

Katherine Terhune

From: Jennifer Rodenbeck
Sent: Wednesday, August 25, 2021 7:41 AM
To: Katherine Terhune
Cc: Stephanie Sheetz
Subject: FW: UNI parade

Katie – when you issue the permit, can you make sure and let Kim at Community Main Street know as well? Thanks!

From: Stephanie Sheetz
Sent: Tuesday, August 24, 2021 4:24 PM
To: Jennifer Rodenbeck
Subject: UNI parade

I was wondering if you should call Leslie Prideaux to update her on the Special Event Permit, so I don't get in the middle of it? 319-404-2381

Kim Bear also reached out this afternoon to ask for an update. We talked for a bit. She did express some frustration about this being a bit "all of a sudden." I told her about your thought to reach out to the other events for awareness. UNI is making a big push to connect with downtown in some other ways too. Kim would like to communicate with the businesses as soon as possible about the parade & route, so I told her we'd let her know when it's issued.

-Stephanie

Katherine Terhune

From: Cassie Mathes <cassie.mathes@uni.edu>
Sent: Wednesday, August 18, 2021 12:42 PM
To: Licensing
Subject: New parade route
Attachments: New Parade Route.pdf

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie,

Here is the updated parade route for your consideration. After talking with Community Main Street, we opted to change the direction of the parade to go from South to North. Our staging plan looks similar to that of the Sturgis Falls Parade. The parade would begin at 9th and Main and end at 2nd and Main.

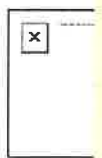
We are working with the Methodist Church and the Presbyterian Church to use their parking lots for some staging (including staging of the golf carts). The carts would be delivered Friday afternoon at 3, would be decorated that afternoon/evening, and would be monitored overnight by security. Then we would conduct judging at 9-9:30 Saturday morning before starting the parade at 11.

Thank you! Please let me know if you have any questions. I have to head out to work the State Fair and will check email periodically tonight, but please call my cell phone if you need. If the city can let us know if this is approved by the end of the week, we should still have time to get our communications out to campus next week. I'm happy to answer any questions.

Cassie

Cassie
Director

University of
319-277-
EBAR
uni.edu



PERMIT:

Can pass out candy
& hand-outs but
it cannot be thrown
out

Clean up after
themselves (wrappers,
etc)

OK parade
route

OK GC private lot

OK to hand out

Per Colleen
08-18-21



City of Cedar Falls

erman Park

W 3rd St

Franklin St

W 4th St

W 5th St

W 6th St

Lincoln Elementary School

W 8th St

W 9th St

W 10th St

Franklin St

Tremont St

Clay St

W 5th St

W 7th St

Staging

Staging

ngton St

E 2nd St

E 3rd St

E 5th St

E 6th St

E 7th St

E 8th St

E 10th St

E 11th St

Main St

E 10th St

E 11th St

Plaza

E 4th St

Bluff St

State St

Grove St

golf cart staging

power lines - get them out of Main

Washington Park
Mullens Pond

Beach Av

The City of Cedar Falls does not guarantee the accuracy of the information contained on maps accessible on this site. This information is provided for demonstration purposes only. All warranties, express and implied, are hereby disclaimed.

8/04/2021

Katherine Terhune

From: Brian Heath
Sent: Wednesday, August 18, 2021 2:52 PM
To: Katherine Terhune; Craig Berte; Colleen Sole; Chase Schrage; Chris Sevy; Kari Voss
Cc: Jacque Danielsen
Subject: RE: Public Event Permit: UNI Homecoming Parade - UPDATE
Attachments: image001.jpg

Changes are fine with O/M. We will need to coordinate with PD on placement of barricades.

From: Katherine Terhune
Sent: Wednesday, August 18, 2021 2:23 PM
To: ~~Craig Berte; Brian Heath; Colleen Sole; Chase Schrage; Chris Sevy; Kari Voss~~ → NA, JUST FYI
Cc: Jacque Danielsen
Subject: Public Event Permit: UNI Homecoming Parade - UPDATE

Good afternoon,

Attached is the updated parade route for the UNI homecoming parade (original public event permit request sent on August 10).

Please advise if you approve of the changes and respond to this e-mail so it may be completed and forwarded to Director Rodenbeck for final review.

Let me know if you have any additional questions or require anything further.

Kari—I copied you in because she is not going to be using the park, so we don't have to worry about that!

Thanks, Katie

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
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decorated that afternoon/evening, and would be monitored overnight by security. Then we would conduct judging at 9-9:30 Saturday morning before starting the parade at 11.

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Cassie

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / **#1UNI**

Katherine Terhune

From: Chris Sevy
Sent: Wednesday, August 18, 2021 4:00 PM
To: Katherine Terhune; Craig Berte; Brian Heath; Colleen Sole; Chase Schrage; Kari Voss
Cc: Jacque Danielsen
Subject: RE: Public Event Permit: UNI Homecoming Parade - UPDATE
Attachments: image001.jpg

No issues from Planning's end.

Thanks,
Chris

From: Katherine Terhune
Sent: Wednesday, August 18, 2021 2:23 PM
To: Craig Berte; Brian Heath; Colleen Sole; Chase Schrage; Chris Sevy; Kari Voss
Cc: Jacque Danielsen
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Director of University Relations

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Katherine Terhune

From: Chase Schrage
Sent: Monday, August 23, 2021 4:01 PM
To: Katherine Terhune; Craig Berte; Brian Heath; Colleen Sole; Chris Sevy; Kari Voss
Cc: Jacque Danielsen
Subject: RE: Public Event Permit: UNI Homecoming Parade - UPDATE
Attachments: image002.jpg

Ok

----- Original message -----

From: Katherine Terhune <Katherine.Terhune@cedarfalls.com>
Date: 8/18/21 2:22 PM (GMT-06:00)
To: Craig Berte <Craig.Berte@cedarfalls.com>, Brian Heath <Brian.Heath@cedarfalls.com>, Colleen Sole <Colleen.Sole@cedarfalls.com>, Chase Schrage <Chase.Schrage@cedarfalls.com>, Chris Sevy <Chris.Sevy@cedarfalls.com>, Kari Voss <Kari.Voss@cedarfalls.com>
Cc: Jacque Danielsen <Jacque.Danielsen@cedarfalls.com>
Subject: Public Event Permit: UNI Homecoming Parade - UPDATE

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University of Northern Iowa
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uni.edu / #1UNI

Katherine Terhune

From: Jennifer Rodenbeck
Sent: Tuesday, August 24, 2021 12:44 PM
To: Katherine Terhune
Subject: FW: UNI Parade

From: Jeff Olson
Sent: Tuesday, August 24, 2021 11:12 AM
To: Jennifer Rodenbeck
Cc: Craig Berte; Mike Hayes
Subject: UNI Parade

Jen,

Public Safety is okay with the proposed UNI parade route. We did discuss the route with UNI and with Community Main Street. Community Main Street is concerned about parking as there is the Pink Ribbon Run and Farmer's Market on the same morning but were okay with the event occurring.

Jeff O.

Jeff Olson
Public Safety Director
City of Cedar Falls
4600 S. Main Street
Cedar Falls, IA 50613
319-273-8612

Katherine Terhune

From: Colleen Sole
Sent: Tuesday, August 24, 2021 2:29 PM
To: Katherine Terhune
Subject: UNI Parade

UNI does not need to provide insurance for their event, as they are self-insured.

Colleen Sole

Human Resources Specialist

City of Cedar Falls . Cedar Falls . IA 50613

P 319.243.2712 / F 319.268-5126 / Colleen.Sole@cedarfalls.com

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KT

Public Event Permit Approval Checklist for City use only:

Event: UNI Homecoming Parade Date(s) of Event: Sat Oct 2 2021

Amusement Ride or Device, Inflatable, Bungee Jump - Permit; Inspection [refer to Iowa Division of Labor, (515) 725-5612 or (515) 725-5608 or amusement@iwd.iowa.gov] – Legal Services/Colleen Sole

↑ Applicant Indicated "Unsure" but hasn't provided further information at request. KT ↑

Barricades – Police/Craig Berte and Public Works/Brian Heath *Barricade fees do not need to be paid prior to Public Event Permit approval but confirm with Public Works and Police that this can be accommodated and that Police has advised applicant of their barricade fee amount.

N/A Building Permit – Inspection Services/Jamie Castle

N/A Cedar Trails Registration – [refer to Cedar Valley Trails (319) 268-4266 or trails@cedartrailspartnership.org] *This can be checked off after confirming with applicant that they have contacted Cedar Valley Trails.

Certificate(s) of Insurance – Legal Services/Colleen Sole

Construction – Engineering/Chase Schrage

N/A County Health Department Food License – [refer to Black Hawk County Health Department (319) 291-2413] *This can be checked off after confirming with applicant that they have contacted County Health Department.

N/A Display Fireworks Permit – Fire Rescue/Chief John Bostwick

N/A Electrical Permit – Inspection Services/Jamie Castle

N/A Liquor License/Wine Permit/Beer Permit – Public Records/Amy Eggleston

Noise Variance Permit – Police/Craig Berte

N/A Overman Park Band Shell Rental [refer to Dennis Downs at 319-464-6783] *This can be checked off after confirming with applicant that they have made arrangements with Dennis Downs.

N/A Park Shelter/Beach House/Sturgis Park Cedar Basin Band Shell Rental – Recreation Division/Kari Voss

N/A Park Usage Permit – Public Works/Kari Voss and J.J. Lillibridge

N/A Picnic Table Rental – Public Works/Brian Heath *Picnic Table Rental fees do not need to be paid prior to Public Event Permit approval but confirm with Public Works that this can be accommodated and that the applicant has been advised of their Picnic Table Rental fee amount.

N/A Pools, Spas, Waterslide – [refer to Iowa Department of Public Health (515) 281-7689] *This can be checked off after confirming with applicant that they have contacted Iowa Department of Public Health.

Sign Approval – City Planner/Chris Sevy

Street Closure/Traffic Control/Parking Signs – Police/Craig Berte

N/A Tent/Canopy Inspection – Fire Rescue/Chief John Bostwick

N/A The Plaza - [refer to Deanna Nelson at 319-551-0292 or Deanna.Nelson@eagleviewpartners.com] *This can be checked off after confirming with applicant that they have contacted Deanna Nelson.

N/A Water/Hydrants – Water Reclamation/Mike Nyman

FBO Director Review (Materials provided to FBO Director once above checklist is complete.)

JR Approved 8/25/21

Denied, because _____

Katherine Terhune

From: Cassie Mathes <cassie.mathes@uni.edu>
Sent: Thursday, July 29, 2021 2:03 PM
To: Licensing
Subject: Homecoming Parade Application
Attachments: 2021 Homecoming Parade Public Event Permit App.pdf

CAUTION: This email originated outside the City of Cedar Falls email system.
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Good afternoon,

The attached document is an application by the University of Northern Iowa to hold its 2021 Homecoming Parade in downtown Cedar Falls. Please let me know if you have any questions. Thank you for your consideration.

Respectfully,
Cassie

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI





PUBLIC EVENT PERMIT APPLICATION

This Application must be submitted and approved for certain public events held in or on City owned, occupied or controlled areas and/or facilities, including but not limited to City streets, right-of-ways, recreational trails, parks and plazas. The purpose of the Public Event Permit process is to ensure compliance with federal, state and local laws and regulations; to prevent substantial and unnecessary interference with traffic or publicly managed infrastructure projects; to ensure that fire, police and ambulance services are not impeded; to prevent unreasonable interference with or detract from the general public enjoyment of the property; to prevent unreasonable interference with the promotion of public health, safety, welfare and recreation; to avoid conflicts in the scheduling of public events; and to prevent unusual or extraordinary expense to the City.

- ☐ Applications are due at least **60** days prior to the commencement of the public event. This Application form is available on the City's website (www.cedarfalls.com) or may be obtained at City Hall. Return completed Applications by email to licensing@cedarfalls.com or deliver or mail to:

Attention: Public Event Permit
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
- ☐ All Applications are subject to approval by the Director of Finance and Business Operations or designee. If approved, a Public Event Permit shall be issued which shall be in the possession of the applicant at all times during the Public Event, and shall be subject to inspection by City staff. Other permits and/or licenses may be required in addition to the Public Event Permit, depending upon the nature of the public event. City staff is available to provide assistance with such other permits and/or licenses. A properly issued Public Event Permit shall serve as a Special Event Permit. Reservation of City park areas, picnic shelters and special game facilities for non-public events does not require a Public Event Permit, but does require a park permit and/or rental agreement. Contact the Cedar Falls Recreation Center at (319) 273-8636 for assistance.
- ☐ Approval of an Application for a Public Event Permit is subject to the factors set forth in Cedar Falls Code of Ordinances Sec. 17-210. If an Application is denied, the Applicant may appeal such denial to the Administration Committee of the Cedar Falls City Council by filing a written appeal, in the form attached to this Application, with the City Clerk at the address listed above within 10 days of such denial. The Administration Committee shall consider such appeal within 21 days of the filing of the appeal, if practicable.
- ☐ Applications are considered on a first come, first served basis. Use of public spaces by City, State and Federal officials and for events sponsored by such officials, are given priority.
- ☐ There is no fee for submitting a Public Event Permit Application. Other permit fees, rental fees, deposits, and other charges may apply.
- ☐ Public Event Permit Applicants and sponsoring organizations or groups shall be responsible for the cost of repair or replacement of damaged or destroyed City property related to or arising out of the public event, depending upon the circumstances.
- ☐ Insurance may be required if amusement devices are used; public right-of-way is closed or obstructed; required admission or registration fees are charged or accepted; alcoholic beverages are sold; a raised stage or platform is used; fireworks or pyrotechnics are involved; or if the City's Risk Management Committee determines that due to the nature of the event, insurance shall be required. See Public Event General Insurance Requirements.

Applicant/Organization Information

Applicant Name: Cassie Mathes Sponsor/Organization Name: University of Northern Iowa
Address: 1227 W. 27th Street Address: 1227 W. 27th Street
Cedar Falls, IA 50613 Cedar Falls, IA 50613
Phone: 319-273-3158 Phone: 319-273-2311
Email: Cassie.mathes@uni.edu Email: Cassie.mathes@uni.edu

Type of Organization:

- Governmental entity Iowa non-profit (Ch. 504, 504A Iowa Code)
 Other not for profit Educational institution
 Other (Explain: _____)

Event Information

Name of Event: UNI Homecoming Parade Location of Event: Downtown (Main Street)
Date: _____ Time: _____
Event date(s): Oct. 2nd Setup: 2:00 pm Until: 5:30 pm
Rain Date: none Start of event: 5:30 pm
End of event: 6:30 pm
Tear down: 6:30 pm Until: 7:30 pm

Type of Event: (Check all that apply)

- Athletic Event Concert Parade Walk/Run
 Bicycle Ride Exhibit Protest Private Event
 Block party Fair/Festival Public assembly Other Explain: _____

Estimated Attendance: Not Sure - 2,000?

Admission or registration fee: \$ —

If admission or registration fee is required or accepted, or if donations are required, insurance as specified by the City is required

Event Activities

Number of amusement devices (e.g. Inflatables, climbing wall, bungee jump, trampoline, pools, spas, waterslides) Not Sure

Describe: _____

Vendor must have state permit and State approved inspection of devices. Insurance as specified by the City is required.

Street/Right-of-Way closures/obstructions? Y N Describe: Some side streets and Main would be used.

Will closure affect parking? Y N

If yes, plans to supplement and/or direct attendees to alternative parking:

to be determined through conversations with City + CFPL

Insurance as specified by the City may be required. Show closures/obstructions on site plan.

Alcoholic beverages sold? Y N Provided at no cost? Y N

Types of alcoholic beverages: _____

Liability insurance as specified by the City is required if alcoholic beverages are sold. Wine/beer permit or liquor license required if sold. Dram shop insurance as specified by the City is required if sold.

Food sold? Y N General description of food: _____

Contact Black Hawk County Health Department for food license information:
www.co.black-hawk.ia.us/270/Food-Inspections

Stage or platform used? Y N Dimensions (W x L x H above grade) _____
Building permit may be required. Insurance as specified by the City is required.

Fireworks or pyrotechnics used? Y N

Name of operator: _____

Address of operator: _____

Phone number of operator: _____

Insurance as specified by the City is required. State license required.

Amplified sound? Y N (possible Marching Bands)
Noise variance permit may be required.

Parade? Y N Type & number of vehicles: Still being determined. 80?

Type & number of animals: _____

Number of marchers: _____

Event Services

Sanitation

Number of portable toilets _____

Garbage collection/cleanup plans _____

Temporary signage/banners? Y N

Describe (include locations and dimensions): yard signs

Disabled access provided? Y N

Events open to the public must be accessible by the disabled.

Do you have a security plan? Y N

Do you have an inclement weather/evacuation plan? Y N Cancellation of event

Portable seating? Y N Describe: _____

Tent/Canopy? Y N Size? (W x L x H) _____

City Services

Traffic control? Y N

Barricades? Y N

Water? Y N

Electricity? Y N

Parking signs? Y N

Picnic tables? Y N

Other? Y N Describe: _____

Only State of Iowa Master A Electrical Contractors may make connections to City electrical service. An electrical permit may be required.

Park area or facility (e.g. ball fields, tennis courts, aquatic center, pickleball courts)? Y N

Describe: _____
Park usage permit may be required.

Park shelter? Y N Location: _____

Rental agreement required.

Recreational trail? Y N Location: _____
Include on site plan. Contact Cedar Trails Partnership at trails@cedartrailspartnership.org or call 319-268-4266 for event registration.

Sturgis Park Cedar Basin Band Shell? Y N
Rental Agreement required.

Overman Park Band Shell? Y N
For questions regarding Overman Park Band Shell rental, please call Dennis Downs at 319-464-6783.

Beach House? Y N
Rental Agreement required.

Site Plan:

This is still being determined, but we are considering (roughly) 4th + Clay to Main, then down Main to 11th.

Include: route, street closures/obstruction, recreational trails used, stage location, temporary seating location, tent/canopy location, restrooms, power and water sources, ingress/egress routes, fencing, barricades, parking, first aid, severe weather shelter. If a parade or march, include assembly area, route and termination point.



Noise Variance Application

Department of Public Safety Services

4600 South Main Street

Cedar Falls, IA 50613

Phone 319-273-8600

319-273-8612 (Police 24 hr.)

319-273-8622 (Fire)

Fax 319-268-5126

www.cedarfalls.com

Contact Information:

Name Cassie Mathes

Address 114 E. Barrett Hall City/State Cedar Falls, IA Zip 50614

Phone 319-273-2761 Email Cassie.mathes@uni.edu Date of Birth 03/29/1978
(MM/DD/YYYY)

Permit Requested For:

Name of Event University of Northern Iowa Homecoming Parade

Address of Event 2nd - 9th, Main Street, Cedar Falls

Group/Individual Sponsoring Event UNI

Number of Attendees 3,000?

Permit Time Requested: *Note: Permits cannot be issued by this agency that extend past midnight.

~~10-2-21~~ Start Date: Set-up 9am Start Time: Parade at 11am

Finish Date: 10-2-21 Finish Time: 12 pm

Property Owner Information:

Owner Name UNI

Owner Address 1227 W. 21th Cedar Falls, IA 50613

Owner Phone Number 319-273-2761

Has the Property Owner been contacted about this event?

Yes No

If no, explain reason:

Have neighbors of properties adjoining the event site been contacted about this event?

Yes No

Addresses Notified:

We will market / Communicate broadly about the parade.

Event / Activities:

Type of Activity: *Parade*

Alcohol Present:

Yes No

Sound Information:

Devices used to amplify sound: *Yes*

Number of devices used to amplify sound: *3-4 at stage area (in front of library)*

Nature of Sound:

- Live Band
 Amplified Stereo Music
 Voices
 Other - Please Specify

Marching bands

Cassie Mathes
Signature

8-5-21
Date

I certify that information contained in this application is true and accurate to the best of my knowledge. I understand that any false information given to me to obtain a permit can result in denial of the permit and criminal action against me for providing false information. After your application is reviewed you will be contacted for the next step in the process. If approved you will be sent an approval notification.

**CERTIFICATION OF APPLICANT
AND
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned hereby certifies that the statements contained in this Application are true and correct, to the best of the undersigned's knowledge, and that false statements may be grounds for denial of this Application. The undersigned acknowledges that all activities during the public event shall at all times comply with City ordinances, permit requirements, and state and federal law. The undersigned further acknowledges that the undersigned and the sponsoring organization or group that the undersigned represents will be responsible for any and all damages arising as a result of this event.

The undersigned, or the sponsoring organization or group that the undersigned represents, have met or will meet during the entire public event, all requirements established by the City for public events. Further, the undersigned understands that if all requirements are not met, or in the sole discretion of the City, the health, safety, welfare, comfort or convenience of the public would be at risk, the Public Event Permit may be canceled by the City at any time, including at the start of or during the public event. If the public event is sponsored by an organization or group, the undersigned hereby certifies that the undersigned has the legal authority to represent the organization or group. It is further understood that the City has the authority to grant or deny permission for this public event.

Indemnification, Hold Harmless: In consideration for and on condition that this application is approved authorizing the use of City owned, occupied or controlled areas and/or facilities for the public event, the undersigned and the sponsoring organization or group that the undersigned represents, to the fullest extent permitted by law, agree to defend, pay on behalf of, indemnify, and hold harmless the City of Cedar Falls, Iowa, its elected and appointed officials, employees, agents and volunteers (collectively, the "City"), against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City by reason of personal injury, including bodily injury or death, and property damages, including loss or use thereof, which arises out of or is in any way connected or associated with the public event. It is the intention of the undersigned and the intention of the sponsoring organization or group that the City shall not be liable or in any way responsible for the injury, damage, liability, loss or expense for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of, or in connection with or to the public event, except for and to the extent caused by the fault of the City.

Cassie Mathes
Print Name of Applicant

Cassie Mathes
Signature of Applicant

7-29-21
Date

University of Northern Iowa
Name of Sponsoring Organization or Group

Katherine Terhune

From: Licensing
Sent: Thursday, July 29, 2021 2:14 PM
To: 'Cassie Mathes'
Subject: RE: Homecoming Parade Application
Attachments: Noise Variance Application 2019.pdf; image002.jpg

Cassie,

I reviewed your application form and the following items are required for it to be forwarded for internal review:

Site plan/parade route including staging area(s)
Completed Noise Variance application (attached)
"Amusement Devices" (page one of application) – for review and insurance, the City requires a yes or no answer and if yes, the number/type; placement included in site plan

Once I have these, I will be happy to forward this application for internal review.

Thank you!
Katie

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
Sent: Thursday, July 29, 2021 2:03 PM
To: Licensing
Subject: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

The attached document is an application by the University of Northern Iowa to hold its 2021 Homecoming Parade in downtown Cedar Falls. Please let me know if you have any questions. Thank you for your consideration.

Respectfully,
Cassie

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

Katherine Terhune

From: Licensing
To: Cassie Mathes
Subject: RE: Homecoming Parade Application

Replied
to request
parade route
diagram incl.
any street
closures
08-05-21 KCT

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
Sent: Wednesday, August 4, 2021 9:36 PM
To: Licensing
Subject: Re: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie,

I was able to get my questions answered today from the UNI Homecoming Parade Committee! Here is the information you need for the application.

Parade Route: Our parade date has changed back to Saturday, Oct. 2, at 11 a.m., with lineup starting around 8:30-9 a.m. We would like the parade itself to go from 2nd and Main down to 9th and Main.

We would like to stage the parade along Second Street, from Washington down to Tremont, and possibly another street or two to the west depending on the number of parade entries. Initially, we were thinking about staging the parade lineup from Washington to Franklin, using the 2nd, 3rd, and 4th Street blocks. But I think there is a Farmer's Market that morning around Overman Park, and I'm not certain how much of that area they use. The city's input on where we can stage would be extremely helpful.

I believe there's also the Pink Ribbon run that morning in that area, too. If we can make the parade work too, we really feel all that activity downtown would be a good thing and create great attendance for multiple events.

After hitting 11th Street, the parade entries would head back to the university or their homes.

I also checked with the committee on amusement devices, and we will be sure to not have those.

I'll send you the noise variance application next.

Thank you, Katie! Please let me know what our next steps are.

Cassie

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

On Tue, Aug 3, 2021 at 3:40 PM Licensing <Licensing@cedarfalls.com> wrote:

Cassie,

Amusement devices such as blow-up slides, water slides, climbing walls, bouncy houses, etc. I'm sure there are more I'm just not thinking of off the top of my head 😊

I will look forward to receiving the rest of your materials later this week. Thank you! Katie

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]

Sent: Tuesday, August 3, 2021 3:32 PM

To: Licensing

Subject: Re: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie,

I am going to send this application back to you today/this evening. On the amusement devices, could you give me an example of what those typically are when it comes to a parade?

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

On Fri, Jul 30, 2021 at 8:01 AM Licensing <Licensing@cedarfalls.com> wrote:

Next week should be just fine! Thank you!

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
Sent: Thursday, July 29, 2021 10:27 PM
To: Licensing
Subject: Re: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Katie. I will try to get you a parade route as soon as possible, although it might take me a few days to talk with the other people who need to weigh in. I'm concerned about the 60-day window. Can the city be flexible with us on that requirement as long as I get you route information by next week?

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

On Thu, Jul 29, 2021 at 3:44 PM Licensing <Licensing@cedarfalls.com> wrote:

The entire application, site plan, etc will be sent along to any appropriate City staff and Departments. I'm kind of like the "hub" – you send me your information and I sent it to the departments that need to review it – they return the information (approval or denial with reasons) to me; it gets forwarded on for final approval, then I reach out to you with the final decision. So you won't personally need to send anything to public safety but they may have questions and reach out to you (along with other departments as needed). Sorry, that was kind of a long and convoluted answer; I hope it makes sense! Katie

From: Cassie Mathes [<mailto:cassie.mathes@uni.edu>]
Sent: Thursday, July 29, 2021 3:28 PM
To: Licensing
Subject: Re: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks, Katie. Our planning just began this week, so it will take me a few more days to get a site plan (parade route) pulled together. Do I also need to have that approved by Cedar Falls police?

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

On Thu, Jul 29, 2021 at 2:14 PM Licensing <Licensing@cedarfalls.com> wrote:

Cassie,

I reviewed your application form and the following items are required for it to be forwarded for internal review:

Site plan/parade route including staging area(s)

Completed Noise Variance application (attached)

"Amusement Devices" (page one of application) – for review and insurance, the City requires a yes or no answer and if yes, the number/type; placement included in site plan

Once I have these, I will be happy to forward this application for internal review.

Thank you!

Katie

From: Cassie Mathes [<mailto:cassie.mathes@uni.edu>]
Sent: Thursday, July 29, 2021 2:03 PM
To: Licensing
Subject: Homecoming Parade Application

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

The attached document is an application by the University of Northern Iowa to hold its 2021 Homecoming Parade in downtown Cedar Falls. Please let me know if you have any questions. Thank you for your consideration.

Respectfully,

Cassie

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / **#1UNI**

Katherine Terhune

From: Cassie Mathes <cassie.mathes@uni.edu>
Sent: Thursday, August 5, 2021 2:18 PM
To: Licensing
Subject: Re: Attached Image
Attachments: image002.jpg

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Thank you, Katie. Please let them know we're flexible on staging and would love the recommendations of the city in order to make the parade happen on Main. I appreciate your help!

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI



On Thu, Aug 5, 2021 at 2:04 PM Licensing <Licensing@cedarfalls.com> wrote:

Thank you Cassie. I believe this is everything we need for me to forward for internal review. City staff/departments have 10 days to review; once their responses are received it is sent for final approval/review.

If City staff/departments have questions or need further information from you, they will reach out to you directly. Please let me know if you have any further questions or need anything else.

Thanks! Katie

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
Sent: Thursday, August 5, 2021 1:16 PM
To: Licensing
Subject: Fwd: Attached Image

CAUTION: This email originated outside the City of Cedar Falls email system.

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Katie, here is the noise variance application as well as a map of our desired parade route and staging areas. I tried to show enough staging space and also be mindful of the farmer's market footprint.

Please let me know if you need anything else.

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

----- Forwarded message -----

From: <UR-copier@uni.edu>

Date: Thu, Aug 5, 2021 at 12:34 PM

Subject: Attached Image

To: Cassie Mathes <cassie.mathes@uni.edu>

Katherine Terhune

From: Chris Sevy
Sent: Tuesday, August 10, 2021 9:33 AM
To: Katherine Terhune; Craig Berte; Brian Heath; Colleen Sole; Chase Schrage
Cc: Jacque Danielsen
Subject: RE: Public Event Permit - UNI Homecoming Parade

Signage is okay.

Thanks,
Chris

From: Katherine Terhune
Sent: Tuesday, August 10, 2021 9:25 AM
To: Craig Berte; Brian Heath; Colleen Sole; Chase Schrage; Chris Sevy
Cc: Jacque Danielsen
Subject: RE: Public Event Permit - UNI Homecoming Parade

With attachment, I'm sorry!

From: Katherine Terhune
Sent: Tuesday, August 10, 2021 9:24 AM
To: Craig Berte; Brian Heath; Colleen Sole; Chase Schrage; Chris Sevy
Cc: Jacque Danielsen
Subject: Public Event Permit - UNI Homecoming Parade

Attached is a Public Event Permit application for UNI Homecoming Parade at Downtown Cedar Falls/Main St (see site plan) on Saturday, October 2, 2021. The application contains an item(s) that requires coordination with you or someone in your area. Please coordinate directly with the applicant and reply to this email once this is complete. Please do so within **10 days** so the item(s) can be checked off the list and the completed application can be forwarded on to Jennifer Rodenbeck for final approval.

Craig Berte – Please make sure the applicant is advised of the barricade fee and when this should be paid. Please indicate this, along with the fee amount, in your reply to this email.

Brian Heath – Please reply if you are able to accommodate the barricades and have tentatively added this to your schedule.

Craig Berte – Noise Variance application is also attached to this e-mail.

Thank you!

Katie Terhune
Administrative Assistant
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
319-268-5177
Katherine.Terhune@cedarfalls.com

Katherine Terhune

From: Cassie Mathes <cassie.mathes@uni.edu>
Sent: Monday, August 16, 2021 8:49 AM
To: Licensing
Subject: UNI parade update

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Katie!

I'm checking in to see if you've heard anything from city leaders about our application for the UNI Homecoming Parade. We're at the point of needing to begin communication about our parade plans and really need to know the location.

I have a few things I need to talk through with someone if the parade will be approved for the location we've requested. Our parade always features student groups on golf carts, and usually (when the parade is held on/around campus), the students decorate those golf carts on campus the day before the parade. The carts are parked overnight on campus before lining up the next morning for the parade.

If the parade is approved to be downtown, we need a golf cart parking/decorating area where the carts can be parked overnight. We had thought about Overman Park, but we're also wondering about the Viking Pump parking lot or the lot behind/near that building that looks to be next to a warehouse (for city facilities vehicles I'm guessing?

Do you know who I could speak with today or tomorrow about where we might be able to park and decorate those carts? There are about 60 of them. If a downtown location isn't possible, I need to speak with someone about an alternative route. Maybe we should arrange a zoom call with a few people?

Thank you for your help!

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI



Katherine Terhune

From: Licensing
Sent: Monday, August 16, 2021 10:21 AM
To: 'Cassie Mathes'
Cc: Jacque Danielsen
Subject: RE: UNI parade update
Attachments: image002.jpg; image003.jpg

Cassie,

After speaking with the City Clerk about the golf cart decorating and staging, I have a couple of options/suggestions:

Your event could utilize the Viking Pump lot after 5PM on Friday, October 1; however, it would not be exclusive use and the parking lot would not be able to be blocked off.

Your event should contact Kim Bear at Community Main Street to both advise of the event and possibly partner with a private business with a lot your event could utilize for this.

Kim's contact information (from their website) is:

Contact Us

Cedar Falls Community Main Street
310 E 4th Street
Cedar Falls, IA 50613
(319) 277-0213

Office Hours: Monday- Friday 8:30am - 4:30 pm

Kim Bear, Executive Director - director@communitymainstreet.org
Maribel Barry, Office Coordinator - office@communitymainstreet.org

Thank you,
Katie

From: Cassie Mathes [<mailto:cassie.mathes@uni.edu>]
Sent: Monday, August 16, 2021 8:49 AM
To: Licensing
Subject: UNI parade update

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Katie!

I'm checking in to see if you've heard anything from city leaders about our application for the UNI Homecoming Parade. We're at the point of needing to begin communication about our parade plans and really need to know the location.

I have a few things I need to talk through with someone if the parade will be approved for the location we've requested. Our parade always features student groups on golf carts, and usually (when the parade is held on/around campus), the students decorate those golf carts on campus the day before the parade. The carts are parked overnight on campus before lining up the next morning for the parade.

If the parade is approved to be downtown, we need a golf cart parking/decorating area where the carts can be parked overnight. We had thought about Overman Park, but we're also wondering about the Viking Pump parking lot or the lot behind/near that building that looks to be next to a warehouse (for city facilities vehicles I'm guessing?

Do you know who I could speak with today or tomorrow about where we might be able to park and decorate those carts? There are about 60 of them. If a downtown location isn't possible, I need to speak with someone about an alternative route. Maybe we should arrange a zoom call with a few people?

Thank you for your help!

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

Katherine Terhune

From: Cassie Mathes <cassie.mathes@uni.edu>
Sent: Tuesday, August 17, 2021 2:22 PM
To: Licensing
Cc: Jacque Danielsen
Subject: Re: UNI Homecoming Parade/parking lot need
Attachments: image002.jpg

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Katie, I'm going to call Kim at 3:00 to talk through this. Then I'll get you a new route/staging plan. Thank you!

Cassie Mathes
Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI



Golf Cart

Public property
Ø left

talk w/ Jen

On Tue, Aug 17, 2021 at 2:19 PM Licensing <Licensing@

Cassie,

Thank you for sharing the conversation with Community Main Street; I agree, Ms. Bear has made some excellent points.

It sounds like your group has some decisions to make about your route, and that would potentially change your conversation with a downtown business regarding the parking lot situation. The sooner you can let us know your desired route, the sooner I can update the requests for requested City services for accommodation and approval; please advise when you have made a decision and can forward updated materials as needed. If you could let me know by the end of this week or early next week that would be best.

Thank you, Katie

From: Cassie Mathes [mailto:cassie.mathes@uni.edu]
Sent: Tuesday, August 17, 2021 1:32 PM
To: Licensing
Subject: Fwd: UNI Homecoming Parade/parking lot need

CAUTION: This email originated outside the City of Cedar Falls email system.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie,

I wanted to share this feedback from Kim with you. I think she brings up some great points. If the parade were to go from 8th or 9th to 2nd Street (rather than the opposite direction), I'm sure I'd need to get a new parade staging map to you.

If downtown doesn't work at all this year, we have an alternate route in mind taking the parade from Washington and Seerley down to College, and then down 23rd toward the Dome. That's an entirely different route that I'm sure would also need city approval. (I'm wondering how quickly approval on an alternate route or an alternate staging plan could be granted.)

We love the idea of the parade being downtown and there being activities with crowds that might stick around for a parade. But I can see where it could cause a jam.

I'm so sorry this feels like such a rush. I wish we'd been able to provide much more lead time to you. Our students are back next week and if we're going to get them to commit to having entries in the parade, we need to begin messaging to them right away.

Thank you again for all your guidance!

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

----- Forwarded message -----

From: **CMS Director** <director@communitymainstreet.org>
Date: Tue, Aug 17, 2021 at 12:51 PM
Subject: Re: UNI Homecoming Parade/parking lot need
To: Cassie Mathes <cassie.mathes@uni.edu>

Hi Cassie-

I actually had a visit from Mike Hayes of the Cedar Falls Police Department this morning before I saw your email. When I met with Jenny Leeper, Sara Kies and Amelia they mentioned bringing the parade downtown but doing it Friday night. The first Saturday of October is the Pink Ribbon Run and has been for the last 15 years and brings 1000 runners to the Downtown District. I have some major concerns on traffic flow to the District, allocating an entire parking lot when we already have a shortage on parking and will definitely that Saturday as well and just closing off that many streets that morning makes it hard for our service provider folks to have access to their businesses. I am sure you will chat with Captain Hayes about all of those things but I did want to mention my concerns.

If the plan is to proceed with it downtown I would suggest reaching out to St. Patrick's Church to see if you could use their parking lots and have the parade proceed North on Main from 8th Street towards 2nd Street and then turn left to Franklin to finish, avoiding the Farmers Market and circle back toward the church again. This would allow all those participating in the parade to park at that end of the District, making it a little easier to navigate. Captain Hayes wasn't sure what time you were thinking for the parade. I feel like in the past it has been at 11:00?

We love the idea of seeing more purple downtown, this particular weekend does offer some additional challenges. I am available to chat this afternoon or tomorrow. However, I am off the remainder of the week.

Thank you-

Kim

Kim Bear

Executive Director

Community Main Street

(c): 319.415.3195

From: Cassie Mathes <cassie.mathes@uni.edu>

Date: Monday, August 16, 2021 at 9:27 PM

To: CMS Director <director@communitymainstreet.org>, Maribel Barry <office@communitymainstreet.org>

Subject: UNI Homecoming Parade/parking lot need

Hi Kim,

Katie with the city of Cedar Falls sent me your contact information and recommended I reach out to you about our upcoming Homecoming Parade on Oct. 2. We have requested to the city that the parade be held downtown this year (on Main Street from 2nd to 9th) and we have a special need for a parking lot downtown from Friday, Oct. 1 (at about 2 p.m.) until the parade on the 2nd at 11 a.m. The need for this parking lot is to allow golf carts to park there in order for them to be decorated the afternoon/evening before the parade.

I've asked Katie about how UNI could reserve/rent a parking lot large enough to hold about 60-70 golf carts. We would also work with city police to ensure security overnight before the parade.

Would you be able to speak with me this week about what lots might be available? The golf carts would be delivered Friday afternoon, participate in the parade Saturday, and then immediately be returned to the rental company at the end of the parade route. This event (the decorating as well as the parade) will hopefully bring a lot of students downtown on that Friday evening and lots of families, students and UNI employees on Saturday.

I very much appreciate your help and ideas!

Thank you,

Cassie

Cassie Mathes

Director of University Relations

University of Northern Iowa
319-273-2761 / 319-229-8138
EBAR 129 / Cedar Falls, IA 50614
uni.edu / #1UNI

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