Binghamton University Event Management Committee

**On-Campus 5k Runs and Outdoor Walk-A-Thon Policies**

General guidelines have been established to assist student sponsored groups, any campus affiliated groups or outside agencies in determining the proper locations and reservation procedures in order to host a run or walk on campus.

Three routes have been established:

1) **Inside Brain Loop (1.3 miles)**
   - Walks must start/end on second level of Union Plaza (between Union & Engineering Buildings). Route will progress around inside of brain loop, on sidewalks at all times.
   - The Crossing point will be at entrance to Couper Administration Building/ Administration Metered Parking area.
   - Any group using this route must secure a minimum of three course monitors*, or hire UPD officers. Monitor stations are at: start of race, sidewalk near Academic B/Connector Road intersection and the crossing point near Couper Admin.
   - Walks may begin/end at any time of the day, as requested.
   - Timed runs (competitive) must have a start time earlier than 10am in order to ensure the safety of pedestrians around the brain loop.
   - If an event is a combination timed race & “fun run/walk”, the event must follow guidelines for a timed event.
   - Animals (unless service or companion) are not allowed on the Inside Brain Loop.
   - Student group reservations for this course are managed through the University Union Office. Please contact Orrin Kenyon at reserve@binghamton.edu or 777-2813, to discuss your event.

2) **Extended Brain Loop (2.3 miles)**
   - Walks must start/end near Parking Lot S1/ Bingham Hall. Route will progress around outside of brain loop to East Access Road & Connector Road on sidewalks, when possible. Event will cross to inside of brain near intersection of Academic A/Connector Road intersection and then transition back to outside of brain at entrance to Couper Administration Building.
   - Any group using this route must secure a minimum of four course monitors*, or hire UPD officers. Monitor stations are at: start of race, East Access/Connector Road intersection, sidewalk near Academic A/Connector Road intersection and the crossing point near Couper Admin.
   - Walks may begin/end at any time of the day, as requested.
   - Timed runs (competitive) must have a start time earlier than 10am in order to ensure the safety of pedestrians around the brain loop.
   - If an event is a combination timed race & “fun run/walk”, the event must follow guidelines for a timed event.
Animals (unless service or companion) are not allowed on the Extended Brain Loop.

Student group reservations for this course are managed through the University Union Office. Please contact Orrin Kenyon at reserve@binghamton.edu or 777-2813, to discuss your event.

Off-campus entities must make reservations through the Conference & Event Services. Please contact Julie Guditis, 777-6200, Conference & Event Services.

3) Cross Country 5K Course (3.1 miles)

- While there is an “official” start and end spot to the 5K course, decisions as to where the race will start/end will be made based on event date, time and other events scheduled on the East Side playing fields. Start and end spots may be diverted to accommodate multiple events.
- Any group using this route must secure a minimum of three course monitors*. Monitor stations are at: start of race, East Access Road crossing, turn around (near Parking Lot M0). *It is recommended to put a monitor near the major turn into the Nature Preserve as well.
- Walks/runs may begin/end at any time of the day.
- Student group reservations for this course are managed through the East Gym, Campus Recreation Office. Please contact Cindy Cowden at camprec@binghamton.edu or 777-3125 in the Rec Center.

*Please note: access to the Cross Country 5K Course is seasonal (closed during late fall/winter/early spring) and it is not open during inclement weather.

*Course Monitors* – Monitors are required at specific places on the designated routes to assist participants in the safe navigation of the course and to provide directional assistance. Monitors are NOT to stop vehicular traffic, but to help keep participants out of roadways and/or prevent them from blindly crossing/entering roadways and intersections.

Timed or larger events that require vehicular traffic be stopped for participants MUST hire UPD for this purpose.

Course monitors should be *clearly visible and identifiable* as an event authority or staff member. Highly visible/reflective traffic vests can be rented and signed out at UPD.