



RSVP and Volunteer Center of Kittitas County
1206 N. Dolarway Rd Suite 219
Ellensburg, WA 98926
509-962-4311 Fax 509-925-1730

March 3, 2017

RECEIVED

MAR -2 2017

Kittitas County Commissioners
205 W. 5th Suite 108
Ellensburg, Wa. 98926

1st _____ 2nd _____ 3rd _____
KITTITAS COUNTY BOARD OF COMMISSIONERS

Dear Commissioners,

Attached is our application for the Manastash Metric Bike Ride scheduled for October 7, 2017.
Attached is our \$200.00 application fee.

Please note that we also ask to have Kittitas County Code Chapter 5.20.100 for the \$5,000.00 bond waived for this event.

We would also like to Kittitas County Code Chapter 5.20.160 waived so that we may have our set up crew at the school at 6:00am with an event start time of 7:30am.

If you have any questions, please let me know. Thank you for your consideration.

Sincerely,

Carol L Findley
Carol Findley, Director

9687



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

EVENT APPLICATION PROCESS

1. Submit a completed Event Application and materials to the Kittitas County Commissioners Office **at least 60 days prior** to the event. There are several departments who review the Event Applications and make their determination based upon the application, written plans and documentation that has been provided. Please note that additional permits may be required in addition from individual departments including: the Fire Marshal, Public Health, Environmental Health, Community Development Services, and the Public Works Department. A \$200.00 permit fee is to be submitted at the time of application for each event. Applications will not be processed until the permit fee has been received.
→
2. Once a special event has been approved by the County Commissioners, the site and facilities may need to be inspected by County officials (including but not be limited to the Fire Marshal, Sheriff's Department, and Public Health Department) up to five days in advance prior to opening to the general public. This is to ensure that you are complying with the stated plans upon which the approval was made. If you fail to comply with those requirements, your permit may be revoked and the event closed.
3. Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (liquor license, etc.). Some events may require approval from other agencies or jurisdictions.
4. Permittee covenants and agrees to indemnify, defend and hold harmless the County, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the County, its officers, agents or employees caused or contributed hereto.
5. **Insurance Requirement:** A Certificate of Insurance specifically naming "Kittitas County" as an additional insured in the minimum amount of \$1,000,000.00 per occurrence and a \$2,000,000.00 aggregate coverage must be included with the Event Application. The County Prosecutor's office may require a greater amount if it is determined to be necessary for the proposed event.
6. Written statements signed by the applicant and property owner allowing permission to enter the event site for inspections and stating responsibility for the event and compliance with the codes is **required** as part of the written documentation to be submitted at the time of application.
7. Before applying for an event it is encouraged that you schedule a time to meet with County departments so they may assist with questions you may have prior to submitting your application.

Kittitas County Contact Information

www.co.kittitas.wa.us

Board of County Commissioners – (509) 962-7508

Community Development Services – (509) 962-7506

Environmental Health – (509) 962-7698

Fire Marshal – (509) 962-7000

Prosecutor – (509) 962-7520

Public Health – (509) 962-7515

Public Works Department – (509) 962-7523

Sheriff's Office – (509) 962-7525

Solid Waste Department – (509) 962-7542

Admissions Tax

Kittitas County Ordinance 2016-003

Ordinance amending Ch.3.22 Kittitas County Code to impose an Admissions Tax

"Admissions charge," in addition to its usual and ordinary meaning includes but shall not be limited to a charge for participation in an event or activity; a charge made for season tickets or subscriptions, or a charge made for use of seats and tables, reserved or otherwise, and other similar accommodations; and a charge made for rental or use of equipment or facilities for purpose of recreation or amusement, and where the rental of the equipment or facilities is necessary to the enjoyment of the privilege for which a general admission is charged, the combined charges shall be considered as an admission charge. A donation for admittance shall also be deemed an admission charge. Admission charge includes any money paid within or without of Kittitas County for any of the kinds of admission charges defined herein so long as the facilities, entertainment, recreation or amusement privilege derived from such admission charge occurs in Kittitas County.

The tax imposed shall be collected at the time admission charge is paid by the person seeking admission to any place and shall be reported and remitted by the person receiving the tax to the Treasurer in quarterly installments on or before the last day of the month next succeeding the end of the quarterly period in which the tax is collected or received.

Any person conducting or operating any activity for which an admission charge is made shall register with the Auditor.

In order to complete the registration process, you will need to register online.

Any questions, please contact the Treasurer's office at 509-962-7535; Auditor's office at 509-962-7502 or email at admissionstax@co.kittitas.wa.us.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

EVENT APPLICATION

Thank you for your interest in holding a special event in Kittitas County. Please complete and return this application along with any other materials to the Kittitas County Board of Commissioners at least 60 days prior to the day upon the event is scheduled. Any misrepresentation in the application materials or deviation from the final agreed upon route and/or method of operation described may result in the immediate revocation of an issued permit. Specifics outlining Event Permits can be viewed at <http://www.co.kittitas.wa.us/boc/countycode/title05.asp>

Event Information

Name of event: Manastash Metric Bike Ride - 21st Annual

Date(s) of event: October 7, 2017

Hours of operation: 6:00 AM until 6:00 PM

Description of the event: Metric century and half century ride for all ages. Fund raiser for RSUP and Vol. Center

Has this event taken place before? Yes No Dates: same date every year since 2009

Estimated attendance: 250 riders

How is your event being publicized? Bike magazines, website, face book, poster / brochure mailer in wash, Oregon + Idaho, PSA's etc.

Please attach any flyers, posters, etc. with your application submission.

Contact Information

Name of the organizer/contact person: CWU - RSUP + Vol. Center of Kittitas Co. Carol Findley, Director

Address: 12016 N. Dolarway Rd # 219, Ellensburg WA 98926

Phone number(s): 509 962-4311

Email address: rsupe@fairpoint.net

Date of birth of applicant: _____

If the application is made on behalf of a partnership, please submit full names with their residence and post office address for a period of six months prior to the date of application together with the location of principal office or place of business of such corporation. _____

Emergency contact name(s) and phone number(s) that can be contacted during the event:

Carol Findley
Name

509 899-0307
Phone Number

Karen Schock
Name

509 557-8242
Phone Number

WRITTEN PERMISSION TO ENTER EVENT SITE

I/We hereby permit law enforcement and/or County officials to enter the site for which the Event Application has been granted at the time of the event and up to five days prior to the event for the purposes of inspecting and enforcement of County Code and other applicable laws, and pursuant to my agreement and representations made in connection with this Event Application.

SWORN STATEMENT OF COMPLIANCE

I/We hereby acknowledge that I/We have read Kittitas County Code, have familiarized myself with County requirements. I/We agree that either my designated agent or I/we shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I/We understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Carol Findley
Applicant Name (Print)

Carol L. Findley
Applicant Signature

Kevin Archer
Applicant Name (Print)

[Signature]
Applicant Signature

Handwritten vertical text: 1/12/17



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Fire Safety and Protection

If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000. *All ok. No application is needed. Talked to them*

Will there be a temporary structure erected for the event? Yes No

10' x 10' portable awnings at rest stops

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

Public Health/Environmental Health

Will there be food served at the event? Yes No

Pre packaged + whole

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements <http://www.co.kittitas.wa.us/health/food.asp>?

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

** See attached - has been approved*

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

Please allow at least 2 weeks to complete the food service permitting process.

Application for exemption from permit

This application is based on WAC 246-215-08305 (Rules and Regulations of the State Board of Health for Food Service)

Office use only:

- Approved
- Denied
- Plans and specifications requested



Food items that may be exempted from permit:

- **Popcorn** (including kettle corn)
- **Cotton candy**
- **Dried herbs and spices** (if processed in an approved facility)
- **Machine-crushed ice drinks** (if made with nonpotentially hazardous ingredients and ice from an approved source)
- **Corn on the cob** (if roasted for immediate service)
- **Whole roasted peppers** (if roasted for immediate service)
- **Roasted nuts and peanuts** (including candy-coated)
- **Chocolate-dipped ice cream bars** (if made with commercially packaged ice cream bars)
- **Chocolate-dipped bananas** (if made with bananas peeled and frozen in an approved facility)
- **Sliced fruits and vegetables for sampling** (if used for individual samples of nonpotentially hazardous produce)

Applicant and Event Information:

Carol Findley
Applicant Name

509 962-4311
Daytime Contact Phone

Manastash
Metric Bike Ride
Event

CWU - RSUP + Vol Center of Kittitas Co
Business Name, if applicable

1206 N. Dolarway Rd #219 Ellensburg WA 98926
Mailing Address City, State, Zip

Rest stops along both routes
Event Location

Oct. 7, 2017
Date of Event

Food Items, check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Popcorn | <input type="checkbox"/> Whole peppers |
| <input type="checkbox"/> Cotton candy | <input type="checkbox"/> Roasted nuts |
| <input type="checkbox"/> Herbs and spices | <input type="checkbox"/> Chocolate-dipped ice cream bars |
| <input checked="" type="checkbox"/> <u>iced drinks bottled waters</u> | <input type="checkbox"/> Chocolate-dipped bananas |
| <input type="checkbox"/> Corn on the cob | <input type="checkbox"/> Fruit and vegetable samples |
- whole bananas, oranges, apples, pre packaged food*

Food Safety Requirements:

Food handlers are required to make sure that food safety rules are followed. Read the statements below and mark Yes (Y), No (N), or Not Applicable (N/A).

Y N N/A

1. At least one person in the establishment will have a valid **Washington State Food Worker Card**.
2. You will **enforce an illness and handwashing policy** and provide a handwashing facility during food preparation.
3. You will provide **water, ice and food from approved sources**. Home storage or preparation is not allowed.
4. You will use approved barriers including utensils, paper wraps, and gloves (which must be changed when contaminated, ripped, or after changing tasks) to **prevent bare hand contact** with all ready-to-eat foods.
5. You will make sure that your employees have accessible restrooms. All **employees must wash their hands** after using the restroom.
6. You will provide an adequate number of clean utensils or a 3 basin dish-wash facility. All **utensils will be washed** in hot, soapy water (basin 1), rinsed in clean water (basin 2), sanitized (basin 3), and *air dried* before use.
7. You will store all food, ice and single-service products off the ground and **away from sources of contamination**. You will only use food-grade containers for food storage and transport.
8. You will make sure **all food-contact surfaces are sanitized** prior to, and during, food preparation.

After receiving your application, an inspector will review your plan with you. You may be asked to provide additional information. Once the application is approved, NO changes may be made without approval from this department.

Carol Findley 2-15-17
Signature of Applicant Date

[Signature] 2-22-17
Signature of Regulatory Authority Date

Serving snacks at rest stops
Whole or pre packaged items

All volunteers wear gloves



Kittitas County Public Health
507 N. Naman St. Suite 102
Ellensburg, WA 98926
(509) 962-7515
fax (509) 962-7581
http://www.co.kittitas.wa.us/health

* Please mail me copy of this approved form
Thank you!



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

February 13, 2017

Board of County Commissioners
205 W. 5th Street
Ellensburg, WA 98926

Re: Manastash Metric Bike Ride-

To Whom It May Concern:

In regard to the above mentioned project, I have the following comments:

- An event permit is not required from the Fire Marshal's Office for this event.
- After review of the event permit, I have found no life safety/fire code issues that need to be addressed.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Josh Hink
Interim Fire Marshal

P r e v e n t i o n • E d u c a t i o n • I n v e s t i g a t i o n • E n f o r c e m e n t

Are there permanent or fixed bathroom facilities already available at the location of the event? *Inside* Mt. Stuart Elem. School and Cle Elum Church.

Yes

No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/diagram of the event.

portable units will be used at all other rest stop locations along the two routes.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? Yes No All law enforcement agencies will be notified prior to event with detailed information.
If yes, please provide a complete list of names and contact information for who will be providing the security.

Will Emergency Medical Services (EMS) be on site during the event? Yes No
Will be notified
If yes, please provide written verification from the providers.

Will there be music, sound amplification or any other noise impacts? Yes No
If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

Will you have traffic control? Yes No Have worked out all details with WA DOT + have approval
If yes, please provide documentation on how the traffic control will be addressed.
Volunteers along routes with flags where needed.
Route + direction signs + Dan Henry markings.
Will there be off-site parking? Yes No

If yes, please provide the location and a parking plan.

Will there be shuttle buses provided for attendees? Yes No
If yes, provide a map of their route.

Will there be alcohol served at the event? Yes No
If yes, a State permit is required from the WA State Liquor Control Board and must be submitted with your application materials.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Public Roads

Will the event obstruct, interfere or require the closure and free use of any public road, street or right-of-way? Yes No

If yes, please provide a detailed adequate traffic and detour plans at the time of submission of the application.

Will there need to be road closure or detour signs posted? Yes No



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Garbage/Recycling

Do you have a plan for garbage and recycling? Yes No

* See attached

A written plan for garbage and recycling must be attached to your application materials. For questions or assistance contact the Kittitas County Solid Waste Department at 509-962-7542.

Insurance

Have you obtained a Certificate of Insurance, specifically naming "Kittitas County" as an insured? Yes No

* See attached - CWU serves as our fiscal agent.

A copy of the Certificate of Insurance must be included with your application materials. Kittitas County must be named as an additional insured in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate coverage.

Penal Bond - Bond of Indemnity

A \$5,000.00 Penal Bond - Bond of Indemnity is required to be deposited with the County Treasurer to save and protect the streets, pavements, bridges, etc. from damage. The deposit or its balance will be returned once the event has been held and the Board of County Commissioners has certified no damage has been done and that the County has not incurred additional expenses

Are you submitting a \$5,000.00 Penal Bond - Bond of Indemnity with your Event Application? Yes No Asking for waiver

If no, you must request a letter in writing to the Board of County Commissioners requesting a waiver to the Penal Bond - Bond of Indemnity and outline the specific reasons why it should not be required of your event.

County Filings and Registration

Is there a cost to attend the event? Yes No

How much are you charging to attend your event?
\$ 40.00 per person Through Sept 22, 2017
\$ 50.00 " " After Sept 22, 2017

CERTIFICATE OF LIABILITY INSURANCE

Issue Date 2/21/2017

ISSUED BY:
 State of Washington
 Department of Enterprise Services
 Office of Risk Management
 PO Box 41466
 Olympia WA 98504-1466

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE STATE OF WASHINGTON SELF INSURANCE LIABILITY PROGRAM.

COVERAGE AFFORDED BY
State of Washington Self Insurance Liability Program

INSURED:
 State of Washington
 Central Washington University
 ATTN: Toni Burvee
 400 E University Way
 Ellensburg, WA 98926

THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.

COVERAGES

THIS IS TO CERTIFY COVERAGE DESCRIBED BELOW IS PROVIDED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE SELF-INSURANCE LIABILITY PROGRAM IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAM.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE COVERAGE	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY & PROPERTY DAMAGE COMBINED EACH ACCIDENT \$5,000,000
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	L & I 52WEGE1229	Continuous 6/30/16	Continuous 6/30/17	WC - STATUTORY EL - \$1,000,000 - per Accident/\$1,000,000 Disease per Policy/\$1,000,000 Disease per Employee
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Coverage applies as respects tort liability claims against the State of Washington as covered by the Tort Claims Act (RCW 4.92 et seq.) The Certificate Holder is named as additional insured, but only as respects the negligence of the State of Washington.

CERTIFICATE HOLDER:
 KITTITAS COUNTY
 205 WEST 5TH, SUITE 108
 ELLENSBURG, WA 98926

CERTIFICATE NUMBER CRT 17-459

CANCELLATION

SHOULD THE SELF INSURANCE LIABILITY PROGRAM BE CANCELLED, THE STATE OF WASHINGTON WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL NOT IMPOSE ANY OBLIGATION OR LIABILITY UPON THE STATE OF WASHINGTON, ITS OFFICIALS, EMPLOYEES, AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:

 Jason Siems, State Risk Manager

Campbell, Melynda (DES)

From: noreply@formstack.com
Sent: Tuesday, February 21, 2017 12:05 PM
To: OFM CI; Erickson, Paul (WaTech)
Subject: DES-Cert Ins Request Form1 - Central Washington University

Self Insurance Form - Certificate of Liability Insurance

CERTIFICATE OF LIABILITY INSURANCE REQUEST FORM

Sent: Feb 21, 2017 12:05 PM

Form record ID: 306654964

Copy and paste the string below into the Excel file

CRT	Central	400 E	Ellensburg,	ToniBurvee	burveet@CWU.EDU	Kittitas	205	Ellensburg,
??-	Washington	University	WA 98926			County	West	WA 98926
???	University	Way					5th,	
							Suite	
							108	

Your Agency	Central Washington University
Agency Address	400 E University Way Ellensburg, WA 98926
Your Name	Toni Burvee
Your Email	burveet@CWU.EDU
Your Phone	(509) 963-2335
Outside Entity	Kittitas County
"ATTN" Name	
Certificate Holder Email	
Certificate Holder Address	205 West 5th, Suite 108 Ellensburg, WA 98926
Reason for Certificate	Metric Bike Event
Date Certificate Needed	Feb 28, 2017

From: Clinton Van De Venter <clinton.vandeventer@co.kittitas.wa.us>
Sent: Tuesday, February 21, 2017 9:49 AM
To: rsvp@fairpoint.net
Subject: RE: Manastash Metric Bike Ride October 7, 2017

Carol
Looks great this meets and exceeds our garbage and recycling requirements for an event. We hope for good weather for your event and a great turnout
Thank you

Clinton Van de Venter
Kittitas County Solid Waste
509-962-7542 Office
509-962-7577 Direct Line

From: rsvp@fairpoint.net [<mailto:rsvp@fairpoint.net>]
Sent: Monday, February 13, 2017 3:24 PM
To: Clinton Van De Venter
Subject: Manastash Metric Bike Ride October 7, 2017

Hello,
I will be submitting the event application for the Manastash Metric Bike Ride to the county commissioners in a couple of weeks. It is scheduled for October 7, 2017.
Listed below is our trash and recycling plan for the event. Please respond to my email with your approval and I will attach it to the event application.
Thanks!

Manastash Metric Bike Ride
October 7, 2017
Trash and Recycling plan for the ride

TRASH

Trash cans are being provided for us at Mt. Stuart Elementary School, our staging area. They also provide a dumpster. Garbage cans are provided for us at the St. John the Baptist Church in Cle Elum as well. This trash will be taken care of by school and church staff.

We will be providing all of our other rest stops along the routes with heavy duty trash bags. These will be hauled back to the school and then to the transfer station once the event has been completed.
All rest areas and portable restrooms will be kept clean by the ride volunteers to avoid trash build up. Trash can also be hauled back by the SAG wagon volunteers if needed as well.

Volunteers will wear disposable gloves when handling trash and garbage and use the sanitary gel provided at each rest stop location.

RECYCLING

We encourage and promote recycling at all of our events.

The school and church have recycling containers and will take care of these items for us following the event. We will provide the other rest stops locations with boxes and bags for items to be recycled. These items will be hauled back to the school and then to the transfer station and placed in appropriate recycle bins.

We will have four SAG wagons out on both routes during the day picking up any litter we see that might have been left by riders. This has never been an issue during our rides but we will be on the lookout for it at all times.

If you have any questions or suggestion please contact me.

Thank you!

Carol Findley, Director
RSVP and Volunteer Center of Kittitas County
Central Washington University
1206 N. Dolarway Road, Suite 219
Ellensburg, Wa. 98926
509 962-4311
rsvp@fairpoint.net

"You were given two hands.....one to help yourself and one to help others"

Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42,56 RCW and to archiving and review

message id: 38eb45916c6dcbdac24bb8719d004a14

**Manastash Metric – The Drier Ride Bike Ride
Century and Half Century Tour
October 7, 2017
Ellensburg, Washington**

Event Information

The Manastash Metric-The Drier Ride Bike Ride sponsored by the RSVP and Volunteer Center of Kittitas County will be held on October 7, 2017. Central Washington University serves as the fiscal agent.

Route

There will be two routes going on at the same time, a half century and century ride. The half century ride will go from Ellensburg around Thorp and back to Ellensburg. The century ride will go from Ellensburg to Cle Elum and back to Ellensburg. The route will utilize back roads in Kittitas County, Hwy 97 and Hwy 10. Please see the enclosed map and route detail. You may also visit the ride website at <http://www.drier-ride.org>.

The staging area/event start and finish will be held at Mt. Stuart Elementary School. The route will be marked with Dan Henry signs on the pavement. Dan Henry signs will be marked with a chalk. RSVP and Volunteer Center has notified and will work with the Washington State DOT office as well as the City of Ellensburg and Cle Elum.

All riders will check in at the staging area between 7:30-9:00 am October 7, 2017 at the same location. All riders will be given a numbered bib to wear for identification. The event will conclude at approximately 6:00 p.m.

The riders will not be on any major freeways during the event and we do not anticipate any congestion as riders will be spread out during the ride. The only major intersections riders will cross are controlled by stop lights and or stop signs. These are located at Water and University Way in Ellensburg and where 4th Street in South Cle Elum and 1st street in Cle Elum intersect.

No roads will need to be closed or traffic diverted for this noncompetitive bike ride.

Parking

Parking for participants and volunteers will be located at the Mt. Stuart School parking lot. There is adequate and safe off the road parking for volunteers at all of the rest stop locations.

Alcohol and Amplification

This is a non alcohol event and no amplification of music.

Garbage and Recycling

Garbage cans will be provided at the staging area and all rest stop areas. All garbage will be picked up and hauled away after the event. Recyclable materials will be recycled. The follow end car will look for and pick up any garbage left by riders on the route immediately following the last rider.

Rest Stops

Rest stops will be provided for all riders with at least 3 volunteers at each rest stop. The rest stop will have a restroom provided, packaged food and bottled water, first aid and other supplies for the riders. All volunteers will wear gloves when handling food. Hand sanitizer will be available for volunteers and riders at the stops and in the portable potty units. Each rest stop that is located outside will have a 10 foot by 10 foot tent awning covering a table and supplies. All rest stop volunteers will have a cell phone and be in constant contact with event coordinators, SAG wagons and have emergency phone numbers.

The rest stops will be located at the following areas:

Mt. Stuart School, indoor restroom, outside food and beverage-event start/end

Corner of Thorp Cemetery and Watt Canyon Road (private residence) portable potty, food, beverage

Elk Heights Gravel Pit, potable potty, food, beverage

St. John the Baptist Church, Cle Elum inside restroom, kitchen area, inside food, beverage area

Hwy 10, just past the 98 mile marker coming towards Ellensburg (right side of the road in pull off area) portable potty, food, beverage

We will obtain permission from the Kittitas County departments and the DOT for the Elk Heights Gravel Pit and Hwy 10 Rest Stops. The other locations have been approved by the owners/managers.

Event Support

The event director will be out on the routes all day to ensure safety. Two volunteers will be on the route to pick up riders needing assistance.

The Recycle Shop will have two bike doctors on the routes continuously throughout the day.

There will be an end car to follow the last rider until he/she completes the ride. Another follow truck will tear down rest stops as the ride progresses and make sure garbage is picked up along the route.

Participant Safety

Safety for the participants and volunteers is our number one priority. We will work with all law enforcement departments, EMS and the Washington State DOT to discuss the route and anticipate any issues a head of time. There will be first aid kits at all rest stops and in the Sag Wagon. All local media will have a press release to announce the event and to look out for bikes on the roadway.

Both routes will be well marked with chalk Dan Henry signs on the roadway. Riders will be given the course route map prior to the ride and be aware of any last minute changes. Large orange "Bikes on the Roadway" signs will be placed on hwy 10 to notify cars of riders.

Staff and volunteers will be on the route throughout the day to ensure safety. All riders will be assigned a numbered bib to wear for identification for the event.

Staff and volunteers will have cell phone numbers and know what to do in the case of an emergency by attending an event training session prior to the event.

All participants will fill out a registration form and pay the entry fee. They will abide by the Washington Rules of the Road and wear approved bike helmets. They will read and sign the Acknowledgement of Risk, Hold Harmless Agreement and Rules and Regulation form. Participants 18 years and younger will have a parent or guardian sign the forms for them.

Event Coordinators:

Carol Findley, RSVP and Volunteer Center Director, Bike Ride Director
Karen Schock, Advisory Council Chairperson

RSVP Office
1206 N. Dolarway
Suite # 219
Ellensburg, WA. 98926

Phone: 509 962-4311
Fax: 509 925-1730
Email: rsvp@fairpoint.net
Website: www.rsvp-wa.org/ellensburg

Carol Cell: 509 899-0307
Karen Cell: 509 557-8242



Kittitas County Office Of The Treasurer
Brett Wachsmith, Treasurer
205 W 5th Avenue, Suite 102
Ellensburg, Wa 98926
Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2017-1326 Date: 03/02/2017

Received From: MANDY BUCHHOLZ DEPUTY CLERK BOCC-MANDY

Check Amount: \$200.00

Cash Amount: \$0.00

Other Amount: \$0.00

Total Amount: \$200.00

Deputy: CECILIAR Receipt Type: CHK

Template:

Comments:

CSR 2017-923
SPECIAL EVENT APPLICATION - MANASTASH METRIC

<u>FundCode</u>	<u>GlCode</u>	<u>Description</u>	<u>Amount</u>
685010	38600	SPECIAL EVENTS FEE	\$200.00
Total Amount:			\$200.00

Kittitas County Treasurer's Office
Submitted By: CECILIA RAHME