



Town of Skykomish Facility Usage and Standards for Issuance of Special Use Permits in Parks

This Policy Statement on Facility Use and Special Use Permits covers facility usage and all special uses in the Town of Skykomish parks.

Non- reserved areas which require no permit

When not reserved, the following day use facilities may be used by Skykomish residents and their guests on a first come-first served basis:

- **Skykomish Ball Park** – Baseball diamond, playground and cook shack.
- **Depot Park** – including Pump Track and Sawyer’s Park. Excludes miniature railroad tracks.
- **Railroad Avenue Park**
- **Maloney Creek Trailhead**

Maloney Store Meeting Area

The meeting area is available to rent. For more information, contact the clerk at (360) 677-2388.

Skykomish Visitor Center

The visitor center is available to rent. For more information, contact the clerk at (360) 677-2388.

Special Use Permits (the remaining document pertains to special use permits)

Special Uses are defined as activities which are not directly related to the day-to-day operations of the Town of Skykomish, but may occur on park land.

Priority usage is reserved for those in recreation programs, Town youth athletic organizations, Skykomish School District and other residential and business groups.

Facilities are not available to use at all times. Facilities that are used extensively may not be approved for use to allow for maintenance and turf recovery.

Facilities may not be used by groups for the purpose of profit or for fundraising uses by organizations other than non-profit 501C groups. Any event primarily for the personal, financial or corporate gain or commercial promotion will be denied.

Commercial use of facilities is prohibited except by concessionaires, production companies for filming, or others deemed to be in the best interest of the Town.

Application

Any organization wishing to sponsor or hold a special event in any Town of Skykomish municipal park will be required to complete the Town of Skykomish Special Park Use Application available at Town Hall.

Approved Uses

Tournaments	Civic Events
Cultural Events	Educational Events
Auto Shows	Music Concerts
Recreation	Reunions
Weddings	Art Shows

Standards for Approval

The Parks and Recreation Board shall recommend to the mayor and the mayor will issue a permit as provided for herein when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:

- 1) The conduct of the special use will not substantially interrupt other regularly scheduled park activities.
- 2) The conduct of the special use will not require the diversion of so great a number of Town staff that normal work activity cannot be accomplished.
- 3) The conduct of the special use is not reasonably likely to cause injury to persons or property.
- 4) Adequate sanitation and other required health facilities are or will be made available.
- 5) There are sufficient parking places in the park to accommodate the number of vehicles reasonably expected.
- 6) No special use permit application for the same time and/or location has already been granted.
- 7) The duration of time the reserved area or park is unavailable due to set-up, take down and the event is not so substantial to prevent normal public use for extended periods.
- 8) Egress is always maintained for emergency access.
- 9) Parking and security plans are developed and enforced.

Town Services Provided For Special Use

The Town may provide support for special uses on the following basis:

A. Town Operated Events: The Town may operate certain special events directly. The full cost of these events will be funded by the Town.

B. Co-Sponsored Events: The Town may co-sponsor certain events with other organizations when Town Council determines that the event is of general interest to the public and advances the Town's public image.

C. Non-Profit Events: The Town may assist other special uses operated by non-profit organizations. These events must meet the other requirements of the special use policy and must reimburse the Town for any Town costs. To qualify as a non-profit, the organization must be a non-profit as recognized by the State of Michigan or have 501C3 status. Organizations who have applied for non-profit status may be considered in this category.

For-Profit Uses: The Town may allow other special uses operated by for-profit sponsors, which are beneficial to the Town and the public subject to a rent for the use of the public property, which is approved for each event. These events must meet the other requirements of the special use policy and must reimburse the Town for any costs.

D. Civic, Cultural, Educational or Family Celebrations: Use by groups whose function is civic, cultural, educational or family celebrations (graduation, reunions, etc.) may be approved under this policy. These events must meet the other requirements of the Special Use policy and must reimburse the Town for any Town costs.

Fees for Special Uses

Application Fees

A \$47.00 application fee shall be paid when the application is filed. The application fee is returned if the use is not approved.

Rental Fees

Any organization wishing to hold an event will be charged a daily rental fee of \$350.00/day. The rental fees must be paid 30 days prior to the commencement of the event.

A reduction in fees may be considered for events of a small scale or if co-sponsored by the Town.

Town Services Fees

Any costs that the Town incurs as a result of the event will be charged to the applicant. These charges may include: public safety, sanitation and public services labor cost, equipment charges, purchased or rented materials, and contracted services.

An administrative fee 15% will be added to all costs.

The applicant will receive an estimate of the Town cost with the approved application.

A cash deposit, performance bond or other security acceptable to the Town will be required in an amount equal to the amount estimated by the Town to be billed for Town fees as described above. Invoices for services shall be issued within thirty (30) days of the event.

Special Event Signs

Any signs used for the event must conform to the Town of Skykomish Town Code chapter 18.5 unless approved by the mayor. If desired, the Town may assist with the hanging of banners.

Liability Insurance Requirements

In order to comply with the Town's insurance liability carrier, the Town shall require that all sponsors of special uses carry liability insurance with coverage of at least \$1,000,000. The applicant shall be required to provide a valid certificate of insurance naming the Town of Skykomish as an additional insured prior to the event. Higher levels of insurance based on risk factors and past experience may be required. Outcomes of past public events conducted by the group will contribute to the determination of risk category.

Each special use application will be reviewed and assessed for potential liability risk based on the following risk categories:

Class I – Low Hazard involves little physical activity by participants and no hazardous exposure to spectators.

Class II – Moderate Hazard involves moderate physical activity by participants and no significant hazardous exposure to spectators.

Class III – Substantial Hazard involves major participation by participants and/or moderate risk to spectators.

Class IV – High Hazard involves danger or significant risk to participants and/or spectators. Insurance coverage may not be required for uses classified as Class I and Class II depending on evaluation of risk.

Health and Safety

Traffic Control and Safety Requirements

The applicant shall be responsible for complying with all traffic control and safety procedures required by the Town during the event. The requirements will be indicated in the notice of approval and additional requirements may be made by the Town during the event as may be necessary for the safety of the public. Egress must be maintained at all times for emergency vehicles and for neighboring property owners.

Participant Waiver of Liability

The applicant shall be responsible for obtaining all signed indemnification agreements as required by the Town. Specific requirements may be indicated in the Town's written confirmation of approval.

Restrooms and Sanitation

The event organizer will be responsible to ensure that the event has enough portable restrooms (Sani-Cans) to meet the demands of the event. If there are not enough portable restrooms to meet the demands of the event or are full, the park will be immediately closed and the permit revoked.

In order to ensure that the applicant is aware of the expenses involved in renting these restrooms, the applicant shall demonstrate that they have secured an estimate for the appropriate number of portable restrooms needed for the event before submitting the application.

Garbage

The event organizer will be responsible to ensure that garbage is gathered and that the facilities are clean during and after the event. The organizer is responsible to remove garbage at the end of the event unless prior arrangements are made in advance.

Vendor and Concession

Any event that is serving food must have an Itinerant Merchant Permit from the Town of Skykomish and be approved by the King County Health Department. All food vendors must supply a valid certificate of insurance naming the Town of Skykomish as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary food license if required by the King County Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

Sale of Merchandise

The sale of merchandise in parks is not allowed without approval.

Alcohol in Parks/Public Places:

No alcohol may be consumed in parks or on public grounds except by special permit.

Amusements

No rides, amusements, petting zoos, dunk tanks, generators, concessions, hot or cold air balloons are allowed without special permission and/or permits as required by Town Ordinances.

Fires

Fires are permitted at the Ball Park exclusively in the BBQ stands and approved metal fire rings and only when a burn ban is not in effect.

Other Requirements

The Town Manager, or designee, may place requirements on any event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Public Services or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of the policy.

Reservations

Reservation of Annual Event Dates

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following years requested dates. Approval of the current year's application will include reservation of the next years proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for Town approval.

Written Confirmation of Town Approval

Upon approval of the special use application, a written confirmation will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held. The Town of Skykomish special use application must be completed for all special uses that take place in parks that are controlled by the Town of Skykomish.

Cook Shack Use

The special use permit holder may, for an additional fee, reserve the cook shack for the duration of the event and cause that the cook shack to be unavailable for general public use. If the cook shack is available to be reserved, the applicant will pay the appropriate fees.

Noise

The noise ordinance must be adhered to before, during and after the event.



Special Use Application

Directions: Complete this application and return it along with the application fee to the Skykomish Recreation Department ,119 4th Street, Skykomish, Washington, 98288.

Applications should be submitted at least 60 days prior to your event.

Name of the Event _____

Event Purpose: _____

Organizer's Name: _____

Phone: _____ Emergency Contact Phone _____

Email Address: _____

Organization Address: _____

Alternative Contact Name _____ Phone: _____

Agent's Title: _____

Agent's Address: _____

Event Location: _____

Number of Event Organizers, Security and Other Staff: _____

Number of People expected: _____ **Use Date:** _____

Event Start Time: _____ **End Time:** _____

Time wanted before and after event starting time: _____

Will there be an admission charge? Yes No If yes, what is the charge? _____

Describe completely the details of the event: _____

1. TYPE OF EVENT: Tournament Civic Cultural Educational Other _____

2. ANNUAL EVENT: Is this event expected to occur next year? Yes No

Office Use Only

_____ Itinerant Merchant Permit

_____ Parking Plan

_____ Security Plan

_____ Honey Bucket Reservation

_____ Insurance

_____ Police and Fire Notified

_____ Cook Shack Reservation
(extra fee)

_____ Camping Space Blackouts
(extra fee)

Initial: _____ Date: _____

**Town of Skykomish
General Rules and Regulations
INDEMNIFICATION AGREEMENT
for Special Use Permits**

HOLD HARMLESS AGREEMENT

I/We hereby request the use of the _____, and *agree* to abide by the Town's facility rules and regulations established pursuant there to relating to the town property use. I agree to keep the property clean and in orderly condition, and also agree to be responsible for any damages by my activities or use.

The **Town of Skykomish** reserves the right to change or cancel any part of this Agreement. Any use of alcohol requires a banquet permit. The user agrees to abide by all state and local laws regarding the use or handling of alcoholic beverages.

The **Town of Skykomish**, and its officers, employees, agents or elected officials hereinafter referred to collectively as "**The Town**" shall not be liable to the facility user for any damage to persons or property resulting from the negligence of others, or for any damage to persons or property resulting from the condition of the premises or other cause.

_____ agrees to indemnify and hold harmless the town against and from all claims by or on behalf of any person, firm or corporation arising out of or connected in any way with the facility user's use of Town Property, and or all parks belonging to the Town of Skykomish; arising out of or connected with any act of negligence or omission of the facility user, or any of its agents, servants or employees. In case action or proceeding should be brought against the Town by reason of such claim, the Town may, at its option, require the facility user to resist or defend such action or proceeding at facility user's own cost and expense by counsel reasonably satisfactory to the Town. Facility user shall obtain liability insurance in the amount of \$1,000,000 to cover this indemnity agreement and name the Town of Skykomish as an additional insured.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____



Special Use Approval

This form will be returned to applicant.

Estimated Charges for Special Uses

Special Use billings by the Town shall be itemized as follows:

Public Safety Employee Regular/Overtime	\$ _____
Public Services Employee Regular/Overtime	\$ _____
Equipment Charges	\$ _____
Purchased Material	\$ _____
Rented Material	\$ _____
Contracted Services	\$ _____
Special Requests	\$ _____
Administrative Fee 15%	\$ _____
NET TOTAL BILLING	\$ _____

Rental Fee:	\$ _____	Date Paid: _____
Total Estimated Costs	\$ _____	Date Paid: _____
Deposit:	\$ _____	Date Paid: _____

Insurance Received: Yes _____ Date _____ Not Required _____

Application Denied: _____ Date: _____

Approved as Submitted: _____ Date: _____

Approved with Exceptions: _____ Date: _____

Information for Applicant

Initial: _____ Date: _____