

The City of Frederick - Parade/Walk/Race Guidelines revised December 2023

- Routes:
 - Baker 5K Route;
 - Monocacy Route;
 - Whittier Route;
 - Riverside Park 5K Route;
 - Special Routes – At this time the City does not have adequate staffing to support or review special routes.
- Traffic Control:
 - All applicants holding a parade or a 5K race must obtain services to ensure safe and secure road closings, road crossings and route security (including barricades and cones). **Traffic Control Companies are to mark the roads to help guide the runners and let vehicles know where the runners are/will be.** Event organizers will be responsible for the cost associated with these services. Proof of Traffic Control must be submitted to Office Manager at least 45 days prior to event. Approved service providers are as follows:
 - DOT approved Traffic Control Service;
 - Off duty uniformed Police as per COMAR regulations;
- Road Closures:
 - For “Special” Routes a road closure permit is required. Contact the Engineering Department at 301-600-1498 or 301-600-3885. A road closure is not required when using one of the City Pre-approved routes.
- Maps of City Approved Routes:
 - All maps are posted on the City of Frederick website;
- Parades:
 - “*Parade*” means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles, or a combination thereof, upon the streets, parks or other public grounds within the City with an intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks or other public grounds.
- Races:
 - “*Race*” means a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.
 - Only one (1) race event per day per City Approved Route will be allowed and must take place in the morning hours;
- Walks:
 - “*Walkathon*” means a procession or march using a sidewalk or shoulder or other portion of a public way, other than the portion of the public way used for vehicular traffic, as its primary route of travel.
 - Maximum of two (2) walks per day per City Approved Route, with a buffer of at least two (2) hours between the end of one event and the start of the next, will be allowed if no Races are scheduled at that City Approved Route. If a race is scheduled, Walk will be in the afternoon only;
 - It is recommended that you have Course Marshals wherever there is a directional change on the course and sign the course appropriately;
 - When using the Baker Route there are enough crosswalks and sidewalks where the event can remain on the sidewalks and utilize the crosswalks/intersections. There is also the option of using the paths entirely within the park as well;

- The Monocacy and Whittier Routes have separate walk route maps that differ from the 5K map slightly;
- Application and process:
 - The application is required to be completed by the Organization that the event will benefit in addition to an applicant; not just an Applicant with no Organization; Online applications are at this link: <https://cityoffrederickmd.gov/FormCenter/Parks-and-Recreation-27/ParadeWalkRace-Application-128>
 - A Certificate of Insurance naming 'The City of Frederick /101 N Court Street / Frederick / MD 21701 as the holder and additional insured with a minimum \$1 million liability and \$2 million aggregate, 10K medical, is required for all events and must be submitted at time of application. Proof of one million workers compensation is required for organizations with more than one full time employee. IF the insurance is due for renewal, a letter of intent from the insurance company along with a copy of current insurance will be accepted for the review process;
 - The Ordinances attached are updated to the current Sections of the City Code;
 - Review process remains the same.

Upon reviewing the attached application, Organization/Applicant needs to be aware of the following:

1. All applicants that are planning to hold their event on the same day the following year will receive first priority in the review process (i.e. 1st Saturday in May);
2. Any applicant wanting to change their day the following year will receive second priority in the review process (i.e. 1st Saturday in May to 2nd Saturday in May);
3. Any new applicant will receive third priority in the review process;
4. Parades and 5K races must obtain services and provide proof to Office Manager 45 days prior to event, to ensure safe and secure road closings, road crossings and route security. **Traffic Control Companies are to mark the roads to help guide the runners and let vehicles know where the runners are/will be.** Event organizers will be responsible for the cost associated with these services. Approved service providers are as follows:
 - DOT approved Traffic Control Service;
 - off duty uniformed Police as per COMAR regulations;
5. Walks are recommended to provide Course Marshals per the City's Assignment document;
6. ALL applications REQUIRE a Certificate of Insurance naming 'The City of Frederick Parks & Recreation Department' as the holder and additional insured with a minimum \$1 million single, \$2 million aggregate liability, and 10K medical. Proof of one million workers compensation is required for organizations with more than one full time employee. At the minimum, the insurance must be submitted 45 days prior to even, and permit will not be issued without insurance. This is stated in the header of the Application to Conduct a Parade/Walk/Race;

If you have any questions and/or concerns, please feel free to contact me at ssstamper@cityoffrederickmd.gov or 301-600-1173.