

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE _____
INSURANCE _____
MAP/PLAN _____

**APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY**

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name Lewis-Palmer Middle School Application Date _____
Designated Representative Bill Kissell
Mailing Address 1176 Woodmoor Dr. Monument, CO 80132
Phone (work) 719-488-4776 (home) _____ e-mail bkissell@lewispalmer.org Tax _____
Event Name LPMs Cross Country Meet Event Date Wednesday, Sept. 7, 2022
Event Time(s) (inc. setup/takedown): from 12:00pm to 6:30pm Day of _____
Week Wednesday
Event Description Cross Country Meet

Estimated Number of Participants 500 Estimated Number of Spectators 200
Proposed Route (please attach map and traffic control plan) Attached - No road closures necessary
Estimated cost of road closure and/or traffic control (payable to Town of Palmer Lake) _____

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

I, the undersigned, certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization Lewis-Palmer Middle School
By Bill Kissell Title Athletic Director Date 8/4/2022

Lewis-Palmer Middle School

1776 Woodmoor Drive

Monument, CO 80132

(719) 488-4776 FAX (719) 488-4780



FAX

To: Town of Palmer Lake From: Lewis-Palmer Middle School
(Kari Ehresman)

Fax No.: 719-488-9305 Pages: 4

Phone No.: _____ Date: 5/31/22

Re: Special Event Application - Cross Country Meet

Urgent For Review Please Comment Please Reply

This Fax is intended for the use of the recipient only.

INSTRUCTIONS/COMMENTS:

The \$200 check will be mailed shortly from our district Admin. building.

↑ per Julia - will not need the \$100 check due to BOT will waive it.

Confidentiality Notice

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employer or agent responsible for delivering the message solely to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by phone and return original message to us at the above address via the U.S. Postal Service.

Certificate of Coverage

① 303.722.2600
 www.cdsip.org
 6857 South Spruce Street
 Centennial, CO 80112



Toll-Free: 800.332.3556
 Fax: 303.722.7888
 : @CSDSIP

07/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE, AND THE CERTIFICATE HOLDER.

Member: LEWIS PALMER SCHOOL DISTRICT #38
Attention: Robert Foster
Mailing Address: PO BOX 40
 MONUMENT, CO 80132
Policy Number: 2138-21-00139
Policy Period: 07/01/2021 to 07/01/2022

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE COVERAGES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, DEFINITIONS AND CONDITIONS OF SAID COVERAGE FORMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Coverages		Limits/Deductibles
School Entity Liability Coverage Occurrence Form	Each Occurrence, School Leaders Wrongful Act & Employment Wrongful Act	\$3,000,000
	Annual Aggregate Limit	\$15,000,000
	Medical Expense (Per Person/ Per Accident)	\$1,000/\$10,000
School Auto Coverage Any Auto, Hired and Non-Owned	Limit Per Accident	\$3,000,000
	Medical Payments	\$5,000
	Auto Physical Damage Coverage	\$5,000
Property Coverage Special Form	Building/Business Personal Property Limit	\$211,271,498
	Property Damage To Premises Rented To You	\$500,000

Description of Operations/Locations/Vehicles/Special Items

Certificate Holder has been included as an Additional Insured on the Member's School Entity Liability Coverage for "bodily injury", "personal injury" or "property damage" caused by the Member's negligence if required by written contract or agreement subject to the policy terms and conditions with respect to Palmer Lake Invitational held September 1, 2021 at Palmer Lake Trailhead 3:45 to 5:45

Certificate Holder:

El Paso County

Cancellation: SHOULD THE ABOVE DESCRIBED POLICY BE CANCELLED BEFORE THE EXPIRATION DATE, WE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Authorized Representative

Lewis-Palmer Middle School
2022 6th, 7th, and 8th Grade Cross Country Invitational

To: Town of Palmer Lake

Lewis-Palmer Middle School is requesting to hold its annual Cross-Country Invitational to be held on Wednesday, September 7th at Palmer Lake Trailhead. We will use a portion of the New Santa Fe Regional Trail and have submitted the necessary paperwork to El Paso County Parks and Recreation.

Directions for the Public: Palmer Lake Trailhead of the Santa Fe Trail: 1-25 north to exit 161. Turn left on Hwy 105. Follow Hwy 105 towards Palmer Lake. Busses ONLY: 1-25 to exit 163 on County Line Rd, west. Turn left into Trailhead parking lot to drop off.

Information Regarding Parking: Parking is SEVERELY limited within the parking lot at the trailhead. Parking will be limited to school busses. Overflow parking is across the railroad behind the businesses of Palmer Lake. No parking in the small lot to the North (Welding business). That lot is owned by the railroad and they tow...they are quick about it and it is EXPENSIVE. Carpooling will be encouraged.

Race Course: Races will begin near the volleyball area. Runners will run down the trail to the midway point and then return towards the lake on the same trail, turn left, run around the lake to a finish line at the entrance to the trail head. Map is attached.

Race Times:

12:00 PM -2:45 PM - Course setup and markers

2:45 PM - 3:30 PM - Athlete arrival and coaches meeting

3:45 PM - Races begin

4:45 PM - 6:00 PM - Clean up, course marking removal

We will adjust our times if necessary to ensure all participants have arrived and completed the course

Attached is a map of the course. Signage to alert the public will be posted 2 weeks prior to the event.

Traffic Control: We are requesting 1 police officer to help with bus parking at the entrance to Palmer Lake trailhead. LPMS acknowledges that we will need to pay for the officer's time.

EMS: All league Cross-Country coaches are CPR/AED & First Aid certified. Should it be necessary, EMS will be contacted in the event of a life threatening emergency for anyone associated with the Cross-Country meet.

Restrooms: 3 Portable restrooms will be delivered 1 day prior to the event and removed the day after the event.