

**PARKS AND FACILITIES DEPARTMENT  
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 or 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.
- **Use of designated areas within a park i.e. open spaces, trails, etc. (fees may apply for use)**
- 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 14 working days prior to the day of the intended use, however applicants are strongly encouraged to submit applications well in advance of 14 working days to allow time for an organization to meet any requirements. Additionally, the Parks and Facilities 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 adequate time to meet any requirements determined through this permit application review process.

**Application Fee: Parks charges a non-refundable Special Use Request Application fee of \$50.**

**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 Parks Golf/Business Manager 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 Facilities Department's requirements, restrictions or reasons for denial.

### **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/park
- 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, profane or offensive language is not permitted
- Amplification of music or speaking are subject to noise ordinances for both the City and 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 and 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 Facilities Dept. 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 Clerk's 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, direction 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.

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)
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*(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 14 business days prior to the date of the intended use.

**Application Fee: Parks charges a non-refundable Special Use Request Application fee of \$50.**

**SECTION 1**

Name of Organization \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone (Area Code) \_\_\_\_\_ Email \_\_\_\_\_

**Date/s of Event/s** \_\_\_\_\_ **Time (IN)** \_\_\_\_\_ **(OUT)** \_\_\_\_\_

**Park, Facility (Shelter, Hall), or Park Area Requested** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Detailed description of activity or event. (Attach additional pages if necessary)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated attendance \_\_\_\_\_ Target age group \_\_\_\_\_

Is the activity/event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please complete section 2 on next page.

Will a fee be charged for event participation? Yes \_\_\_\_\_ No \_\_\_\_\_ What will fee/s be? \_\_\_\_\_

How will money be collected? \_\_\_\_\_

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

**SECTION 1, continued**

Is this a fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please complete section 2.

Do you plan to close off any park area/s for your activity/event? Yes \_\_\_\_\_ No \_\_\_\_\_

Please specify area \_\_\_\_\_

How many vehicles do you anticipate? \_\_\_\_\_

Are you planning to amplify music or sound at your activity/event? Yes \_\_\_\_\_ No \_\_\_\_\_ 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 turf? Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be served to general public? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, have you consulted with the Snohomish County Health Department to ensure your activity/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 (not eligible for fundraisers)*

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

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2-List name and title of current officers and/or board members:

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3-How will the public be notified of this activity/event: Newspaper Advertisement \_\_\_\_\_ Press Release \_\_\_\_\_

Radio/TV \_\_\_\_\_ Other \_\_\_\_\_ Please explain \_\_\_\_\_

4-Provide a budget summary of projected revenue and expenses for this event (attach additional pages if necessary):

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**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/+ business days for processing your request. Thank you.



## SPECIAL USE HOLD HARMLESS

### Agreement:

In consideration of allowing this organization to hold its special event at the City of Everett Parks & Facilities, 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 the 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 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.

### Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree. Electronic Signature

Signature of person in charge \_\_\_\_\_ Date signed \_\_\_\_\_

### OFFICE USE ONLY

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved w/noted stipulations

\_\_\_\_\_ Unapproved

\_\_\_\_\_ Application Fee paid

Staff Liaison to event (if applicable) \_\_\_\_\_

Authorized Approving Signature

Notes:

\_\_\_\_\_ Date