University of Illinois 5K Planning Guidelines Quick Guide – Campus Routes

All 5K events held on the main part of campus (not including Arboretum) must adhere to the following guidelines:

SCHEDULING:

Reservations may be made in accordance with [Article 2, Part 5 §2-503 of the Student Code](http://admin.illinois.edu/policy/code/article2_part5_2-503.html). Requests must be made at least three weeks in advance to provide time for all notifications.

ROUTE:

1. We recommend you select from one of [four pre-approved routes](http://registrar.illinois.edu/Media/Default/pdf/New%20FMS_5K_Map.pdfhttp:/registrar.illinois.edu/Media/Default/pdf/New%20FMS_5K_Map.pdf).
2. Route A will require an approved street closure to address the crossing of Gregory Drive just south of the Undergrad Library. The [request form](https://www.fs.illinois.edu/services/more-services/tdm/closures) must be submitted to Facilities and Services at least three weeks prior to your event. This will involve the need for barricades which can be acquired from Paul Jensen in Public Functions ([paj63@illinois.edu](mailto:paj63@illinois.edu)).
3. Routes B, C and D do not require any street closures, however race organizers should be mindful of service drives and parking lots along the selected route.
4. Any routes that deviate from the 4 pre-approved routes will need approval from both Public Safety and Facilities and Services (we will forward those requests on your behalf). Those require 6-8 weeks processing.

REQUIREMENTS and RECOMMENDATIONS:

1. It is the responsibility of the hosting group to provide the sufficient number of volunteers for proper event management. These persons should be stationed throughout the route for traffic flow (preferably at direction changes) and safety reasons.
2. All races using these routes will have use of Anniversary Plaza for registration. RSO groups may request a table and two chairs from the RSO Resource Center for use on this space. Academic departments may contact Illini Union Event Services for these items. It is advised to request these items at least one week prior to the event. If you want to use another location as your starting point, please note that on your request.
3. You may choose to have emergency personnel on hand for any medical emergencies that can occur during your event. We recommend you contact Illini EMS, a trained student organization affiliated with the Division of Public Safety. Email [iems@illinois.edu](mailto:iems@illinois.edu) for information and availability.
4. Restrooms are usually available in the Illini Union; check with Union Event Services. There may be restrooms available in other nearby buildings depending on the time of the event; check with our office for specifics for your unique race.
5. All trash (food, bottled water) must be disposed of by the hosting group. If you need additional trash receptacles, you will need to request those through Paul Jensen in Public Functions (<paj63@illinois.edu>) at least two weeks in advance of your event.
6. You may mark your route ONLY with sidewalk chalk. Spray paint, tape or anything permanent may not be used. Any groups that uses a material that requires cleaning will be assessed a cleaning fee based on the time spent removing the material.
7. During your event, you must make allowances for regular pedestrian traffic. Other campus events may require access.

All races must be stopped for inclement weather. This includes high winds, lightning or heavy rain. It is suggested to book a second rain date in case the first date needs to be postponed. Please note the second rain date on your reservation, marking it as “rain date”.