



CITY OF BENTONVILLE

INSTRUCTIONS FOR RACES AND RUNS ONLY

Below are requirements and suggestions regarding running type events within the city limits of Bentonville:

A. REQUIREMENTS:

1. Before submitting Traffic and Signage application, contact the Bentonville Police Department's Operations at 479-271-3173.
2. Complete a Traffic and Signage Committee form a minimum of 90 days prior to the event.
3. Attend the Traffic Safety and Signage Committee meeting. Occurs the first Monday of each month excluding holidays.
4. Race director must complete a "Special Events Request" with the Bentonville Parks and Recreation, if a race starts, finishes or goes through a City Park.
5. Provide your own barricades and traffic control barrels and devices for your run.
6. Use only washable road chalk type paint on streets. **No paint or road chalk will be allowed on all trails.** Only temporary signage or banners are allowed.
7. Set routes that do not allow a turnaround in the middle of a street or intersection.
8. Set start times no later than 8:00 am or earlier than 6:30 pm.
9. Minimum age of 18 for volunteers. Age 14-17 allowed with adult supervision, limited to a four (4) block radius.
10. If crossing a State Highway one or more officers required to be present.
11. Three (3) hour minimum per officer required. Current cost is \$49.41 per hour per officer.
12. Provide digital copy of race course. Suggested sites: www.mapmyrun.com / www.usatf.org/routes/map

B. RACE SUGGESTIONS:

1. Each volunteer wear a high visibility shirt or vest.
2. Set a course time limit.
3. If race has 500-1000 participants there is a likelihood that officer presence will increase. Over 1000 participants will necessitate an increase in officer presence.
4. You may be required to contact subdivisions or HOAs if traffic is diverted within a limited area.

C. THINGS TO CONSIDER:

1. Left turns are more likely to require police presence.
2. Heavier traffic times or later start times are more likely to require additional police presence.
3. If race starts or stops within one (1) block of the downtown square you may be required to contact DBI to coordinate your event with planned activities. PHONE: 479-254-0254.
4. Be cognizant of North/South and East/West road corridors. These areas may require increased police presence or a change of route. Some of these include Tiger Blvd, Central Ave, South west/east 8th Street, Southwest 'A' Street, Main Street and Moberly Lane just to mention a few.
5. Race Director may be required to attend Public Safety Meetings with the Police and Fire Departments.
6. If race will need EMS support from the Fire Department please contact them one (1) month in advance to secure medical services.

TIME LIMITS FOR COURSE RUNS

5k	2 HOURS
10K	3 HOURS
HALF MARATHON	5 HOURS