



Town of Acton Recreation Department

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.gov

Website: www.acton-ma.gov

Cathy Fochtman, Recreation Director

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

Re: Acton 5K Road Race at NARA Permit, Sunday, May 25, 2014

Date: May 14, 2014

Mr. Mark Coddair is again coordinating the annual Acton 5K Road Race at NARA Park. The Acton 5K is a certified Road Race that originates at Ledge Rock Way, outside the entrance to the lower parking lot at NARA, circles the NARA walking loop, exits NARA's upper parking lot to the Town Forest trail, and turns around on Nagog Park Drive, returning back to NARA. Mr. Coddair respectfully requests that permit fees of \$520 for use of NARA be waived for this event. I support his request.

He has an extraordinary resume in organized running and most importantly, he is an Acton businessman involved in the support of local youth running groups in the Acton community. Mr. Coddair is a respected colleague of the Acton-Boxborough Regional High School Track and Cross Country Coaching staff.

The safety aspects of this race will be addressed as stated in Mr. Coddair's letter via the hiring of a police detail. As recommended by the Town Finance Director and MIIA, Marx Running will obtain a Certificate of Liability Insurance with limits of \$1,000,000 Per Occurrence and \$3,000,000 General Aggregate, with Town of Acton, Marx Running and its organizers named as insured parties.

I look forward to a successful race on Sunday, May 25 and our ongoing partnership with Marx Running and the local running community through this race.



www.marxrunning.com
423C Great Rd
Acton MA 01720
978-263-5510

May 5, 2014

Town of Acton, Board of Selectman
472 Main Street
Acton, MA 01720

Dear Board of Selectman,

On behalf of the Acton 5K Road Race, I am requesting the fees for the use of Nara Park be waived. The event is scheduled to be held on Sunday May 25th is completely self-funded with some sponsorship donations and proceeds benefiting local youth running programs.

The event is intended to be a family event and will include a 5K Road Race, a youth division Mile race and kids tot trot. The event is being managed by Marx Running & Fitness. We estimate that we will attracted over 200 participants to this family event.

We have discussed the safety requirements with the Acton Recreation Department as well as the police Department and will be hiring two detail officers for four hours for traffic and event control. The town finance director has been consulted regarding insurance requirements and the event will carry insurance binders through USA Track & Field naming the Town of Acton, Marx Running and its organizers as insured parties.

Any consideration to waive the park user fees for this community event would be greatly appreciated.

Sincerely,

Mark Coddair
Race Director
Acton 5K

glrrmc@aol.com
867-263-5510



**TOWN OF ACTON
RECREATION DEPARTMENT**

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Acton, Massachusetts, 01720
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2014 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least **TWO WEEKS** prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. **Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.**

SECTION I

Application Date: 5/5/14 E-mail Address: 9LRRMCGAOL.COM
Name of Organization: MARX RUNNING
Contact Person: MARIL CoddAIRE Phone: Home (978) 263-5510
Address: 423 GREAT RD Cell: (978) 888-7214
Town/City: ACTON State: MA Zip Code: 01720
Organization: Acton Non- Resident Number of Participants: 200
Describe Activity: ACTON 5K ROAD RACE 3 KIDS MILE

SECTION II

DATE REQUESTED: We do not offer rain dates; you must request an additional permit for requested alternate date.

1st Choice 5/25/14 Time Requested: Start Time: 9:00AM End Time: 2:00PM
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

- NARA Park (25 Ledge Rock Way):**
 Amphitheater
 Walking Trail (1 mile)
 New Picnic Pavilion
 Bathhouse Pavilion (5 picnic tables)
 Patio Tent (4 picnic tables)
 Picnic Pod (near volleyball courts;
 2 picnic tables)
 Group Swim Passes, # needed: _____
 Large Soccer Field, # fields: _____
 Small Soccer Field, # fields: _____
 Miracle Field
 Softball Field
 Volleyball Court 1 or 2 (Please Circle)
 Gaga Court

- Elm Street Fields (21 Elm Street):**
 Soccer Field
 Softball Field
 Tennis Court, # of courts needed:
 1 or 2 (Please Circle)

- School Street Fields (343-347 School Street):**
 Small Soccer Field, # of fields: _____

____ Large Soccer/Lacrosse Field, # of fields: _____

- Veterans Fields (655 Main Street):**
 Little League Fields, 1 or 2 (Please Circle)

- Concord Road (104 Concord Road):**
 Soccer Field

- Gardner Field (Route 111 near Kinsley Road):**
 Recreational Field

- Great Hill (54 School Street):**
 Soccer Field, 1 or 2 (Please Circle)
 Little Great Hill Field

- Hart Field (80 Taylor Road):**
 Little League/Softball Diamond

- MacPherson Field (80 Taylor Road):**
 Little League/Softball Diamond

- Jones Field (Martin Street & Stow Road):**
 Full Size Baseball/Lacrosse/Football Field

- Robbins Mill Recreation Area (61 Canterbury Hill Road):**
 Small Soccer Field
 Basketball Court

- T.J. O'Grady Skate Park (66 Hayward Road):**
 Skate Park

