trails and/or MCT Park & Ride Lots that may result in bodily injury or property damage to participants or others. Madison County Mass Transit District and the Agency for Community Transit, Inc., do not assume any responsibility for lost or stolen articles, damage to Lead Event Host's property, or injury to persons using MCT Trails and/or MCT Park & Ride Lots, and Lead Event Host hereby waives any claims against Madison County Mass Transit District and Agency for Community Transit, Inc. related to any such damage or injury. To the fullest extent permitted by applicable law, Lead Event Host will indemnify, defend and hold harmless the Madison County Mass Transit District, its trustees, officers, officials, agents, and employees, and the Agency for Community Transit, Inc. its board members, officers, officials, agents, and employees, from and against any and all claims, suits, actions, judgments, fines, penalties, losses, damage, costs, or expenses (including but not limited to attorney's fees), whether direct or indirect, due to bodily or personal injury, death, sickness or property damage (including loss of use thereof) arising out of the Lead Event Host's activities or resulting from or caused by any act or omission of the Lead Event Host or any of its officers, agents, employees, representatives, assigns, guests, patrons or invitees or by their use of occupation of MCT Trails and/or MCT Park & Ride Lots, and any loss or damage to property prior to, during, or subsequent to the use of MCT Trails and/or MCT Park & Ride Lots by the Lead Event Host. Lead Event Host shall also agree to indemnify, defend and hold harmless the Madison County Mass Transit District, its trustees, officers, officials, agents, and employees, and the Agency for Community Transit, Inc. its board members, officers, officials, and agents, employees, from and against any and all claims, suits, actions, judgments, fines, penalties, losses, damage, costs, or expenses (including but not limited to attorney's fees), whether direct or indirect, arising out the Lead Event Host's failure to comply with any applicable Federal, State or local laws, statutes, ordinances, rules or regulations currently in force, or to be enacted in the future. Such obligations shall not be construed to waive, negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to either the Lead Event Host or the Madison County Mass Transit District.
5. Lead Event Host is responsible for the conduct of all event participants, volunteers, and/or staff throughout the duration of the event. Any damage to MCT property as a direct result of the conduct of the Lead Event Host, event participants, volunteers, and/or staff during an event will be the responsibility of the Lead Event Host.
6. The person named as the Event Day On-Site Contact must have full authority to make decisions about the event and must remain on-site at all times during the event.
7. Lead Event Host agrees to notify MCT within 24 hours of any accident or incident occurring on MCT property.
8. MCT reserves the right to postpone or cancel an event at MCT's discretion due to weather or other natural occurrences that would make access or use of MCT Trails and/or MCT Park & Ride Lots unsafe.
9. Authorization for the use of MCT Trails/MCT Park & Ride Lots shall not be considered an endorsement or approval of any Lead Event Host, nor the purposes they represent.
10. Permission to use MCT Trails/MCT Park & Ride Lots does not guarantee exclusive use of an area. MCT Trails/MCT Park & Ride Lots always remain open to the public during an approved event. No area of MCT Trails/MCT Park & Ride Lots may be fenced, blocked, or otherwise made inaccessible to the public.
11. MCT Trails are open to the public from dawn to dusk. Portions of MCT Trails may be closed from time to time for maintenance.
12. Permitted uses include: walking, running, rollerblading, skating, skateboarding, bicycling, including electric bicycles, and bicycle trailers.
13. MCT Trails are accessible to persons using walkers and wheelchairs, including motorized wheelchairs.
14. No open flames, charcoal pits, or portable propane use items allowed on MCT property.
15. No hunting allowed on MCT property.
16. No horses or horseback riding allowed on MCT property.
17. No dumping of any kind, including grass clippings, branches or yard waste.
18. Leashed pets are permitted but must be controlled on leashes six feet long or less and must remain within their caretakers designated lane. Caretakers are responsible for cleaning up after their pet and properly disposing of pet waste. Lead Event Host is responsible for ensuring all pet waste has been removed from MCT property at the conclusion of any event in which pets were present.
19. No alcoholic beverages, illegal drugs, fireworks of any kind, or firearms, except as provided by the Firearm Concealed Carry Act (430 ILCS 66), are allowed.
20. Lead Event Host may not begin event setup on MCT Trails/MCT property until the actual day of the event.
21. Lead Event Host is required to collect and remove all event items placed on MCT property immediately following the conclusion of the event and on the actual day of the event. MCT property used for event must be returned to its pre-event condition.
22. Stakes and spikes are not to be used to secure tents or other structures on MCT property. Water or sand weights are permitted.
23. No unauthorized motor vehicles, gasoline powered bicycles, internal combustion engine powered vehicles of any kind, or all-terrain vehicles (ATVs) are allowed on the MCT Trails at any time.
24. No unauthorized marking or signage permitted on MCT property for any reason. Use of spray paint, spray chalk, marking chalk, etc. on MCT property is PROHIBITED.
25. Event signs may not penetrate or deface the surface of MCT Trails.
26. Event signage is limited to directional/distance signage and signage that identifies the name/logo of the organization in which the event will benefit.
27. Commercial use of MCT property is not allowed, except as authorized for the Lead Event Host's approved event.
28. Do not place any items/equipment/structures directly on the surface of MCT Trails at any time.
29. Do not affix or secure anything to any tree, signpost, kiosk, bridge, or other structure on MCT property.
30. All event signs must be located a minimum of 4' from the edge of the trail. All hydration stations must be located a minimum of 20' from the edge of the trail. Participants cannot obstruct trail traffic when at stopped at hydration station.
31. Event participants must move off the trail surface when stopped.
32. Due to safety concerns, all events held on MCT Trails are only allowed under the following conditions:
 - a. Event start line and finish line cannot be on MCT Trails. Participants must travel an adequate distance before entering MCT Trails to prevent congestion on MCT Trails.
 - b. Event must have a rolling start or wave start and must allow sufficient time and distance between participants entering the event course. Mass starts are not allowed.
33. Event participants must enter MCT Trails in a single file line and must stay in the right lane of the trail, except when passing. Pass slower traffic on the left, announce passing.
34. Event participants may travel no more than two abreast in the right lane of the trail.
35. Bicycle races and/or peloton bicycle riding are never allowed on MCT Trails.
36. Maximum speed is 15 mph. Please travel at a reasonable speed, in a consistent and predictable manner. Always slow down when approaching maintenance crews.
37. Lead Event Host will require event participants to wear a helmet while bicycling on MCT Trails.
38. Lead Event Host agrees to ensure that event participants are made aware of all MCT Trail rules and event guidelines and that minors are provided adequate adult supervision.
39. Lead Event Host understands that once an event is approved there will be no revisions to the use of MCT Trails and/or MCT Park & Ride Lots without prior permission from MCT. Requests for changes must be submitted in writing.
40. Lead Event Host agrees to notify MCT if event is cancelled.
41. Lead Event Host will not advertise event until MCT grants permission for Lead Event Host to use MCT Trails and/or MCT Park & Ride Lots for an event.
42. MCT reserves the right to deny future requests if the Lead Event Host and/or its participants violate any of the MCT Trail Use Terms & Conditions.

I certify that I am duly designated to represent the Lead Event Host (the applicant), as well as the Event. I further certify the information presented in this *Application for Use of MCT Trails* is true and correct and that the identified Lead Event Host is the exclusive Lead Event Host for the described event.

The undersigned acknowledges that he/she has read and agrees to comply with the MCT Trail Use Terms & Conditions with reference to this *Application for Use of MCT Trails* and has the authority and permission to submit this *Application for Use of MCT Trails* on behalf of the Lead Event Host.

Signature: _____ Print Name & Title: _____ Date: _____