



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 3/13/24
RE: Shenandoah Valley Autism 5k

Summary: Consider the special event application request for the Shenandoah Valley Autism 5k on Saturday, April 27, 2024.

Background: The Shenandoah Valley Autism 5k is an annual event that takes place near EMU. It provides Autism awareness in the Harrisonburg Community. Park Road will be closed temporarily during the start of the 5k.

This application was reviewed and approved by the Special Events Committee on February 22, 2024.

The total cost of this event is estimated to be around \$1100. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (message boards)
- HPD Support (off-duty officers)
- Commissioner of Revenue (business license to be submitted prior to the event)
- COI and endorsement to be submitted prior to the event