

Dallas County Conservation Board

Special Trail Event Application Agreement

Section (A) (Required of all events)

Organization: _____

Name of Event: _____

Number of participants anticipated: _____ **(If less than 500, please read the entire application but complete only Section A,E,and G. Events of 500 or more shall complete all sections A-G.)** (All events are encouraged to use section H)

Dates of the event: _____ Rain

Date: _____

Time of the event: _____

Contact Person, Event Organizer (print):

Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Cell: _____

Email: _____

Contact Person, Event Manager/Day of Event Contact, (if same as above check), _____

Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Cell: _____

Email: _____

Other Contacts:

Trail the event will utilize (check the appropriate trail below)

Raccoon River Valley Trail

Other Trail, if so, what is the name of the Trail: _____

Sections of the trail that will be used for the event: _____

(Please attach a detailed proposed route map of the event).

Counties involved in the trail event (check those involved). **Each County requires an application.**

Dallas Guthrie Greene Other _____

Cities that the event will pass through: (Please list below).

Cities Please check if this city is part of a scheduled event stop

Please attach a Certificate of Liability Insurance naming those listed below, as an Additional Insured entity and containing the following:

Certificate of Insurance Requirements

1. List the name of the Event and Date.
2. The following address must appear in the Certificate Holder section:
Dallas County and Dallas County Conservation Board, 14581 K Ave., Perry, Iowa 50220
3. Contact person's name, address, phone number, and e-mail address is required.
4. Endorsements, as required, shall be included with the Certificate of Insurance to evidence that the policy has been endorsed.

*The Certificate of Liability should include, at a minimum, coverage that includes:

1. Comprehensive General Liability coverage not less than \$500,000 per occurrence and \$1,000,000 general aggregate limits
2. Each policy and certificate shall include:
"Should any of the applying coverage be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions" by registered mail to: Dallas County Conservation Board, 14581 k Ave., Perry, Iowa 50220.

Section (D) (Required of events with 500 or more participants)

The following road/trail intersections are required to be staffed as a requirement for this Special Event Permit at the Trail Event organizers expense and be signed as directed.

All intersections are required to have signage on the **trail** warning trail users of the intersection and signs on the road right of way warning vehicles of the trail users.

The sign dimensions: "**similar in size to a real estate sign in a residential yard**".

Staffed intersections – below is a **partial** list of intersections that may be required to be staffed. The event organizer shall contact all local government jurisdictions for current requirements and instructions for intersection safety.

Non law enforcement personnel staffing intersections shall control the trail user's access across the intersections. Non law enforcement personnel do not have authority to stop road traffic. Non law enforcement personnel shall wear an approved OSHA style safety vest. Safely crossing the road/trail intersections is the priority.

In Dallas County:

City of Waukee

Please contact the City of Waukee for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

County Road R 22



City of Dallas Center

Please contact the City of Dallas Center for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

Highway 44

County Road R16

City of Minburn

Please contact the City of Minburn for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

Highway 169

City of Perry

Please contact the City of Perry for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

Highway 141

City of Dawson

Please contact the City of Dawson for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

County Road P46

City of Linden

Please contact the City of Linden for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

City of Redfield

Please contact the City of Redfield for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

1st Street

City of Adel

Please contact the City of Adel for a current list of intersections to be staffed and

for current requirements and instructions for intersection safety.
Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

Highway 169 at Main Street

County Road R16

Prospect Avenue

Dallas County

Please contact the Dallas County Conservation Board for a current list of intersections to be staffed and for current requirements and instructions for intersection safety.

Some intersections may require a uniformed law enforcement officer.

Intersections that may be required to be staffed, but not limited to, include:

County Road P58

There are additional intersections that may be required to be staffed in Guthrie and Greene counties. It is the event organizer's responsibility to contact these other counties to meet the requirements of the local government jurisdictions for staffed road intersections.

Section (E)(Required of all events)

Emergency Management Plan Information

Will event organizers be providing first aid stations & the staff to handle cuts, scrapes, aches & pains, blisters, etc. for this event?

Yes____ (Skip to Medical Procedures in Event Guide) **No**____ (answer A)

Do event organizers wish to have first aid stations provided for them for this event?

(Local volunteer first responders would be providing these stations and a monetary contribution to their service would be expected)

Yes____ (Contact Mike Thomason) **No**____ (skip to Medical Procedures in Event Guide)

Mike Thomason: [HYPERLINK](#)

"mailto:mike.thomason@dallascountyiowa.gov"

mike.thomason@dallascountyiowa.gov 515-229-4409

Additional Emergency Management Plan Information can be found in the Event Guide section of this application.

Section (F) (Required of events with 500 or more participants)

Deposit:

The below Deposit shall apply when the number of participants in the event is 500 or more or if in the opinion of the appropriate counties a deposit is warranted.

A Deposit check of \$ _____ = (\$2 times the number of participants times the number of days of the event) is required with this application, or other amount determined by the Dallas County Conservation Board (DCCB).

“When an event passes through other counties, only one Deposit is required and will be good for all sections of the trail”.

Please check the county that the deposit check was sent to.

Dallas _____ Guthrie _____ Greene _____

Date of check: _____ Check #: _____ Check amount:

\$ _____

This deposit check will not be cashed unless:

Failure to provide and or implement all of the above listed requirements may justify the DCCB to keep all or part of the deposit.

Section (G) (Required of all events)

Hold Harmless

Applicant hereby agrees to indemnify, defend, protect, and hold harmless, the Dallas County Conservation Board, Dallas County, Iowa, its agents, employees, representatives, board members, and elected officials, from and against any and all claims, losses, demands, liability, lawsuits, damages, or expenses (including, without limitation, reasonable attorney's fees), relating to, resulting from, or arising out of, directly or indirectly, the promotion and/or conduct in any way related to the activities in connection with that event, including but not limited to the activities of applicants, employees, volunteers, contractors, vendors, attendees or participants in the event which is the subject of this application.

Receiving approval from the Dallas County Conservation Board does not preclude responsibility for any additional permits, approvals, or local, state and federal regulations.

I, _____ certify that I am authorized on behalf of

(Print name)
of Organization)

(Name

to sign this agreement form and hereby certify the above statements are true and correct, to the best of my knowledge, and that false statements(s) may be grounds for denial of the application. It is understood the activities at all times during the event shall comply with all federal, state, county, and city laws, ordinances, regulations, and policies including those of the Dallas County Conservation Board and Dallas County, Iowa. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event.

Print name

Name of Organization

Signature

Date

Approved by:

Dallas County Conservation Board

Print Name

Title

Signature

Date

Verification of staffing of designated intersections

I, _____ certify that designated intersections are staffed according to

(Print name)

the requirements listed in the Dallas County Conservation Board's "Special Trail Event Application Agreement" for our event which will be held on Date: _____,

Signed

Date

Section (H) (Useful information for all events)

Event Guide

The following information should be used as an additional tool to help everyone involved have a safe and successful event on our trail system.

Thanks for considering the Raccoon River Valley Trail for your special event. At 89 miles, it is one of the longest paved recreational trails in the nation. We also think it's one of the best, and here's why. You probably already know the RRVT is ideally located for easy-access, just off Interstate Highways 80 & 35 on the west edge of the Des Moines metropolitan area. It is also one of the oldest, most well-established trails anywhere, with the original 34 miles dating to 1989. Nearly the entire trail has been built on former railroad right-of-way, meaning it is primarily flat, with only gentle grades. It meanders

along and through the Raccoon River Valley and you see the North and Middle Raccoon Rivers. The RRVT has been expanded over the years, is exceptionally well maintained and now includes 14 communities in three counties. The longest distance between our towns is 10 miles – most are only 5 or 6 miles apart – and that means the RRVT offers an excellent outdoors experience for trail users of all ages and abilities. We also feature a 72-mile interior loop, the longest loop on a trail in the U.S. The RRVT has long stretches that are like tunnels through fully-grown canopies of trees, which help shield trail users from excessive sun or wind. You will experience amazing stands of wildflowers, prairie remnants, birds and animals. And just beyond the right-of-way, the scenery varies greatly. At the southeast start of the trail, you are coming out of the largest city in the state, passing thru suburban neighborhoods, shopping malls, restaurants, coffeehouses and bars. Then within five miles to the west, you are surrounded by some of the biggest, best and most productive agricultural operations in the world. Our trail communities offer a variety of overnight accommodations – camping, B&Bs, small inns, motels, an elegant 40-room boutique hotel, and a new casino & resort with a 73-room hotel and conference center. We RRVT advocates who will be your hosts all know each other and work well together. Because our trail has been around for so long, we've had lots of experience hosting trail groups of all sizes – from individual riders and families, to small groups of friends, to bicycle club rides, to special events that have put as many as 5,000 people on our trail in a day. We think we can make it work for everybody!

EMERGENCY MANAGEMENT INFORMATION

Medical Procedures

Medical concerns may include: heat stress/stroke, overdose or alcohol intoxication, heart attack, traffic accidents, chest pain, stroke symptoms, will be handled by a 911/emergency response.

Notification Procedures: Call 911

Criminal Response Procedures

Potential criminal activity may include: vandalism, theft, alcohol or drug related activities, domestic or sexual abuse, assault, fireworks, traffic violations, etc.

Notification Procedures: Call 911

Severe Weather Procedures

Severe weather may include tornadoes or high winds, lightning, hail, or low level flooding causing detours or alternative parking, etc.

Notification Procedures: NOAA Weather Radio, Cell Phones

Radio information: NOAA Weather Radio, Local radio stations (KDLS, K107, KG98)

CONTACT INFORMATION

City of Waukee Contacts:

First point of contact:

Matt Jermier, HYPERLINK "mailto:MJermier@waukee.org"
MJermier@waukee.org - 515-978-0007
City Hall: Becky Schuett -
515-978-7904
Mayor, Bill Peard -
515-978-7904
Parks and Recreation Director, Matt Jermier -
515-978-0007
Police Chief, John Quinn -
515-978-7966
Fire/EMS Chief, Clint Robinson -
515-978-7980

City Council meetings are held: 1st and 3rd Monday of the month at 5:30 PM, City Hall,
230 West Hickman Road, Waukee, Iowa 50263.

City of Dallas Center Contacts:

First point of contact:

Cindy Riesselman, City Clerk, HYPERLINK "mailto:cityhall@dallascenter.com"
cityhall@dallascenter.com, - 515-992-3725
City Hall: -
515-992-3725
Mayor, Michael Kidd -
515-992-3725
Police Chief, Michelle Leonard -
515-992-3086
Fire/EMS Chief, Joel Hofland -
515-992-4292

City Council meetings are held: The second Tuesday of each month at 7:00 PM in the
Dallas Center Legion Hall (1502 Walnut Street)

City of Minburn Contacts:

First point of contact:

Kris Fitch, City Clerk, HYPERLINK
"mailto:minburncityclrk@minburncomm.net" minburncityclrk@minburncomm.net
- 515-677-2245
City Hall: -
515-677-2245
Mayor, Jordan Lint -
515-677-2658
Police Chief. No Police, Contact Dallas Co. Sheriff -
515-993-4567
Fire/EMS Chief, Jon West -

515-677-2245

City Council meetings are held: 2nd Monday of the month at 7:00 p.m.

City of Perry Contacts:

First point of contact:

John Anderson, Parks and Recreation Director -
515-465-5621

HYPERLINK "mailto:John.anderson@perryia.org"

John.anderson@perryia.org

City Hall: Sven Peterson HYPERLINK "mailto:Sven.peterson@perryia.org"

Sven.peterson@perryia.org - 515-465-2481

Mayor, Jay Pattee HYPERLINK "mailto:Mayor.pattee@perryia.org"

Mayor.pattee@perryia.org - 515-490-5085

Police Chief, Eric Vaughn HYPERLINK "mailto:Eric.vaughn@perryiapolice.com"

Eric.vaughn@perryiapolice.com - 515-465-4636

Fire/EMS Chief, Chris Hinds HYPERLINK "mailto:perryiafirechief@yahoo.com"

perryiafirechief@yahoo.com - 515-465-4285

City Council meetings are held: 1st and 3rd Monday of the month at 6:00 PM.

City of Dawson Contacts:

First point of contact:

Sherry James HYPERLINK "mailto:cityofdawson037@gmail.com"
cityofdawson037@gmail.com - - 515-210-3755

Mayor, Breanna Morman -
515-418-0350

City Council meetings are held: 1st Tuesday of each month at 7:00 PM in City Hall:
South First Street.

City of Jamaica Contacts:

First point of contact:

Rhonda Nelson HYPERLINK "mailto:jamaicacity@iowatelecom.net"
jamaicacity@iowatelecom.net - 641-429-3026

Mayor, LaDonna Kennedy HYPERLINK "mailto:ldkjam@hotmail.com"

ldkjam@hotmail.com - 641-429-3360

City Council meetings are held: 2nd Monday of each month at 7:00 PM

City of Herndon (non incorporated) Contacts:

First point of contact:

Guthrie County Conservation Director, Joe Hanner, -
641-755-3061

HYPERLINK "mailto:gccb@netins.net" gccb@netins.net

City of Cooper (non incorporated) Contacts:

First point of contact:

Greene County Conservation Director, Dan Towers -
515-386-5674

HYPERLINK "mailto:conservation@co.greene.ia.us"
conservation@co.greene.ia.us

Greene County Sheriff, Steve Hauptert -
515-386-2136

Greene County EMS, Dennis Morlan -
515-386-4404

City of Jefferson Contacts:

City Hall -
515-386-3111

Mayor, Craig Berry -
515-386-3225

Parks and Recreation Director, Vicki Lautner -
515-386-3412

Police Chief, Dave Morlan -
515-386-2136

City council meeting: 2nd and 4th Tuesday of the month at 5:30 PM, City Hall, 220 North Chestnut, Jefferson, Iowa 50129.

City of Yale Contacts:

First point of contact:

Renee Van Gundy HYPERLINK "mailto:cityofyale@gmail.com"
cityofyale@gmail.com - 641-431-1300

Mayor, Steve Stanton HYPERLINK "mailto:cyfan1@netins.net" cyfan1@netins.net
- 641-439-6660

City Council meetings are held: 1st Tuesday of each month at 7:00 PM

City of Panora Contacts:

First point of contact:

Lisa Grossman HYPERLINK "mailto:lisagrossman@netins.net"
lisagrossman@netins.net - 641-755-2164

Mayor, Pat Parker HYPERLINK "mailto:parkerlc@netins.net" parkerlc@netins.net
- 641-757-7961

City Council meetings are held: 2nd and 4th Mondays of each month at 6:30 PM

City of Linden Contacts:

First point of contact:

Mayor, Dave Hutchins -
641-757-0589
Fire Chief, Larry Idle -
515-490-6967

City Council meetings are held: 1st Monday of each month at 7:00 PM

City of Redfield Contacts:

First point of contact:

Deb Light, City Clerk, [HYPERLINK "mailto:Redfield@mchsi.com"](mailto:Redfield@mchsi.com)
Redfield@mchsi.com - 515-833-2512

City Hall, 808 First Street -
515-833-2512

Mayor: Dustin Lantz -
515-833-2670

Law Enforcement - Dallas County Sheriff's Office
Fire Chief, Mike Short -
515-480-7801

EMS President, Linda Alexander -
515-833-9931

City Council meetings are held first Tuesday of the month, following a Monday.

City of Adel Contacts:

First point of contact: Chamber/Bike Committee -
515-993-5471

[HYPERLINK "mailto:chamber@adelpartners.org"](mailto:chamber@adelpartners.org) chamber@adelpartners.org
City Hall: Jackie Steele -
515-993-4525

[HYPERLINK "mailto:jsteele@adeliowa.org"](mailto:jsteele@adeliowa.org) jsteele@adeliowa.org
Mayor, Jim Peters -
515-993-4436

[HYPERLINK "mailto:petersadel@aol.com"](mailto:petersadel@aol.com) petersadel@aol.com
Police Chief, Gordy Shepherd -
515-993-6723

[HYPERLINK "mailto:adelpolice@adeliowa.org"](mailto:adelpolice@adeliowa.org) adelpolice@adeliowa.org
Fire Chief, Tim Morlan -
515-993-6723

[HYPERLINK "mailto:Dallasmedic15@yahoo.com"](mailto:Dallasmedic15@yahoo.com) Dallasmedic15@yahoo.com

City Council meetings are held: 2nd Tuesday of each month at 6:00PM, City Hall, 301 S.

10th Street, Adel, IA 50003.

Dallas County Contacts:

First point of contact:

Dallas County Conservation Director, Mike Wallace -
515-465-3577

HYPERLINK "mailto:Mike.wallace@dallascountyiowa.gov"
Mike.wallace@dallascountyiowa.gov

County Sheriff, Chad Leonard -
515-993-4567

Dallas County EMS, Mike Thomason -
515-229-4409

Dallas County Road Department, Al Miller -
515-993-4289

Greene County Contacts:

First point of contact:

Greene County Conservation Director, Dan Towers -
515-386-5674

HYPERLINK "mailto:conservation@co.greene.ia.us"
conservation@co.greene.ia.us

Greene County Sheriff, Steve Hauptert -
515-386-2136

Greene County EMS, Dennis Morlan -
515-386-4404

Guthrie County Contacts:

First point of contact:

Guthrie County Conservation Director, Joe Hanner, -
641-755-3061

HYPERLINK "mailto:gccb@netins.net" gccb@netins.net
Guthrie County Sheriff, Marty Arganbright, -

641-747-2214
HYPERLINK "mailto:gsco391@netins.net" gsco391@netins.net

Guthrie County EMA, Bob Kempf. -
641-332-3030

HYPERLINK "mailto:agcema@guthriecounty.us" agcema@guthriecounty.us
Panora EMS, Joe Hupp -

641-755-2885
HYPERLINK "mailto:Ems1@netins.net" Ems1@netins.net

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This application and deposit should be sent to: Dallas County
Conservation Board, 14581 K Avenue, Perry, Iowa 50220. Phone:
515-465-3577.

Email: HYPERLINK

"mailto:mike.wallace@dallascountyiowa.gov"

mike.wallace@dallascountyiowa.gov