

# Guidelines for 5K's

All 5K's must be either 100% ON or OFF campus – no combination is acceptable

Please contact Andrea Junso, Assistant Director of Student Activities with any questions.

## **On campus**

- A Campus Safety officer must be present and scheduled specifically for 5K event
- Your organization advisor must be on campus and present during the entirety of the event
- You must have at least 6 student organization members at the 3 controlled intersections wearing Hi-Vis vests that are trained by Campus Safety prior to the event
- You must complete an event planning form 4 weeks prior to the event
- All participants must sign the Gustavus Adolphus College Release of Liability Waiver
- The start and finish line cannot be on Ring Road

## **Off-Campus**

- You must purchase event insurance unless all participants will be walking and you have members of your organization stationed throughout the walk to ensure there is no running
- You must contact the local police department and emergency responders so they can assist in traffic control and emergency response.