

APPLICATION FOR USE OF
PUBLIC RIGHT-OF-WAY FOR EVENT

The following special event has been approved by the Special Events Committee.



Submitted by: Denise Miller

Event name: SBC-5K Peace Run Walk or Stroll

Event Date: August 22, 2026

Street Closure: Route is bordered by Notre Dame Ave; Angela Blvd;
Michigan St; Madison St

Closure Times: 9:00 AM to 12:30 PM

Sidewalk Closure: ☐ Yes ☒ No

Comments: Annual family friendly 5K organized by Olivet AME Church in
South Bend.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Murray L. Miller, Member

Abigail E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026



Wednesday, June 10, 2026

City of South Bend Special Event Application

City and Regional Event

Approval Status

Not Started

Fee Schedule

\$50 application fee if filed 60 days or greater (up to 360 days) in advance of event

\$100 expedited application fee if filed 30-59 days in advance of event

We accept payments in person or by mail in the form of a check or money order, and we can also process card payments. Please Bring Payment to: Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN

Review the Instructions on the Special Events page before completing the application.

To complete this process, you will need the following documents:

- Event Map
- Evidence of Public Notification (flyer, signature list, etc.)
- Copy of Insurance Certification

If you do not have these items at the present moment, we will be following up to get those in order to complete the process.

You will also need to have prepared answers to the following:

- Emergency Plan
- Inclement Weather Plan
- Cleanup Plan
- Lost and Found Plan

City and Regional Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

Section A - Applicant Information

Date of Application	Wednesday, June 10, 2026
Organization Name	Olivet AME Church
Applicant (Contact) Name	Jeffery Thomas
Applicant (Contact) Phone Number	(574) 386-6038

Applicant Email Awltomcast80@att.net

Address 18035 Heatherfield Dr
South Bernd, IN, 46637

List any professional event organizer, event service provider or commercial fundraiser that is authorized to work on your behalf to plan, produce and/or manage your event.

Service Provider Organization Name SBC-5K/ Olivet AME Church

Service Provider Contact Person Name Jeffery Thomas

Service Provider Phone Number (574) 386-6038

Service Provider Email Awltomcast80@att.net

Service Provider Address 18035 Heatherfield Dr
South Bernd, IN, 46637

Section B - Event Information

Event Name SBC-5K Peace Run Walk or Stroll

Event Type Race

Event Classification Non-Profit*

Provide a brief description and timeline of event (Note: a detailed map plan is required in Section H of this application. This description should be a summary overview.)

SBC-5K Peace Run Walk or Stroll – Event & Route Description
The SBC-5K Peace Run Walk or Stroll is a community wellness event and charitable fundraiser supporting Heroes Camp, a mentoring program serving urban youth throughout the Michiana community. The event promotes peace, unity, health, and neighborhood engagement for participants of all ages and abilities.

Start & Finish Location
Olivet AME Church
719 Notre Dame Avenue
South Bend, Indiana

All participants begin and end the event at the church grounds.

City and Regional Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

If this is a special circumstance, you must reach out to the Clerk of the Special Events Committee, Denise Miller at dmiller@southbendin.gov to ensure that this application is reviewed in time.

Date of Event Setup Saturday, August 22, 2026

Time of Event Setup 07:30 AM

Date of Event Saturday, August 22, 2026

Event Begin Time 07:30 AM

End Date of Event Saturday, August 22, 2026

Event End Time 12:00 PM

Event Cleanup Completion Saturday, August 22, 2026

Event Cleanup Completion Time 12:30 PM

Is there a rain date for this event? No

Total Anticipated Attendance 250

The proposed event will require the closing of: Streets

Is this event ticketed, or does it include fees? Yes

List fees and fee groups below

Registration Ticketed/Fee:
Adults: \$30, with a tee-shirt \$35
Youth: \$20, with tee-shirt \$25
Paper and online registration available.

Does the event have any partnered sponsorships? Yes

List the number of sponsors at each level of partnered sponsorship:

- * Sunnyside Presbyterian Church
- * Heroes Camp

Is this a returning event or part of a series of special events? Yes

Provide the date, location, and attendance of past special events and/or future planned events in the series:

This event has been on going for 10 years at Olivet AME Church in South Bend.
Average attendance 140- 180.

Last year event date was, Sat Aug 23,2025. Same location.
The next year 2027, that event date will be Sat Aug 21,2027.

Is your event a parade, race, or other processional-type event? Yes

Section C - Parades, Races, and other Processional Events

What is the estimated number of parade/race spectators on the proposed route? Normally, less than 50 people.

Describe any sound equipment that will be used in the parade / race

Sound, music that morning to motivate spectators and participants.

Does the event have participant categories? For example, a run that has different race divisions or a parade with separate walking / marching groups

Yes

List categories and anticipated participants per category:

We have, a participation route. For those slow movers, who just want to be involved. Less demanding. Walk a block or two and return to the finishline.

Section D - Equipment, Set-up, and Logistics

Are you hiring a company to provide entertainment, games, or inflatables?

No

If YES,

You must submit proof of insurance for all stage and entertainment companies three (3) weeks before the event.

Will you be staking any tents, inflatables, portable restrooms, or any other anchorings?

No

If YES,

You must provide proof of locates (locate number) two (2) weeks prior to your event. Locates can be found by calling 811.

Does your event include the use of fireworks or other pyrotechnics?

No

Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).

- Only consumer grade fireworks can be used during certain time frames (July 4th and New Year's).
 - A permit must be applied for with the Indiana Department of Homeland Security for CommercialGrade Fireworks show.
- All entertainment events should have a permit from the [IDHS Amusement and Entertainment Permit](#).

Terms and Conditions

Accepted

Will there be any musical entertainment features at the event?

No

IF YOUR ROUTE CROSSES OVER A STATE ROAD OR A BRIDGE, please contact the following for permission:

State, INDOT: Michael Hurt, mhurt1@indot.in.gov, 219-851-1426

Section E - Food

Are you having food at your event (food vendors, caterers, food trucks, etc.)?

Yes

IF YES

- The event coordinator must apply for and receive a [St. Joseph County Health Department Temporary Event Permit](#).
- Vendor(s) must have a City of South Bend [business license for Food Vending Vehicle](#). (Contact Michelle Adams at Madams@southbendin.gov)
- Vendor(s) must also apply for and receive a St. Joseph County Health permit. Health Permits must be filed with the county 30 days prior to the proposed event. Each vendor must obtain necessary permits to serve on-site and display these permits at the event.
- All applications and guidelines can be found at the [St. Joseph County Health Department Food Service website](#)

If there are food trucks, please list company names:

We may sell strawberry shortcake and brownies with ice cream to support the church. I am SERV safe Certified. Also, as a church we have done this event, during DT 1st Friday. And St. Patrick Park events.

Describe how food will be cooked and served as well as any preventative safety measures:

Cake and Brownies are pre-baked. Ice cream is held in a freezer. Backup will be held inside the church. This is an opportunity for the church. They may not choose to do it.

Will alcohol be served or sold?

No

If NO, we will continue to Section G - Contingency and Strategic Planning.

Section F - Alcohol

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Explore [Indiana ATC forms](#). (Temporary Permits are near the bottom of the form list.) Forms must be filed with the district ATC office five (5) days prior to the requested event date.
 - Application cannot be processed without a copy of this license.
- A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
 - Application cannot be processed without deposit. Deposit will be returned upon inspection of event area by the Board of Public Works.
 - Events that will have alcohol sales must provide security. If your event will be hiring a security company, please provide its contact information in sub-section (a) below. Otherwise, please list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in the fields provided in sub-section (b)

Subsection A - Security Company Contact Information

Subsection B - Security Guard Contact Information

Section G - Contingency and Strategic Planning

For each of the following, please provide detailed descriptions. If you run out of space, attach a response to this application submission:

Emergency Safety Plan – This plan should include, but is not limited to:

- The number of public safety personnel.
- If hiring a private security service, provide contact information, proof of insurance and the number of hired event personnel.
- Proposed internal communications systems and public address systems.

Emergency Safety Plan

In the event of an emergency , we will move people inside or near the church.

Proposed Cleanup Plan – This plan should include, but is not limited to:

- Measures in place to collect and remove trash, litter and recyclables.

Proposed Cleanup Plan

This event in the past years, really does not create of trash. With that said we do have a team of volunteers that will clean and organize that area, back to the present state.

Inclement Weather Plan – This plan should include, but is not limited to:

- Safety measures that will be taken in the event of a tornado warning, tornado watch,thunderstorm, and extreme temperatures.
- Rain date.
- Weather information and forecasts can be found at <https://www.weather.gov/>

Inclement Weather Plan

In the event of an emergency , we will move people inside or near the church.

Proposed Lost and Found Plan – This plan should include, but is not limited to:

- A description of the use of signage, announcements on public address systems or pre-event handouts.

Proposed Lost and Found Plan

We are set-up with public address with microphone. As we get closer to race time and after event starts. We will update participants about relevant details.

Section H - Site Plan / Route Map

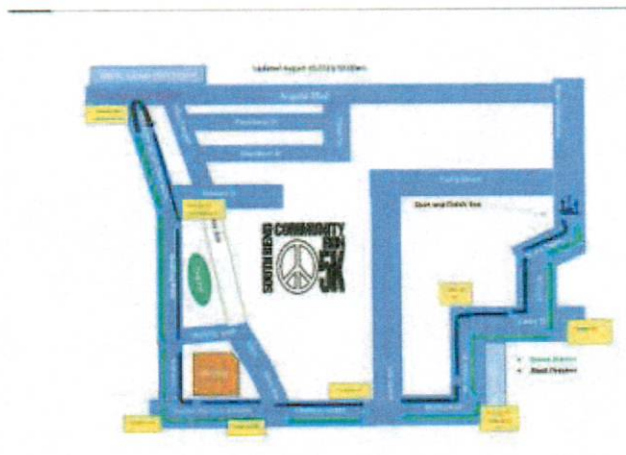
Site Plan / Route Map - For All Events:

Provide an attached map with the geographic locations of all event items listed below.

- Outline of entire event venue including the names of all affected streets and areas.
- Clear markings for street closures and a schedule for each. **Applicants should ensure all roadway(right of way) closure times are specific and separate from the event setup and eventstart/end times (i.e., roadway closures times may not be perfectly identical or linked to theduration of the event)**

- All bridge closures require County Engineering approval. (County Bridges: Andy Hayes, ahayes@co.st-joseph.in.us, 574-235-9626)
- All state road Closures require INDOT approval. (State, INDOT: Michael Hurt, mhurt1@indot.in.gov, 219-851-1426)
- Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.
- Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, vehicles, trailers, and other temporary structures. **Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.**
- The location(s) and number of all portable toilets and wash stations.
- The location(s) and number of all trash and recycling containers, including dumpsters.
- The location of generators or any source of electricity.
- Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking areas, and considerations for TRANSPO bus route changes.

Map File Upload



Section I - Public Notification

IF YOU ARE USING AND/OR CLOSING PUBLIC SIDEWALKS OR STREETS

You are required to notify area business owners and residents in writing 15 days prior to the event.

Attach a copy of the brochure or door hanger distributed to all affected residents/businesses/neighborhood groups describing the event purpose, date and time.

A list of names of neighbors notified is also an acceptable submission. 50% of the affected neighbors within the closure must be notified and be amenable to the closure.

Copy of Notice Brochure



Section J - Insurance

A Certificate of Insurance (copy) confirming the existence of a liability policy (General Liability and Automobile Liability) of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, which specifically names the City of South Bend, IN as an additionally insured for the event must be submitted.

Copy of Certificate of Insurance must be submitted two (2) weeks prior to the date of the event

Section K - Indemnity & Hold Harmless Agreement

DS Q - is there a reason for repeating contact information here?

Insurance Amount: This event is insured for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate, and the certificate of insurance includes a rider naming City of South Bend, Special Events Committee, and Board of Public Works as additionally insured for the event.

Confirm

Olivet AME Church agrees to indemnify, defend and hold harmless the City of South Bend, Indiana, its agents, officers, and employees (collectively ("City"), from any liability, loss, costs, damages or expenses, including attorney fees, which the City, may suffer or incur as a result of any claims or actions which may be made against the City, its agents, employees, or subdivisions by any person, including a participant in the activity, arising out of the approval of this request by the City, through the Board of Public Works, to close a portion of the public right-of-way for the event described above, or for any harm or damage alleged to have occurred because of the holding of the special event. The undersigned certifies that he/she is authorized to bind the APPLICANT to these terms.

Signed on this date:

Wednesday, June 10, 2026

Signature



Printed Name

Jeffery Thomas

Section L - Permit and Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$50.00 non-refundable fee for Tier II and III event applications filed 60 or greater days in advance of the event, or a \$100 non-refundable expedited fee for applications filed between 30 and 59 days in advance of the event.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT must obtain signatures from and/or make an attempt to notify all residents that reside in the area impacted by the event. A copy of a brochure or door hanger distributed to all affected residents/businesses describing the event purpose, date, time and contact information must be included with the attachments to this application.
4. The APPLICANT shall reimburse the City for the actual cost of the event, if the City incurs unexpected, undisclosed expenses related to the event.
5. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Special Events Committee.

The APPLICANT shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and the City of South Bend, Special Events Committee, and Board of Public Works listed as an additional named insured for this event.

7. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
8. The APPLICANT will follow the City of South Bend Noise Ordinance, which is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating radio receiving sets, musical instruments, and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace.
9. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the South Bend Police Department and such times will be strictly enforced.

I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information

Signed on

Wednesday, June 10, 2026

Signature



Printed Name

Jeffery Thomas

I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

Date: _____

Applicant Signature: _____

Printed Name: _____

SPECIAL EVENTS COMMITTEE APPROVAL



President



Member



Member



Member

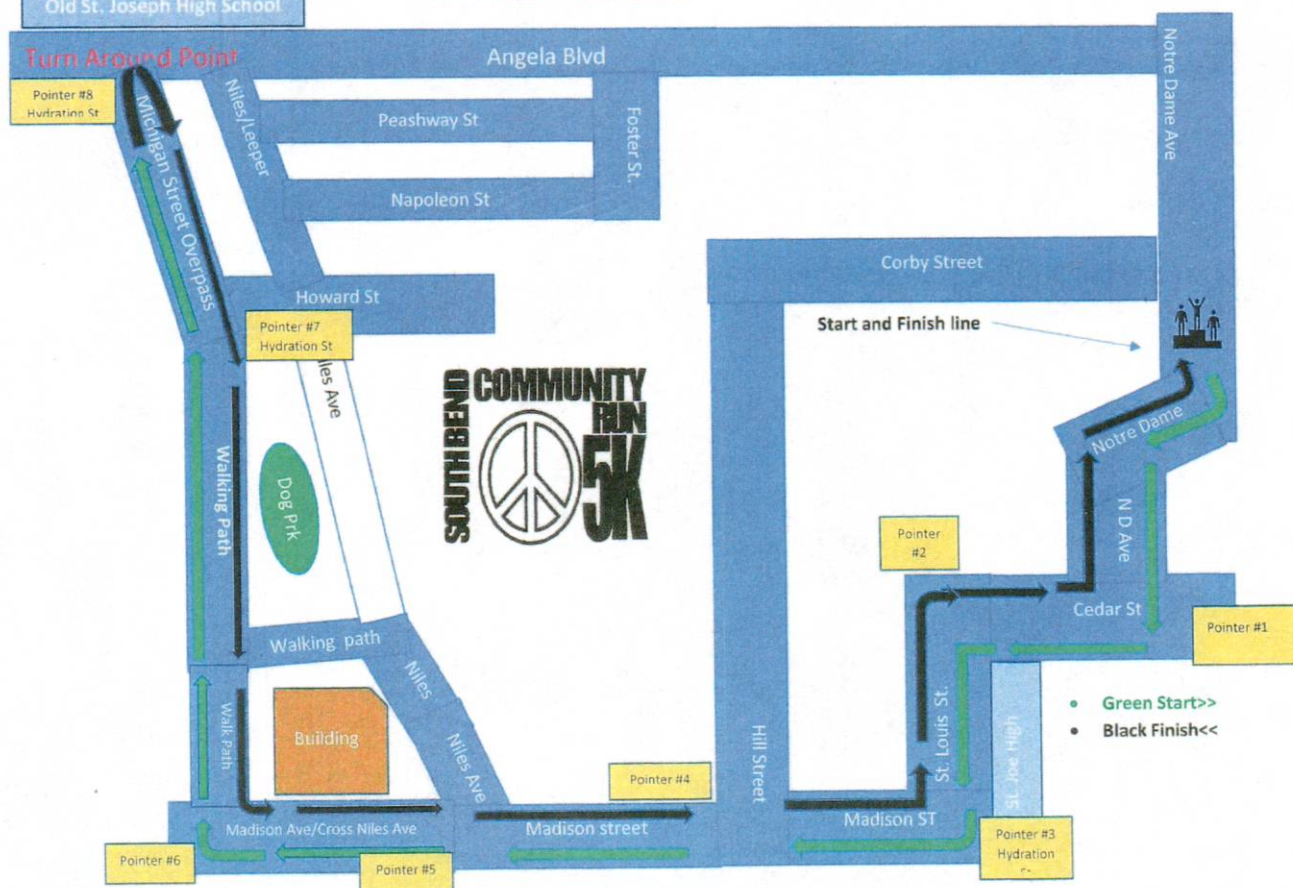


Member

6/24/24

Date

Old St. Joseph High School





Sat Aug 22
SBC-5K PEACE RUN

★ OLIVET AME CHURCH ★
719 NOTRE DAME AVE



ORIGINAL CHECK HAS MULTIPLE SECURITY FEATURES. PRINTED ON CHEMICAL REACTIVE TONER FUSE PAPER-SEE BACK FOR DETAILS.



everwise
CREDIT UNION

110 South Main Street
South Bend, Indiana 46601

PAY FIFTY AND .00 DOLLARS

TO THE
ORDER
OF

SOUTH BEND SPECIAL EVENTS

REF JEFFERY THOMAS

EVERWISE CREDIT UNION
(800) 552-4745

DATE

06-16-26

71-9182
2712

CHECK NO: 001153160

CASHIER'S CHECK

AMOUNT
\$50.00

VOID AFTER 90 DAYS

Authorized Signature



⑈ 1153160 ⑈ ⑆ 271291826 ⑆

500202023 ⑈

Certificate Template Liability



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 9155 South Dadeland Boulevard, Suite 1112 Miami FL 33156		CONTACT NAME Amanda Toledo PHONE (A/C No. Ext.) 305-636-3132 FAX (A/C No.) E-MAIL ADDRESS amanda-toledo@sig.com	
INSURED Fourth Episcopal District of the AME Church 4448 S Michigan Ave Chicago, IL 60653		INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company INSURER B: Philadelphia Indemnity Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC# 19767 18068	

COVERAGES CERTIFICATE NUMBER: 2110836155 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	AGGL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☒ LOC ☒ OTHER: Per Member		0446815-09-959372	12/1/2025	12/1/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPHOP AGG \$3,000,000 Sexual Misconduct \$500,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		0446815-09-957731	12/1/2025	12/1/2026	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$5 BODILY INJURY (Per accident) \$5 PROPERTY DAMAGE (Per accident) \$5
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE CED ☐ RETENTION \$					EACH OCCURRENCE \$5 AGGREGATE \$5
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER, MEMBER EXCLUDED? (Mandatory In HI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	0446815-07-959507	12/1/2025	12/1/2026	☒ PER STATUTE ☐ OTHER EL EACH ACCIDENT \$1,000,000 EL DISEASE - EA EMPLOYEE \$1,000,000 EL DISEASE - POLICY LIMIT \$1,000,000
E	D&O and EPL		PHSD1841375-003	12/1/2025	12/1/2026	Occurrence Aggregate Limit \$1,000,000 Retention \$2,500,000 D&O/EPLIS25K

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Automobile coverage applicable to members with scheduled automobiles on file with the company. All affiliated members receive Hired and Non-Owned Autos coverage.
 Claims Made coverage for D&O, EBL and EPL. Retro Date: 12/1/2014

Evidence of Insurance

CERTIFICATE HOLDER Proof of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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