



RACE APPLICATION

CITY OF TOMBALL, TEXAS | 401 Market Street | Tomball, Texas 77375 | 281-351-5484

An application to stage a race within the City of Tomball shall be filed with the Community Events Coordinator at least 90 days prior to the event. This application is not to be construed as authorizing or agreeing to any race until formally approved by Tomball City Council. Only races of 5K or less will be considered.

Date: 7-27-2021

Request for permission to use public streets for the following type of event (please check one):

Bicycle Race Foot Race Race Walking Jogging Event Other (specify) _____

1. Event title: Cruisin Crusader 5K
2. Sponsoring entity: Concordia Lutheran High School
3. Is this organization based in Tomball: Yes No
4. Is this organization non-profit or for-profit *Current proof of non-profit stature required
5. Contact: Ashley Rains/Donatna Schleicher Phone: 832-528-6775
6. Contact address: 700 E. Main St. Tomball, TX 77375
7. Contact email: rainsa@clhs-tx.org, schleicherj@clhs-tx.org
8. Event date: February 5th, 2022
9. Event times: Start 8:00am Finish 10:00am Set-up 6:00am Breakdown 10:30am
10. Is this event for charity? Yes No
11. If yes, what charity? N/A Tax ID _____
12. If yes, what percentage of the net proceeds will be donated? _____
13. On-site contact: Ashley Rains Mobile Phone: 832-528-6775
14. Estimated number of registered participants: Run 200 Walk 50 Bicycle N/A
15. Is this event open to the public: Yes No
16. How much is the registration fee: \$ 30 pre-reg. \$ 35 day of NA _____
17. Time at which participants will begin to assemble: 6:30 am
18. The applicant will defend and hold harmless the City of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses.
Initial AR
19. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured.
Initial AR
20. Name of insurance carrier: Utica National Insurance Group
21. Organization has secured date with the Public Works Dept. and has paid deposit. _____



RACE GUIDELINES & APPLICATION

CITY OF TOMBALL, TEXAS

Effective Date: Upon City Council Approval

INTRODUCTION: Timed foot races, bicycle races, race walking, wheelchair racing, rollerblading, marathons, jogging events and any other competitive events that occur on a public street in the City of Tomball require prior approval and must meet certain requirements for consideration, including approval by Tomball City Council. **NOTE:** color runs and nighttime runs will not be considered.

PROCEDURES: There are a several steps necessary before any non-city staged event may take place. Those include, but are not limited to, the following:

1. Races involving the City's downtown 5K course or similar route must confirm a minimum of 200 registered participants in order to be considered. Walks involving the City's 1 mile route must confirm a minimum of 50 participants in order to be considered.
2. A fee equal to the actual cost of city services to host the race will be required of all for-profit organizations and paid ten days prior to the event.

Non-profit organizations may request city services as an in-kind donation, but must still meet the minimum participant requirements. For profit organizations are not eligible for in-kind consideration.

Any non-profit organization failing to meet the minimum participant requirement will not be allowed to stage similar events in the future.

3. The race application (see attached) must be submitted at least 90 days prior to the event.
4. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to show will result in the event being cancelled by the City of Tomball.
5. If approved by the Tomball Events Team, the proposed race will be presented to City Council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
6. Race events must take place between the hours of 8:00 a.m. and 12:00 p.m. on Saturday or Sunday only.
7. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
8. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the race organizer naming the City of Tomball as additional insured.
9. Event coordinators must provide their own volunteers and race contractors to work the start and finish lines, staging areas, sponsor booths, warm up and nutrition areas, water stations along the route, general clean-up at start/finish/along the route, and more.
10. Failure to comply with the guidelines above will preclude applicant from staging future events.

For additional information, or to submit a race application, please contact:

Denise Fiore - Community Events Coordinator

401 Market Street, Tomball, Texas 77375

281-351-5484 | dfiore@tomballtx.gov

22. Which of the following services are requested in support of this event:

Police: Start time 7:30 to End time 10:30

Fire: Start time _____ to End time _____

Public Works: Start time 6:30 to End Time: 10:30

Marketing: Start time _____ to End time: _____

Community Center: Start time _____ to End time _____

Street closures/barricades: Start time 7:45 to End time 10:15

Trash containers/dumpsters: Start time 6:30 to End time 10:30

Restroom facilities/portacans: Start time 6:30 to End time 10:30

EMS services: Must be contracted separately at Northwest EMS

Other: _____

Signature: 

Denise Fiore - Community Events Coordinator
City of Tomball
401 Market Street
Tomball, Texas 77375
281-351-5484
Email - dfiore@tomballtx.gov

FOR OFFICIAL USE - Deposit required: Yes ___ No ___ Amount Due: \$ _____

Internal Revenue Service
District Director

Department of the Treasury

Date: NOV 2 1983

Employer Identification Number:

76-0074905

Accounting Period Ending:

August 31

Form 990 Required: Yes No

▷ Concordia Lutheran High School of North
Harris County
P.O. Box 1339
Tomball, TX 77375

Person to Contact:

EO Technical Assistor

Contact Telephone Number:

(214) 767-2728

EO:7215:AS

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(ii)&509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000* If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

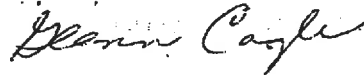
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



GLENN CAGLE
DISTRICT DIRECTOR

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year.

With respect to your admissions policy, you state that you will not practice discrimination on the basis of race, color, national or ethnic origin. As a school, you are required to maintain racially nondiscriminatory policies as described in Revenue Ruling 71-447, 1971-2 Cumulative Bulletin 231, and to comply with all the requirements of Revenue Procedure 75-50, 1975-2 Cumulative Bulletin 587.