5K Charity Run Guidelines

Washington University in St. Louis allows student organizations and University departments to host Charity 5K Runs on the Danforth Campus. Sponsoring student organizations or departments should complete the attached checklist confirming all of the necessary campus partners are aware of the event. Issues to keep in mind include the following.

- An advisor to the student organization or appropriate staff from the sponsoring department must be in attendance.
- Races should start/end in either the Brookings Quad or at the Athletic Complex.
- Races must follow an approved route approved by the University.
- Sponsoring organization/department will provide adequate volunteers to ensure participant safety. The number of volunteers will be determined as the planning process unfolds, taking into consideration the number of runners, construction along the route, other events on campus, etc.
On Campus Charity 5K Run Checklist

Name of Student Organization/Department: ________________________________

Contact Name: ________________________________ Phone: ____________________

E-mail address: __________________________________________________________

Organization Advisor present the day of event: ______________________________

Phone: ________________________________ E-mail address: ____________________

Proposed Date of the Event: __________________ Proposed Start Time: ______________

Preferred Start Location: _______ Athletic Complex or _______ Brookings Quad (Note: Route is determined by start location.)

Proposed Location of Awards: ______________________________________________

Estimated number of attendees: ____________________________________________

This event is for Washington University community only. Yes ______ No ________

NOTE: If the event is open to other than those in the University community, please attach a roster of invitees, along with a copy of the proposed liability waiver they will sign.

Charity Supported by the Run: _____________________________________________

Contact Name: ________________________________ Phone: ____________________

POINTS OF CONTACT (Initials signifying they discussed the event with you.)

_______ 1. Mike Hayes, Executive Director of Campus Life. Campus Box 1068. 935-5994. (Event Planning, date selection)

_______ 2. Phyllis Jackson, Event Management. Campus Box 1155. 935-5234. (space)

_______ 3. Andrew Koch, Washington University Athletics. Campus Box 1067. 935-4703 (space)

_______ 4. Sgt. Bob Wayne, Washington University Police Department. Campus Box 1038. 935-5084 or Lt. Mark Glenn 314-935-8088 (preferred routes, volunteer staffing numbers, general safety issues

_______ 5. Nick Stoff, Transportation/Parking. Campus Box 1200. 935-7783 (parking disruptions)
6. Paul Landgraf, Environmental Health and Safety Office, Occupational Safety Division. Campus Box 1010. 935-9264 or 362-6816. (safety issues)

7. Mary Ann Dill, Facilities Planning & Management. Campus Box 1036. 935-6121 (trash/grounds related issues)


9. Residential Life Center. Campus Box 1250. 935-5050. (FYI and SO 40 or Northside disruptions)
ROUTE 1: Take Steps for Kids 5k 2010 and 2011
(Two counterclockwise laps)
ROUTE 2: Take Steps for Kids 5k 2009
(First counter clockwise lap includes the South 40)
ROUTE 4: 5k Starting and Ending on Track where you would need volunteers.
ROUTE 5: Starting behind the tennis courts, the Perimeter loop of campus plus one loop of the South 40. The only downside is the course passes in front of Graham Chapel.
ROUTE 6: One Mile around the Library

This is an out and back loop of the library, starting and finishing at the track.