

PARKS AND COMMUNITY SERVICES INTRODUCTION TO SPECIAL USE REQUESTS

Special Use Requests for parks or facilities are defined as requests from individuals or organizations where there may be an impact to a park, park area or park facility.

An application for a reservation and special use written permit is required when:

- Groups or assemblies are calculated to attract a large number of people, relative to the size and capacity of the park or facility group must, prior to the event, reserve the space. A large group or assembly is that which would occupy one-tenth or more of the user capacity of the park or facility. (Park Code 9.06.104)
- A park code is requested to be waived for a special event or activity/park code # 9.06.108 and 9.06.112
- Additional park resources, equipment or staffing are requested
- Requesting partial or full fee reductions for park areas or facilities (fundraisers are not eligible)

A separate application must be filed for each type of activity or event for which you are requesting space.)

Applicants are encouraged to submit a special use request application 30-90 days or more in advance to allow adequate time for review and, if approved, to allow applicants adequate time to meet requirements established by the city.

Park Code 9.06.108 requires the application be submitted at least fourteen working days prior to the day of the intended use however applicants are strongly encouraged to submit applications well in advance of fourteen working days to allow time for an organization to meet any requirements. Additionally, the Parks Department may require additional paperwork and/or information to be submitted prior to final approval or denial of the application. Turn in the application as soon as possible to allow you adequate time to meet any requirements determined through this permit application review process.

REVIEW PROCESS

No facility or park area may be booked for an event or activity until the application has been reviewed and approved and all applicable fees have been received. After the application is received you can anticipate:

1. Applications will be reviewed by a Recreation Business Office staff member.
2. Application will be forwarded with recommendations to the Recreation Coordinator for review, applicant follow up if needed and approval or denial determination.
3. Applicants will be notified in writing when the application has been approved or disapproved. This notification will include the name and contact phone number for the Recreation staff liaison, and a summary letter clarifying the City of Everett Parks and Recreation Department's requirements, restrictions or reasons for denial.



This application for a reservation and special use permit is TO BE USED FOR groups, organizations, persons requesting special use of any park, park area or facility. A reservation in the form of a written permit is required prior to the day of use and required when:

- **Groups or assemblies are calculated to attract a large number of people, relative to the size and capacity of the park or facility group must, prior to the event, reserve the space. A large group or assembly is that which would occupy one-tenth or more of the user capacity of the park or facility. (Park code 9.06.104)**
- **A park code is requested to be waived for a special event or activity/park code # 9.06.108 and 9.06.112**
- **Additional park resources, equipment or staffing are requested**
- **Requesting partial or full fee reductions for park areas or facilities (fundraisers are not eligible) (Separate applications must be filed for each type of activity or event for which you are requesting space.)**

Applicants are encouraged to submit this special use request application 30-90 days or more in advance to allow adequate time for review and if approved, to allow applicants adequate time to meet requirements established by the city. Applicants are required to submit this application at least fourteen working days prior to the date of the intended use.

SECTION 1

Name of Organization _____

Contact Person _____

Current Address, City, State, Zip: _____

Phone (Area Code) _____ Fax _____ Email _____

Date(s) of Event(s) _____ **Time (IN)** _____ **(OUT)** _____

Park Facility, Shelter, or Park Area Requested: _____

Please give a detailed description of the activity or event. Attach additional pages if necessary: _____

Estimated attendance: _____ Target age group: _____

Is the event open to the public? Yes No **If yes, please complete Section #2 on reverse side of form**

Will a fee be charged for event participation? Yes No What will fees be? _____

How will money be collected? _____

Is this a fundraiser? Yes No **If yes, please complete Section #2 on reverse side of form.**

Will you be asking for donations? Yes No Is the event recreationally oriented? Yes No

Do you plan to close off any park area for your event? Yes No Please specify area _____

How many vehicles do you anticipate? _____

Are you planning to amplify music or sound at your event? Yes No Please describe: _____

Please note: Performer conduct and performance content, live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

Will tents or other temporary structures be erected in the park or park area? Yes No

Will vehicles need to be driven on grass? Yes No

Will additional toilet facilities be provided? Yes No

If serving food to the general public, have you consulted with the Snohomish County Health Department to ensure your function/event is in compliance with their regulations? Yes No

- Attach a site map to this application.
- Provide a list of vendors, if any, participating in your event.
- Attach a parking plan, if needed.

SECTION 2 Must be completed if:

**Your event is open to the public*

**You are fundraising or charging a fee*

**You are requesting a full or partial fee reduction*

1. Give a brief history of your organization and its mission/intent:

2. Please list name and title of current officers and/or board members:

3. How will the public be notified of this activity/event?

Newspaper Advertisement
 Radio/TV

Press Release
 Other (please explain)

4. Provide a budget summary of projected revenue and expenses for this event:

Please note that fundraisers cannot be considered for partial or reduced fees and will be required to pay full rental fees on facilities. Events must not discriminate because of age, sex, marital status, race, creed, color, national origin or presence of sensory, mental or physical disability. No events serving alcohol will be co-sponsored by the City of Everett.

Please allow 10/+ days for processing your request. Thank you.

OFFICE USE ONLY BELOW THIS LINE

- Approved
- Approved with noted stipulations
- Unapproved

 Recreation Office Supervisor Signature

 Date

 Application expiration date
 (No more than one year from date
 of Recreation Coordinator's signature)

 Recreation Coordinator Signature

 Staff Liaison to event (if applicable)

Category of use:

- Recreation Oriented Group function
- Co-sponsored event/activity
- Interagency/Inter-local Agreement
- Charitable fundraiser (no fee reduction can be authorized by Park staff)

- Teen function category
- Private rental
- Other _____

Notes: _____



SPECIAL USE HOLD HARMLESS

Agreement:

In consideration of allowing this organization to hold its special event at the City of Everett Parks & Community Services, the organization hereby accepts full responsibility and agrees to release, indemnify and promise to defend and save harmless the City of Everett, its officers, employees and agents from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney’s fees, incurred by the City of Everett, its officers, employees and agents in defense thereof, for both personal and/or property damage resulting from or connected directly or indirectly to the execution of this event, provided, however, the undersigned organization will not be required to hold the City of Everett, its officers, employees and agents harmless from the sole negligence of the City, its officers, employees and agents.

This organization also agrees to accept full responsibility for all damages to any equipment or property owned by City of Everett. I, as an authorized agent on behalf of this organization, understand that my organization may be banned from use of Parks facilities for failure to comply with all specified rules/regulations including but not limited to cleaning requirements for parks and facilities and additionally I, as an authorized agent on behalf of this organization, also understand that all City of Everett ordinances and Park codes apply to this event/function application. I, on behalf of this organization, acknowledge that I have received the information on this form in the Park codes to ensure compliance.

_____ (initial here)

I understand that I am required to pay all required fees within 10 days of approval notification by the City of Everett. Failure to do so will result in the revocation of my permit and reservation.

_____ (initial here)

I hereby declare the name and address and all other information given on this application to be true and correct. If the information is found to be false, I understand that I could be subject to prosecution and be fined up to \$5,000 under RCW 9A.76.175

_____ (initial here)

Insurance: Depending on the size or activity of your group, you may be required to be covered by bodily injury and property damage liability insurance in an amount ascertained by the City of Everett, naming the City of Everett as an additional insured. Prior to the event the organization will be responsible for obtaining said insurance and notifying the proper officials.

I certify that I have read the foregoing statements and that I have the authority as an official and/or authorized agent of the aforementioned organization to sign on behalf of said organization.

Signature of person in charge: _____ Date signed: _____

After filling out this application, please email it to recreation@everettwa.gov

Standard Rules, Regulations and Conditions

- Adult Supervision is required at all times for any approved event, activity or function
- Drugs and Alcohol are not permitted
- Park Hours apply to all events unless a waiver has been granted
- Tents or other structures must be weighted down to prevent being blown over
- Stakes are not permitted to be used to anchor tents or structures without a waiver
- All garbage and litter must be removed from the site or placed in containers provided
- Power and Water, if available, may require a separate fee for use
- Power cords shall not present a tripping hazard and cord size of 8 or 10 gauge wire are recommended
- Vehicles are not permitted to be driven on the turf or fields unless specific permission is given
- Music must be family friendly. Obscene, rude, profanity or offensive language is not permitted
- Amplification of music or speaking are subject to noise ordinances for both the city and the parks department
- Large recreation equipment such as a dunk tank, moon walk/bounce house, miniature train, etc. are not permitted.

Insurance Requirement

- Liability insurance may be required based on the description of the event, activity or function
- Insurance amounts shall, at a minimum be in amounts of \$1 million with a \$2 million aggregate and may be higher depending on the event
- The city may require Additional Insured Certificate with an Endorsement naming the city as Additional Insured. Both the insurance certificate and endorsement shall contain the following language: *The City of Everett, its officers, employees or agents.*

Fun Runs, Bike Rides, Walks and Other Similar Type Events

- All events must be posted two weeks prior to the event to notify trail or park users
- Organizers of the event are responsible for posting this notice
- No markings are allowed on the turf, pavement, trails or sidewalks without approval from the city of Everett Parks and Community Services. A deposit may be required in advance of the event. When approved any marking used on the turf, pavement, trail or sidewalks shall be temporary spray chalk or sidewalk chalk. The use of temporary spray marking paint is not permitted on any surfaces. Any marking paint used not listed above shall be a violation of this permit. Removal shall be the responsibility of the permit holder within 10 days at the conclusion of the event and may also include forfeiture of the required deposit.
- Any event using city streets, sidewalks or areas outside the park are required to obtain a Fun Run/Walk permit from the City of Everett Clerks Office
- Park staff or Police may be required to staff the event and all costs shall be the responsibility of the event organizer
- All signs, directional arrows, cones, balloons or other marking devices shall be removed from the park or event site at the conclusion of the event

All Park Codes, EMC 9.06. shall apply unless otherwise waived