



## **City of Traverse City Street Use Permit – Non-Major Event**

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to be utilized as outlined in the attached application on:

**Saturday April 18, 2026, from 9:30 AM to 12:30 PM**

**Streets: Kewaunee Dr., Alcona Ct., Coventry Trail, Birchwood Ct., Aspen Dr., Eastern Ave., Western St. and East Shore Rd**

**Event Name: NMC Hero Race**

**Event Organizer: Northwestern Michigan College (Kristy McDonald, applicant)**

Shall have use and supervisory authority over said streets on the date and during the time period above indicated subject to the following terms and conditions:

1. The applicant shall furnish to the City Clerk's office a Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured.
2. The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
3. The applicant shall reimburse the City for expenses such as police, fire,

streets, and others as agreed upon between the City and the applicant and will be billed accordingly.

4. The applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
5. The application is attached hereto and made a part of this permit. In the event that any term, clause or provision of this Permit conflicts with any term, clause or provision contained in any attachments hereto, this Permit's terms shall prevail.
6. The applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
7. The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
8. The rights granted by this permit are revocable at the will of the City of Traverse City, and the applicant waives any right to claim damages or compensation in the event that this permit is revoked.
9. The tent/canopy membrane material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the State Building Code. On-site inspection may be required by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven days prior to the event.
10. This permit may not be transferred or assigned.

Date: February 23, 2026

Issued by: \_\_\_\_\_

  
Sarah Lutz, City Clerk

2026

Paid \$50



City of Traverse City
Application for Street Use Permit - Non-Major Event

Please complete this application for use of a city street for residential street closures for residential events being conducted by residents, or for uses of a street where no street closure is requested.

1. What is the name of your event? Big Little Hero Race

2. Name and contact information of sponsoring group or organization. Kristy McDonald NMC

3. Date and time of event? April 18, 2026

4. Please submit brief narrative describing your event, including the number of anticipated participants. Fun Run, 5K and 10K Race

5. Please list the name, phone number, address, and e-mail address of the Applicant and the individual who will serve as Emergency Contact for the event:
Primary Contact: Kristy McDonald 231-735-1055
Emergency Contact: Kyle Brownly 616-633-9995

6. Are you requesting street closure? [X] Yes If you answer yes, and the street closure is for non-residential purposes, then please stop and instead complete the Application for Street use Permit - Major Event. Please attach a map indicating the sections of street(s) to be used and detail those sections here:

7. During what date and time should the street(s) be used or physically closed? 9:30am - 12:30 pm

8. Will city street barricades be needed? [X] Yes Please note: Two barricades are needed at each entrance to the intersection where the street closure occurs. If yes, contact Streets, Mark Jones 922-4901 ext 112
If yes, how many? \_\_\_\_\_

9. \$50 Street use fee (non profit)

we will close NMC's campus for the fun run but will use our own barricades for event

- 10. A Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence.
- 11. The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- 12. A representative from the City Clerk's Office will contact you to provide you with your approved permit; or if not approved, will contact you to discuss.
- 13. For emergency vehicles, the applicant shall maintain a 20' wide center lane (10' of width on both sides of the center line).

**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Date: 2.2.2024

Authorized Applicant Representative:

Kristy McDonald  
(Please print)

[Signature]  
(Signature)



Dear Members of the NMC Neighborhood:

Students in Kristy McDonald's BUS 231 Professional Communications Class at Northwestern Michigan College have some exciting news. For the past semester, students have been planning The 11th Annual NMC Hero Race, scheduled for Saturday, April 18, 2026. This race supports the College 4 Kids program, helping children reach higher levels of education. On top of that, this race allows the students of Kristy McDonald's Professional Communication class to learn through experiential learning.

As a class, we wanted to make you aware that this year's races are taking place along the following roads: Kewaunee Dr., Alcona Ct., Coventry Trail, Birchwood Ct., Aspen Dr., Eastern Ave., Western St., and the Eastside of East Shore Rd. The race will begin at 9:30 a.m. and will conclude at approximately 12:30 p.m. We will have volunteers along the course helping guide the racers and ensuring the safety of everyone involved. They will also help keep traffic flowing as freely as possible. If you see the participants running by, give them a wave! We appreciate your willingness and patience in allowing the community to participate in this annual fundraiser, and we are excited to put on this fantastic race. Thank you for your understanding.

Sincerely,

Students of BUS 231 Professional Communications Class

Northwestern Michigan College

Big Little Hero Race - 2 times around course

