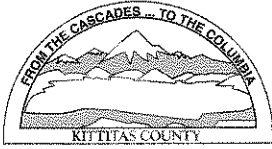


RECEIVED

#9687

APR 16 2013



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

KITITITAS COUNTY BOARD OF 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. *As permitted by Washington State law BP 4/4/13*
 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

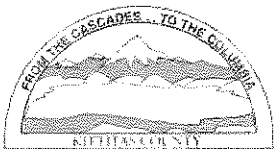
Prosecutor – (509) 962-7520

Public Health – (509) 962-7515

Public Works Department – (509) 962-7523

Sheriff's Office – (509) 962-7525

Solid Waste Department – (509) 962-7542



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

Date(s) of event: Oct. 5, 2013

Hours of operation: 6:00am until 6:00pm

Description of the event: Metric century + half century bike ride for all ages.

Has this event taken place before? ☒ Yes ☐ No Dates: First Sat in Oct since 2009

Estimated attendance: 250 riders

How is your event being publicized? Seattle Bike Expo, Bike magazines, posters, rack cards, flyers, facebook, website etc

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

Contact Information

cwu-RSUP and vol center

Name of the organizer/contact person: Carol Findley

Address: 707 N. Pearl St. Suite I, Ellensburg, WA 98926

Phone number(s): 509 962-4311

Email address: rsup@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

Kelley Quirk

Name

899-0307

Phone Number

306-9259

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.

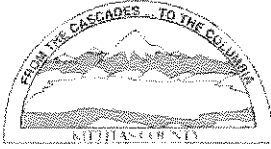
I/We understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Carol Findley
Applicant Name (Print)

Karla Abdalla
Applicant Name (Print)

Carol Findley
Applicant Signature

Karla Abdalla
Applicant Signature



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.

sn phone OK'd by Brenda Larson on 4/11/13 no application needed
Will there be a temporary structure erected for the event? ☒ Yes ☐ No

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event. Each rest stop will have a 10' x 10' portable awning.

Public Health/Environmental Health

Will there be food served at the event?

☒ Yes

No All prepackaged or bottled water

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

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.

For the Manastash metric Bike Ride on
Oct 5, 2013

MAR 23 2013

Office use only:
☐ Approved
☐ Denied
☐ Plans and specifications requested

Application for exemption from permit

This application is based on WAC 246-215-191 (Rules and Regulations of the State Board of Health for Food Service)

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 non-potentially hazardous ingredients and ice from an approved source)
- Corn on the cob
- Whole roasted peppers (if roasted for immediate service)
- Roasted nuts (including candy-coated)
- Deep-fried pork skins (if made with pork skins from a food processing plant)
- Caramel apples
- Sliced fruits and vegetables for sampling (if used for individual samples of nonpotentially hazardous produce)
- Chocolate-dipped ice cream bars prepared from prepackaged ice cream bars produced in a food processing plant
- Chocolate-dipped bananas prepared from bananas peeled and frozen in an APPROVED facility

Applicant and Event Information:

Carol Findley

962-4311

Applicant Name

Daytime Contact Phone

CWU-RSUP • Vol. Center of Kittitas Co

Business Name, if applicable

707 N. Pearl St, Suite I Ellensburg WA 98926

Mailing Address

City, State, Zip

Food Items, check all that apply:

- | | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Popcorn | <input type="checkbox"/> Roasted nuts |
| <input type="checkbox"/> Cotton candy | <input checked="" type="checkbox"/> Fruit and vegetable samples whole apples / banana |
| <input type="checkbox"/> Herbs and spices | <input type="checkbox"/> Commercially made caramel apples |
| <input type="checkbox"/> Iced drinks | <input type="checkbox"/> Pork skins |
| <input type="checkbox"/> Corn on the cob | <input type="checkbox"/> Whole peppers |
| <input checked="" type="checkbox"/> Pre-packaged non potentially hazardous foods | <input checked="" type="checkbox"/> bottled water |
| <input type="checkbox"/> Chocolate-dipped ice cream bars/bananas | |

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 booth 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. Include a commissary agreement for the kitchen you will be using.
- ☒ ☐ ☐ 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 dishwash 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. A copy of this approved exemption application must be maintained at the site of operation.

A copy of this approved exemption application must be maintained at the site of operation.

Carol Findley
Signature of Applicant Date

Jeffrey Sammler
Signature of Regulatory Authority Date



Kittitas County Public Health
Department
507 N. Nanum Street, Ste 102
Ellensburg, WA 98926
Phone: (509) 962-7515
Fax: (509) 962-7581

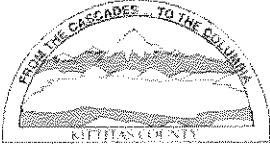
Are there permanent or fixed bathroom facilities already available at the location of the event? Portable units will be placed at Mt. Stuart School and at all rest stops along route.

☒ 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.



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? Yes ☐ No ☒

But all law enforcement will be notified

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 volunteers and road signs

If yes, please provide documentation on how the traffic control will be addressed.

Will there be off-site parking? Yes ☐ No ☒

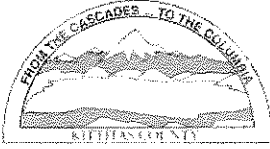
If yes, please provide the location and a parking plan.

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

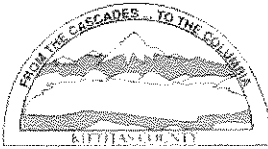
BOARD OF COUNTY COMMISSIONERS

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

all garbage hauled out

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.

All material that can be recycled will be taken to recycling center.

Insurance

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

See attached

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 for this

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?

\$ 30.00 Single rider

\$ 40.00 Tandem rider

CERTIFICATE OF LIABILITY INSURANCE

Issue Date 4/1/2013

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 East University Way
Ellensburg, WA 98926-7474

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 | | | | STATUTORY |
| 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
ATTN: OFFICE MANAGER
205 WEST 5TH, SUITE 108
ELLENSBURG, WA 98926

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:

Lucy Isaki, State Risk Manager

CERTIFICATE NUMBER CRT 13-426



CENTRAL WASHINGTON UNIVERSITY

Kittitas County Board of County Commissioners
205 West 5th
Ellensburg, WA 98926

March 27th, 2013

To Whom It May Concern:

Please find attached Central Washington University's Internal Revenue Service determination letter and 2013 State of Washington Independent Auditor's Report. Central Washington University is the RSVP and Volunteer Center of Kittitas County's financial sponsor.

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

Sincerely,

Heather Harrell, C.R.A.
Fiscal Analyst III
Grant/Contract Accounting Office
Central Washington University
400 East University Way, MS7469
Ellensburg, WA 98926
509.963.1988



**Washington State Auditor
Troy Kelley**

INDEPENDENT AUDITOR'S REPORT

January 18, 2013

Central Washington University
Ellensburg, Washington

We have audited the accompanying basic financial statements of Central Washington University, Kittitas County, Washington, as of and for the years ended June 30, 2012 and 2011 as listed in the table of contents. *These financial statements are the responsibility of the University's management.* Our responsibility is to express an opinion on these financial statements based on our audits. We did not audit the financial statements of the Central Washington University Foundation, a blended component unit, which represents 3.5 percent, 5 percent, and 1.2 percent, respectively, of the assets, net assets and revenues of the University in 2012, and 3.5 percent, 5.1 percent, and 2.6 percent, respectively, of the assets, net assets and revenues of the University in 2011. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the amounts included for the Central Washington University Foundation, is based on the reports of other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits and the reports of the other auditors provide a reasonable basis for our opinion.

As discussed in Note 1, the financial statements of Central Washington University are intended to present the financial position, the changes in financial position, and, where applicable, cash flows of only that portion of the business-type activities of the State of Washington that is attributable to the transactions of the University. They do not purport to, and do not, present fairly the financial position of the State of Washington as of June 30, 2012 and 2011, the changes in its financial position, or, where applicable, its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, based on our audits and the reports of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of Central Washington University, Kittitas, County, Washington, as of June 30, 2012 and 2011, and the

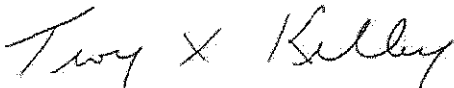


changes in financial position and, where applicable, cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 2 through 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The information identified in the table of contents as appendices to the financial statements on pages 34 through 37 is presented for purposes of additional analysis and is not a required part of the basic financial statements of the University. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Sincerely,

A handwritten signature in cursive script that reads "Troy X Kelley". The signature is written in dark ink and is positioned above the printed name of the signatory.

TROY KELLEY
STATE AUDITOR

Internal Revenue Service
EE/EO Disclosure Desk
P.O. Box 2350 Los Angeles, CA 90053

CENTRAL WASHINGTON UNIVERSITY

OFFICE OF THE CONTROLLER
ELLENSBURG, WA 98926

Person to Contact:
F. Mirafior or L. Barragan
Telephone Number:
(213)894-2336
Refer Reply to:
92-143

Date:

MAR 04 1992

RE: 91-6000618

CENTRAL WASHINGTON UNIVERSITY

Gentlemen:

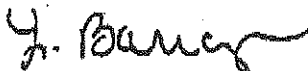
This is in response to your request for a determination letter of the above-named organization.

The Internal Revenue Code makes no provision for the issuance of exemption letters to instrumentalities of a state or municipal government since Section 115 of the Code specifically excludes their income from the definition of gross income.

Because you are an integral part of the government agency, an exemption letter is not necessary and evidently was not issued.

If you are in need of further assistance, please feel free to contact me at the above address.

Sincerely,



Disclosure Assistant

**Manastash Metric – The Drier Ride Bike Ride
Century and Half Century Tour
October 5, 2013
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 5, 2013. RSVP and Volunteer Center is sponsored by Central Washington University.

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 as well as larger sign for riders at intersections and crossroads. Dan Henry signs will be marked with a chalk based non permanent paint. 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 5, 2013 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.

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 or music will be used.

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 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, outdoor 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

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

There will be a set up and lead truck that will circle the ride routes.

The Recycle Shop will have a Sag Wagon and serve as a bike doctor and drive the routes continuously throughout the day.

There will be a follow 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 intersections and road crossings will be well marked with signage. 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
Kelley Quirk

RSVP Office
707 N. Pearl Street Suite I
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
Kelley Cell: 509 306-9259

Manastash Metric Bike Ride 2013

Half Century Route

32.07 miles/51.61 kilometers

Watch for Dan Henry chalk markings on the road and blue signs

| Miles | Kilometers | Mt Stuart School (705 W. 15 th Ave. Ellensburg, Wa. 98926) |
|-------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | 0 | L out of parking lot onto 15 th R onto Water Street Cross University Ave (stop light) R on 5 th (stop light) Cross Railroad Ave Straight until you reach park entrance (West Ellensburg Park Rotary Fields) Immediate L at entrance onto bike path, follow path clear through the park, following arrows on cement. Go under freeway, through Irene Rinehart Park and down the dike road |
| 3.6 | 5.79 | R onto Umptanum R onto Brown Road |
| 6.55 | 10.54 | R at stop sign then quick L onto South Thorp Hwy |
| 10.97 | 17.65 | L on Thorp Cemetery Road |
| 14.02 | 22.56 | REST STOP (corner of Thorp Cemetery Rd and Watt Canyon Rd) Continue straight on Thorp Cemetery Road |
| 15.92 | 25.62 | R on E. Taneum and continue on around to the right. ***** This intersection is the deciding point for the century or half ride Continue straight |
| 18.63 | 29.98 | L onto North Thorp Hwy |
| 20.49 | 32.97 | Cross over green bridge Steep hill ahead |
| 21.39 | 34.42 | R onto Hwy 10 |
| 22.86 | 36.79 | REST STOP along Yakima River on your right |
| 26.74 | 43.03 | L onto McManamy Road |
| 28.63 | 46.07 | R on Hwy 97 |
| 28.72 | 46.22 | QUICK L onto Dry Creek Road |
| 31.07 | 50.00 | Cross Reecer Creek Road Go straight L into Mt Stuart School |
| 32.07 | 51.61 | Finish and free BBQ! |

Emergency Phone number: Carol Findley 509 899-0307

Over for Century Ride Route

Manastash Metric Bike Ride 2013

Century Route

62.51 Miles/100.60 Kilometers

Watch for Dan Henry chalk markings on the road and blue signs

| Miles | Kilometers | Mt Stuart School (705 W. 15 th Ave. Ellensburg, Wa. 98926) |
|-------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | 0 | L out of parking lot onto 15 th R onto Water Street Cross University Ave. (stop light) R on 5 th (stop light) Cross Railroad Ave Straight until you reach park entrance (West Ellensburg Park Rotary Fields) Immediate L at entrance onto bike path, follow path clear through The park, following arrows on cement. Go under freeway, through Irene Rinehart Park and down the dike road |
| 3.6 | 5.79 | R onto Umptanum R on Brown Road |
| 6.55 | 10.54 | R at stop sign, quick L onto South Thorp Hwy |
| 10.97 | 17.65 | L on Thorp Cemetery Road |
| 14.02 | 22.56 | REST STOP (corner of Thorp Cemetery Rd and Watt Canyon Rd) Continue Straight |
| 15.72 | 25.29 | R on E. Taneum ***** This intersection is the deciding point for the century or half |
| 18.95 | 30.49 | Immediate L onto Thorp Prairie Road |
| 23.44 | 37.72 | REST STOP at Thorp Prairie Road, Elk Heights Gravel Pit on right |
| 30.23 | 48.65 | Cross over I-90, road changes to Upper Peoh Point Road L onto Lower Peoh Point Road |
| 30.31 | 48.77 | Straight on through South Cle Elum to stoplight on 1 st Street |
| 31.09 | 50.03 | Cross 1st Street, through intersection |
| 31.91 | 51.35 | R on 2 nd Street REST STOP on your right, St. John the Baptist Church 303 W. 2 nd Street, Cle Elum Leave church and proceed down 2 nd Street, through Cle Elum |
| 33.16 | 53.36 | R on Cottage (dead end) |
| 33.22 | 53.46 | L on Spanski Way @ McKean Drive In, behind Espresso Stand |
| 37.12 | 59.73 | L at the stop onto Airport Way L at the T intersection onto SR 970 R on SR Hwy 10 – East Ellensburg Straight on SR Hwy 10 |
| 47.76 | 76.86 | REST STOP on your right, Yakima River |
| 51.01 | 82.09 | L on McManamy Road |
| 52.91 | 85.15 | L at T intersection onto Hwy 97 |
| 53.83 | 86.63 | R onto Hungry Junction Road |
| 55.54 | 89.38 | Cross Reecer Creek Road, steep hill ahead |
| 57.53 | 92.58 | R onto Look Road |
| 59.96 | 96.49 | R onto Sanders Road |
| 61.48 | 98.94 | L onto Water Street |
| 62.51 | 100.60 | R onto 15 th Ave. R into Mt Stuart School finish area and free BBQ |

Emergency Phone number: Carrol Findley 509 899-0307

Over for Half Century Route



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

Cash Receipts

Receipt Number: 2013-2991 Date: 04/16/2013

Received From: MANDY ROBINSON DEPUTY CLERK OF THE BOARD-MAI

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: DANIAC Receipt Type: CHK

Template:

Comments:

SPECIAL EVENT APPLICATION PERMIT FEE MANASTASH METRIC BIKE RIDE 10/5/2013 CK#432129 CSR#2013-2158

| <u>FundCode</u> | <u>GlCode</u> | <u>Description</u> | <u>Amount</u> |
|-----------------|---------------|--------------------|---------------|
| 001 | 1632171 | SPECIAL EVENTS FEE | \$200.00 |
| Total Amount: | | | \$200.00 |

Kittitas County Treasurer's Office

Submitted By: DANIA COCHRAN