

**Parks & Recreation**

---

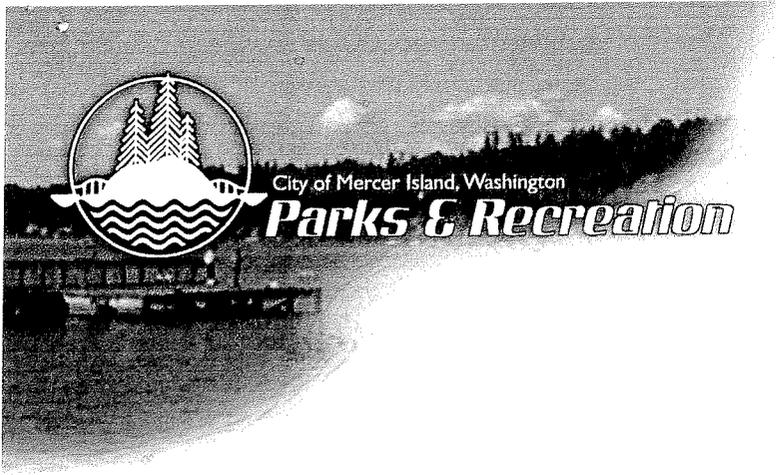
**Parks & Recreation  
Council Workshop  
Agenda**

**Item A. Discussion on Parks/Facilities User Agreements**

- 1. Add damage/cleaning deposit parks**
- 2. Facility monitor/park ranger position**
- 3. New agreements for Hammer Square, and Amphitheater**

**Item B. Discussion on future of Parks & Recreation Dept**

- 1. Organization chart & staffing.**
- 2. Recreational Programs**
- 3. Bingham Park Building**



Dear Special Event Applicant:

Enclosed is the City of Mercer Island's Special Event Application. Please complete, sign, date and attach a map or legible drawing outlining your plan/route on an 8-1/2" x 11" sheet of paper with street names and directions noted. This map needs to be printed on white paper in black or blue ink only so it can be duplicated. Once your application has been reviewed and accepted, you will be required to provide a more detailed map of specific road closures, volunteer locations, placement and collection of signage, barricades and other traffic control devices, and their requested sites for police coverage, and other pertinent details before your Special Event Permit can be issued.

Once the Special Event Committee issues a permit, you will receive the permit after you have provided the City of Mercer Island with full payment of the event fee, fulfillment of the Special Event Checklist, and an approved insurance policy naming the City of Mercer Island as additional insured (at least 30 days prior to the event).

Please return the completed application with the attached map and non-refundable \$20 application fee to Special Events Coordinator, Mercer Island Parks & Recreation Department, 2040 84<sup>th</sup> Avenue SE, Mercer Island, WA 98040. Please make sure you sign at the bottom of the last page. We cannot process an application without a date and applicant signature.

After reviewing the application, I will notify you of the preliminary acceptance and give you a timeline outlining the review process. The Special Event Committee meets periodically, so your immediate return of the application will better assure you of a prompt response. If the Committee requires an event review with you, I will notify you at least a week before the meeting date.

Thanks for your interest in the City of Mercer Island. We look forward to working with you to ensure the success of your special event. In the meantime, if you have any questions, please contact me at 206.236.3545.

Sincerely,

Greg Brown  
Parks and Recreation Manager

City of Mercer Island Parks & Recreation Department  
2040 84<sup>th</sup> Avenue SE  
Mercer Island WA 98040

# SPECIAL EVENT APPLICATION PACKET



## **DEFINITION OF A SPECIAL EVENT**

Any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of parks, public streets, right-of-ways, sidewalks, traffic, etc. and/or generates considerable public participation. A special event is also defined as meeting all three of the following criteria: (a) is reasonably expected to cause or result in more than one hundred twenty five (125) people gathering in a park or other public place; (b) is reasonably expected to have a substantial impact on such park or other public place; and (c) is reasonably expected to require the provision of substantial public services. The application/permit process ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, and alerts the affected neighborhoods and businesses, and recoups costs incurred during the event.

## **GENERAL PROCEDURES STATEMENT**

Special events that occur on Mercer Island impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. Many Mercer Island residents participate in these events, but most do not. These events are allowed because of the willingness of neighborhoods and businesses to cooperate. However, the City of Mercer Island has set up a number of guidelines that restrict the use of certain venues in order to protect the livability of all Island residents.

The City of Mercer Island has established procedures that allow for advance planning and management of personnel, financial resources and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and special event producers to achieve their mutual goals.

## **SPECIAL EVENT GUIDELINES**

The City of Mercer Island recognizes the contribution of special events to the city's attractiveness for residents, tourists and businesses. However, a permit for assemblies is required under Mercer Island City Code. It is unlawful for any person to hold, sponsor or participate in any organized assembly without first giving to the director, notice thereof and obtaining therefrom, his written permission to do so (MICC 9.30.110).

You will need a Special Event Application- Notice of Intent from the Special Events Coordinator for any type of event planned in a park or public place when one or more of the following conditions exists: 1) Your group is larger than 125 people; 2) Your event requires police personnel for crowd or traffic control; 3) Your special event requires you to obtain permits from two (2) or more departments; and 4) Special circumstances deemed by the Special Events Coordinator/Committee sufficient to require an application.

The Special Event Committee will review all requests and make a decision to permit the event based on the following criteria:

- Sponsorship (priority given to City of Mercer Island sponsorship)
- Event has local ties and/or interest.

- Priority of non profit events over 'commercial' for profit events.
- Avoid duplication of events.
- Number of events in a specific neighborhood.
- Overall impact on street access and closures.
- Consideration of day and date of event that might conflict with other activities (i.e. another special event, road work or construction project).
- Availability of support staff and city resources.
- References.
- History of an event.
- Acceptance of other effected agencies.

Please pay particular attention to the following park rules. Other rules may apply to your event.

- All garbage must be picked up and removed from the event location.
- All rented equipment of any kind must be removed at the conclusion of the event.
- Dogs are prohibited on beaches, active play areas and picnic areas, and school district grounds unless restrained by a leash or other similar physical restraint. Dogs are prohibited on beaches May 1 – September 30.
- Liquor, drugs, firearms, bonfires, and fireworks are prohibited in City parks.
- Vehicles are not allowed on park property except when authorized in designated areas.
- All City ordinances and codes must be followed.
- Circuses and carnival rides are not allowed in City parks.
- Helium balloons may not be released as part of a special event.

## **SPECIAL EVENT REQUIREMENTS**

- **Pre Event Coordination-** provide and submit all necessary pre-event information and documentation including any communications with City staff and other affected agencies; and meet all event requirements and criteria in a timely manner.
- **Documentation of volunteer event staff** – provide information of organization or group providing volunteer services (individuals providing traffic control/monitoring and lifeguarding services must be over 18 years of age). This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event.
- **Transportation/Parking Plan** – provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Metro Access, Sound Transit, DOT and City of Mercer Island Development Services Group that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Mercer Island. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than two weeks prior to the event.
- **Impacts to residents/neighborhoods, businesses, Metro Transit, Metro Access, Sound Transit, DOT and other agencies** – provide proof of any

communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. This communication should be completed four weeks prior to the event.

- **Traffic Control Plan** – provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an “Emergency Services Plan” (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire & emergency medical emergencies. Volunteers must be over 18 years of age.
- **Water Safety Plan** – a detailed water safety plan must be submitted for the swim portion of the event (i.e. Triathlons) with any corrective measures outlined in plan as required by the City of Mercer Island.
- **Concert Requirements** – must provide a promotional CD or cassette music tape for screening, adhere to City Noise Ordinance, and subject to post event evaluation.
- **Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles & Removal** – must provide documentation in the form of a work order or an invoice that these equipment needs/services have been arranged by the event organizer. The City of Mercer Island does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.
- **Security/Crowd Control and Special Event Supervision Staff** – any City requirements for uniformed public safety officers and/or other City staff will be determined and must be arranged by the event organizer. The cost of this service is the responsibility of the event organizer. This will be applicable to major events such as triathlons and concerts.

## **AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The ADA requires the City of Mercer Island and public accommodations to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.

## **RESTROOM FACILITIES**

Adequate and accessible restroom facilities are often limited or not available at special event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events.

# of People	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
# of Portable Restrooms										
0-500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

**SPECIAL EVENT FEE SCHEDULE**  
(Fee per day of event)

Anticipated Attendance	'A' No Entry Fee	'B' Entry Fee
1-150	\$100	\$400
151-1000	\$200	\$800
1001-5000	\$350	\$1,200
5001-10,000	\$550	\$1,600

- Groups that do not charge a fee to participate in their event are charged at rates in column 'A'. The fees charged to Column 'A' are according to the anticipated total attendance at the event.
- Groups that do charge a fee to participate in their event are charged at rates in column 'B'. The fees charged to Column 'B' are according to the anticipated participation (registration numbers).
- Fees are due, no later than thirty (30) working days, prior to the event.
- A \$20.00 non-refundable application fee is required.
- Additional permits and/or fees may be required from additional City Departments.

Additional charges for extra cleanup or damage to City property required by the event or other additional charges (i.e. final number of participants and/or City services), will be made at the conclusion of the event and shall be paid within 30 days of billing.

**REFUND POLICY**

The City of Mercer Island will refund your fee if for any reason you are not able to fulfill your agreement. **You must make your request for a refund in writing.** You will receive the following percentage of the fee paid if .....

- 100%** - an agency of the City of Mercer Island cancels the event.
- 90%** - you cancel no later than seven (7) days before the event.
- 80%** - you cancel less than seven days before the event.
- 0%** - you cancel less than 24 hours before the event.

**50% Same Day Cancellation:** If by chance your event is cancelled at the time of the event, due to weather, natural catastrophe or dangerous conditions to participants, you will receive a reduced refund. In most cases, in order to cover cost to the City, this refund will be at 50% of the fee paid.



City of Mercer Island  
 Parks and Recreation Department  
 2040 84<sup>th</sup> Avenue SE  
 Mercer Island, WA 98040  
 Phone: 206.236.3545

<p><b>Office Use Only</b>          Date Received: _____          Dept. Return to P&amp;R          in 10 days!          Staff: _____</p>
---

## SPECIAL EVENT APPLICATION- NOTICE OF INTENT

- Non-Refundable Application Fee: **\$20.00**
- Other fee deposits or permits may apply. Reimbursements to City for services incurred may also apply.
- Please allow 30 working days for City review.
- Some questions may not apply to picnic shelter rentals.

### APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ Time/s: \_\_\_\_\_

Set up Date/Time: \_\_\_\_\_ Take Down Date/Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Facilities Requested (**check as many as applicable**) Park  Street  Sidewalk/Trail

I-90 Ramp  Public  Private  Other (describe) \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Purpose and Description of Event: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Participation Fee: No\_\_\_\_ Yes\_\_\_\_ If yes, please explain how much? \_\_\_\_\_

---

## ATTENDANCE

Estimated Total Attendance: \_\_\_\_\_ Registered Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Volunteers: \_\_\_\_\_ Staff: \_\_\_\_\_

## EVENT SITE PLAN

Attach event map and site plan with the following indicated:

- Detailed event layout/route with directional arrows, street names.
- Placement and collection of signage, traffic control devices, barricades.
- Location of event staff, volunteers, traffic certified flaggers/monitors, and where police officers are needed.

Transportation and parking plans: \_\_\_\_\_

---

---

---

Plans for security/crowd control, first aid/medical assistance, and traffic route/intersection control:

---

---

---

Plans for portable toilets, garbage, sanitation & clean-up: \_\_\_\_\_

---

---

---

Plans for notifying all agencies impacted by your event (i.e. residents/businesses, Metro Transit, Metro Access, Sound Transit, and DOT):

---

---

Will food and/or liquor be distributed/sold at event? No\_\_\_\_ Yes\_\_\_\_ (please explain plans)

---

If applicable, please provide: Health Department Permit # \_\_\_\_\_ Expires \_\_\_\_\_

## **INSURANCE REQUIREMENT**

Evidence of insurance must be provided no less than 30 days prior to the event. You must provide an 'Endorsement Form' and name City of Mercer Island, 9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040 'Additional Insured' to all coverage on Insurance Certificate form CG2026 or its equivalent. Minimum limits as applicable: \$1,000,000 Commercial General Liability, \$2,000,000 Liquor Liability, \$500,000 Auto Liability. All limits and coverage may be adjusted to meet exposure determined by City Attorney. **Special Event Permit will not be issued until insurance has been approved.**

## **HOLD HARMLESS**

1. The applicant agrees to defend, indemnify, and save harmless the City of Mercer Island, its appointed and elective officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Mercer Island, its elected or appointed officials or employees directly or indirectly arising out of the permit issue hereunder for the event scheduled.
2. It is further provided that no liability shall attach to the City of Mercer Island, by reason of issuing this permit.

### **FEDERAL, STATE AND LOCAL LAWS, ORDINANCES AND CODES**

1. All terms, conditions and provisions of current law, including but not limited to Mercer Island City Code shall remain in full force and effect and shall not be altered by this permit. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating use of public property.

The Director, Parks & Recreation or appointee, may revoke, annul or terminate this application/permit if applicant fails to comply with any or all its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given him/her.

The applicant certifies that he/she has read and examined this application and know the same to be true and correct and agrees to comply with the terms and conditions contained herein.

**Print Name of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this application to:  
Special Events Coordinator  
City of Mercer Island Parks & Recreation Department  
2040 84<sup>th</sup> Avenue SE  
Mercer Island, WA 98040  
Phone: 206.236.3545 Fax: 206.236.3631  
[www.miparks.net](http://www.miparks.net)**

## **SPECIAL EVENT CONTACT LIST**

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

### **Washington State Dept. of Transportation (DOT)**

Phone: 206.440.4471

### **Metro Transit Transportation - King County Special Events Office**

Phone: 206.684.2772

### **Metro Access**

Phone: 263.4691

### **Sound Transit**

Phone: 206.398.5044

### **Seattle/King County Health Dept. – North**

Phone: 206.296.9791

### **Washington State Liquor Control Board**

Phone: 253.872.6432

### **Eastside Disposal (Rabanco)**

Phone: 425.646.2492

### **AABCO Barricade**

Phone: 1.800.559.6212

## **CITY OF MERCER ISLAND CONTACT LIST**

### **Nancy Woo, Special Events Coordinator**

Phone: 206.730.1514

### **Greg Brown, Parks and Recreation manager**

Phone: 206.236.3545

### **Jimmi Maulding, R.O.W. Maintenance Manager**

Phone: 206.236.7696

### **Walt Mauldin, Fire Division Commander**

Phone: 206.236.3603

### **Ed Holmes, Operations Commander (Police)**

Phone: 206.236.3519

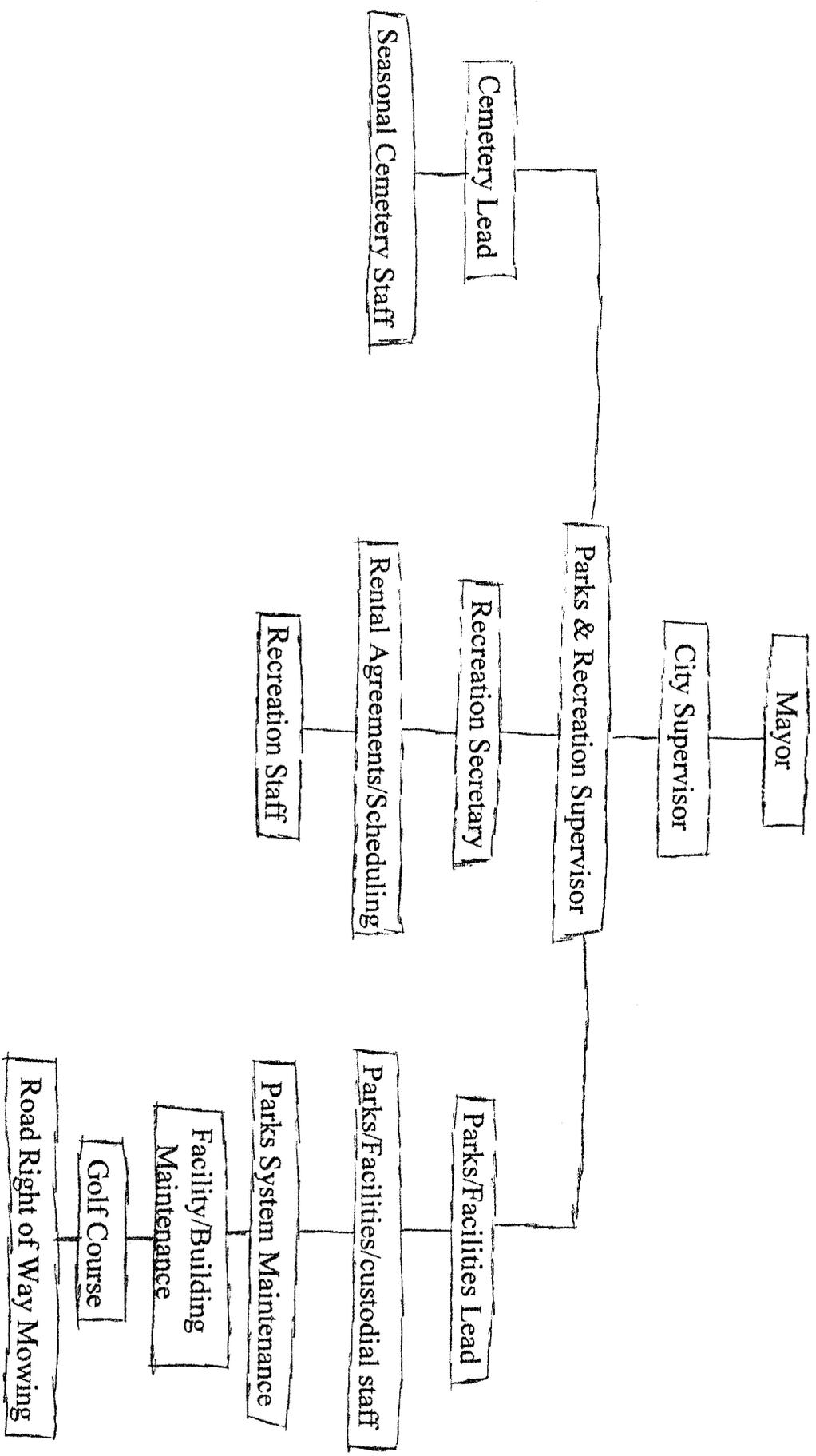
### **Nancy Fairchild, Transportation Planner (DSG)**

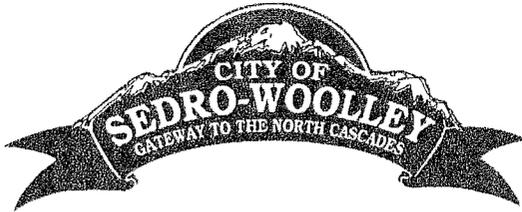
Phone: 206.236.3580



Parks & Recreation

# Organization





**Parks & Recreation**

---

## **Recreational Programs**

**Golf Leagues**

**Golf Lessons**

**Open Gym Basketball**

**Basketball Tournaments**

**Outdoor Basketball League**

**Organized Mariners/Seahawks Trips**

**Community education classes**

**Volleyball league**

# Rules for the Anacortes Off-Leash Dog Park

Persons who choose to enter the Anacortes Off-Leash Dog Park agree to the following rules as a condition of use:

1. Enter at your own risk. The City of Anacortes is not responsible or liable for injuries to dogs, their handlers, or others who enter the Off-Leash Dog Park. Handlers are responsible and liable for the actions of their dogs at all times.
2. This park is for dogs and their Handlers only. No other use, or type of animal, is permitted. Bicycling, running, smoking, eating, and littering are strictly prohibited.
3. Toddlers and infants are prohibited from entering the fenced dog park area. Older children must be accompanied by an adult who is responsible for their behavior and well being.
4. Handlers must keep dogs on-leash and under control when entering or exiting the off-leash area; otherwise, dogs should be off-leash within the off-leash area.
5. Handlers must close gates immediately after entering or exiting the off-leash area.
6. Handlers must remain inside the off-leash area with leashes, and within view and voice control of their dogs at all times.
7. Handlers must immediately clean up after their dogs and properly dispose of waste in the containers provided.
8. Handlers must stop their dogs from digging and immediately fill any holes dug.
9. Limit of three dogs per adult.
10. Dogs must be healthy, vaccinated, and collared with identification (no spiked collars). People who live within the city limits of Anacortes are required to have their dog(s) licensed by the City of Anacortes.
11. Dogs in heat and puppies under 4 months of age are prohibited.
12. Dogs showing aggression toward people or other dogs must be removed from the park. Dogs deemed vicious by the City of Anacortes are not allowed in the park.
13. Only small dogs and older dogs are permitted to use the Small Dog Area.
14. For emergencies or situations requiring Police assistance please call 911. Call 293-1918 for all other circumstances.