

2016 Policy Manual Parks Division



February 2, 2016

(Approved by the San Juan County Council)

San Juan County Parks, Recreation & Fair Department

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BUILDING RENTAL POLICY

San Juan County Parks may, from time to time, make park buildings available to rent by public, private, non-profit, or commercial organizations. These buildings may serve a variety of purposes, such as hosting private and corporate retreats, performances, and special presentations. This policy addresses the management and coordination of such activities on San Juan County park property.

This policy is constructed to provide guidelines for recreational and non-recreational activities at San Juan County Parks that require the exclusive use of park buildings. All other activities are covered under separate policies. The Director will consider applications to rent specified park buildings with the following conditions:

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This Policy is not to be used for picnic shelter or Eastsound Village Green Stage rentals; separate policies apply.

- A ***Building Use Permit must be obtained*** for each one-time exclusive use of the park building; a copy of the permit application is enclosed, and this policy statement comprises the “Terms of Permit Attachment.” Please apply for this permit no less than thirty (30) days in advance of the requested day of use.
- Each request to rent park buildings is ***reviewed on a case-by-case basis*** in the order in which it is received and is subject to building availability. Mid-week and weekend scheduling is available.
- A ***\$100.00 building use fee*** must be received with the Building Use Permit application. This fee covers a single day rental period (between the hours of 8:00am-10:00pm). Please make your check payable to San Juan County Parks and mail to the above address. Non-profit and service organizations may apply for a fee waiver or reduction (proof of non-profit status required with application).
- ***Failure to vacate premises*** by stated check-out time will result in an additional day's rental fee.
- A ***\$500.00 damage/cleaning deposit*** must be paid by separate check at the time of application. This deposit shall be refunded in full or in part, to the extent that all park property is maintained in the condition in which it was found. Any damage to park property or additional labor resulting from the party's use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages that exceed \$500.00.
- The Permittee ***agrees to protect, defend, hold harmless and indemnify*** San Juan County from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, submit a ***Certificate of Insurance and policy endorsements*** showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks & Fair named as additional insured.

Insurance coverage must be acceptable to the San Juan County Risk Manager. If liquor will be served, proof of *liquor liability insurance* must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, a copy of a *liquor license or banquet permit* must be submitted to the Parks Administration office.

- ***Any check returned*** for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of Special Event Permit. Party may be liable for costs required to collect on any monies due (minimum \$25.00 charge per collection).
- Out of courtesy for park staff housed at any park building, *use* of certain portions of the building ***may be restricted***.
- In the event of ***cancellation***, San Juan County Parks will retain 50% of the use fee, provided that at least 72 hours' notice is given. Please call (360) 378-8420 to cancel. Cancellations less than 72 hours in advance will forfeit full fee.
- ***Park quiet hours*** (10:00pm – 8:00am, unless otherwise stated) must be honored.
- ***Parking*** in the parks ***is limited***. Please use ***alternative transportation*** for guests.
- Any ***violation or non-compliance*** with the stated terms of this policy may result in immediate revocation of Building Use Permit and/or ejection from Park property.
- Where applicable, you may reserve up to two individual campsites within the campground, provided space is available. You may call (360) 378-1842, between 5 and 90 days in advance of stay ***to reserve campsites***. Reservation system policies will apply to all campsite reservations.
- All permits shall be of a ***temporary nature***, shall vest no permanent right and may be revoked upon 30 days' notice, or if the permit so states, upon shorter notice.
- **Park tenants must comply with all applicable San Juan County and Washington State regulations and must secure any permits required under those regulations.**

Please complete and sign the enclosed application form and return it to us with your certificate of insurance, use fee and damage/cleaning deposit well in advance of your requested event. The original permit and a copy will be mailed to you for signature.

Attachment: Building Rental Permit Application

COMMERCIAL USE POLICY COMMERCIAL & TOUR GROUPS

2016



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I. DEFINITIONS:

- a. **Park** – All parks and bodies of water contained therein, drives, trails, beaches, playgrounds, gardens and other park recreation, open space areas, boat ramps and launching facilities, buildings and all other facilities comprising the parks and recreation system of the County.
- b. **Commercial** - Any person, organization or group, for profit or non-profit, which is in the business of providing services primarily to tourists and park visitors.
- c. **Operator** – The owner or responsible representative holding a permit with San Juan County Parks & Fair Department.
- d. **Group** - In reference to camping, a party who will function as a unit for activities such as camping, socializing, and/or preparing and eating meals.
- e. **Permit** - a written authorization with terms and conditions, issued by the Director, authorizing a specific use of a County park property or facility.
- f. **Park Use** – Any use of a park, including but not limited to use of a beach or ramp, restrooms, trails, shelters, camping, or picnic areas.
- g. **Day Use Fee** – A per person or flat fee charged for permitted uses of a County park.
- h. **On base military recreation organizations.** United States Armed Forces organization, such as MWR, that provides free and discounted recreation to military personnel and their families.

II. GENERAL

- a. An operator must obtain a Commercial Use Permit to use a San Juan County Park for any commercial activity.
- b. Permits will only be issued for the following categories of Commercial activities: Kayaking, Bicycling, Camping, Hiking, Picnicking, and Scuba Diving.
- c. Commercial use is not allowed at any San Juan County Park, unless the park is listed in this Commercial Use Policy.
- d. Excepting V. UNANTICIPATED USE, if an operator uses a park prior to paying fees, use fees and a \$25 billing fee are due by the end of the month.
- e. Vessel rental operations are not allowed at any of the San Juan County Parks. Rental kayaks may not be dropped off or retrieved by the operator at any San Juan County Park.
- f. Permit and/or fees may be waived for on base military recreation organizations.

III. PERMIT TERMS

All commercial use permits include the following terms. Additional terms may be added by the Parks and Fair Director as needed for a specific park or permitted use (SJC Code 12.08.040). The holder will:

- a. Operate only in County Park/s listed on the face of the permit;
- b. Operate their business in a courteous manner and will not discriminate on the basis of race, ethnic origin, gender, marital status, age, or religion;
- c. Abide by all applicable Park, County, State, and Federal laws, regulations and policies;
- d. Pay all applicable fees as prescribed by Parks Department policy; not solicit for business services within a county park without prior Director written approval (includes advertising); have a valid permit copy available for park staff review any time the holder operates in a park;
- e. Abide by any additional terms indicated on the permit and/or by Parks Department policy.

All permits shall be of a temporary nature, shall vest no permanent right and may be revoked upon 30 days' notice or if the permit so states, upon shorter notice.

I. LIABILITY INSURANCE

San Juan County Parks requires Commercial General Liability insurance prior to issuance of permit. A CERTIFICATE OF INSURANCE must be submitted with permit application. The insurance must be written on an “occurrence” basis and be so indicated on the Certificate. Claims made policies will not be accepted. Exceptions to the condition of insurance coverage may be granted by Parks and Fair Director, San Juan County Risk Manager, and County Manager agreement.

The wording on the Certificate of Liability Insurance should include: “The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as: ”San Juan County through the San Juan County Parks & Fair Department, 350 Court Street #8, Friday Harbor WA 98250.”

An Additional Insured policy endorsement (may be known as a CG 20 26 11 85, though not all insurance companies use this form) valid for the operating period must be attached to Certificate.

II. UNANTICIPATED USE

In the event of an unanticipated park use by a commercial/tour group, the operator must apply for a permit within 48 hours after the use and pay all permit & use fees.

III. APPLICATION FEE

The required \$100 application fee is enclosed (*all commercial businesses*) with application.

IV. USE FEE TABLE

We hope this table will help you to calculate the fees due for commercial use of the different San Juan County Parks. Note that for all parks ***except San Juan County Park***, you select either per use fees OR an annual use fee, not both.

Park	Permit fee	per trip use fees	←OR→	annual use fees
Annual application fee	\$100 annual fee-covers all parks specified			<i>See Below</i>
San Juan Park	See above	\$8.00 per guest*		Not applicable
SJI Day Parks** & Shaw County Park **(<i>limited use</i>)	See above	\$100/single trip (≤15 people @ Shaw)		\$500 annual/unlimited trips (≤15 people/trip @ Shaw)
Lopez Island Parks	See above	\$80 single trip, ≤8guests		\$700 unlimited trips, ≤8 guests
A ‘trip’ may include visits to	See above	\$160 single trip, ≤14 guests		\$1,400 unlimited trips, ≤14 guests
more than one Day	See above	\$280 single trip, ≤24 guests		\$2,450 unlimited trips, ≤24 guests

*pay at park at time of use

This table does not include charges for parking, camping, reservation or other fees – pay at the park. Fees are subject to change to reflect increases in the Consumer Price Index for All Urban Consumers (CPI-U).

POLICY FOR SAN JUAN COUNTY PARK (2 pages)

The following additional policy and procedures apply to the use of the San Juan County Park located at 50 San Juan Park Drive, San Juan Island. Additional terms of operation are found on the permit document.

- 1) **Use Fees** are based on the number of clients participating in each trip. Fees apply for one start /stop (one round-trip) for trips that originate and terminate at a park. Trips that exclusively originate, temporarily stop, or terminate at the park are also subject to fees.
 - a) Use fee is \$8.00 per guest per trip.
 - b) Launch fees are due at the time of each use or by making a minimum deposit of \$300.00 at the time of permit application. Parks will issue a monthly bill for the amount due. Payments will be due within 14 days of billing date. If a second billing is required, a \$25.00 billing fee will be added to the bill, payable immediately upon receipt.
 - c) Use fees must be paid at the park, not at the Parks & Fair Administration office.
 - d) Commercial operators are responsible for signing in when arriving at the park for each use.
 - e) Failure to sign in may result in immediate suspension of the operator's use permit. Multiple failures to sign in may result in permit revocation.
 - f) Kayak storage racks may be available for monthly rental by arrangement through the Park Manager. \$15/foot (width); 9 boat, \$135 minimum.
- 2) **Parking. Operators are discouraged from parking vehicles and/or trailers in the park.** Limited parking for vehicles and trailers is located across from the boat ramp. Parking, loading, and offloading allowed in designated parking areas only (no parking by the beach or on boat ramp). Daytime parking in the trailer parking area is free for one (1) hour or \$25.00 per day. There will be no parking of commercial operator vehicles in the day use area, except when using the day use park. Commercial trip guests may not park their personal vehicles in the park, unless they are renting a campsite.
- 3) **Boat Ramp and Beach Launching Procedures.** All commercial operations must abide by the following procedures when launching commercial kayak trips:
 - a) Maximum group size is 30 guests per hour for each company, excluding bona fide trip guides.
 - b) Hand-carry craft should be walked down the kayak launch path beach access point. Kayaks may not be carried on the boat ramp to launch or retrieve. Staging and launch preparation should occur at least 20 feet away from a boat ramp and kayak launch path to reduce congestion and allow for trailer-launched boat staging.
 - c) Operators should stage boats perpendicular to the shoreline with a maximum of 5 feet between boats.
 - d) Boats may be stored on the beach for a maximum of two (2) hours. However, if boat storage prevents other users from launching, the operator shall immediately remove boats from the beach when not preparing to launch.
 - e) Boats may not be stored on the grass.
- 4) **Camping.** Commercial groups may not camp in Hiker/Biker/Kayaker site. Commercial camping reservations must be made through the main Parks & Fair Office.

Additional Terms for operators using San Juan County Park to launch vessels from May 13, 2016 to September 26, 2016.

1. **Guide and Guest Training:** *All trip guides* and guests must complete County Parks approved KCC training prior to using San Juan County Park for launching or stopping. This term can be accomplished in two ways:
 - a. Guides complete the Kayaker Code of Conduct (KCC) training for guides in advance of park use and are placed on the approved guide list that will be held at SJP. Guides will then be responsible for giving KCC training to guests and collecting signed pledge forms prior to launching or when stopping at SJP.
 - b. Guides and guests attend the KCC program at SJP prior to launching, for each trip using the park until the guide(s) have attended the training described in 1.a. The training at SJC Park does not qualify as guide training for future trips.
2. **Guide Identification:** All guides participating in commercial trips at San Juan County Park must obtain a County issued identification card. SJC Parks will provide the procedure for obtaining the identification cards.
 - a. Operator must submit a list of all guides that will participate in trips from San Juan Park for the term of the permit a minimum of two weeks in advance of first park use. If there is a change in guides, the operator is required to submit an up-to-date guide list a minimum of 7 days prior to guide participation in operations at SJP.
 - b. All guides are required to display their photo identification card, clearly visible on their person, while participating in guided trip operations at SJP.
3. **Vessel Identification:** All permitted commercial kayak company vessels launching from San Juan Park are required to display a identification in the following manner:
 - a. A disc measuring a minimum of five (5) inches in diameter on both sides of the hull, within one (1) inch of the deck/hull seam and within twenty four (24) inches of the bow end. The disc must be in a contrasting color(s) to the vessel hull.
 - b. Vessels rented by private kayakers with operator identification as described in 3. a., ***may not launch or return to SJC Park***, unless participating in a permitted guided trip launching or landing from SJC Park.
4. **Permit Revocation:** Commercial companies that receive a warning or violation for activities related to marine mammals from an enforcement officer may have their permits revoked or suspended.

POLICY FOR SAN JUAN ISLAND COUNTY DAY PARKS
AND SHAW COUNTY PARK

The following policy and procedures apply to the use of the Reuben Tarte County Day Park, located off San Juan Drive and Turn Point County Day Park, located off Turn Point Road at Pinedrona Lane, and at Shaw County Park on Shaw Island.

- 1) **Beach Launching Procedures at Turn Point County Day Park and Shaw County Park.**
All commercial operations must abide by the following procedures when launching commercial kayak trips.
 - a) Maximum group size is 15 guests per hour for each company, excluding bona fide trip guides.
 - b) Boats may be stored on the beach for a maximum of two (2) hours. However, if boat storage prevents other users from launching, the operator shall immediately remove boats from the beach when not preparing to launch. Boats may *not* be stored on the grass.
 - c) Operators should stage boats perpendicular to the shoreline with a maximum of 5 feet between boats.
 - d) Commercial vehicles/trailers may park for up to two hours maximum. NO parking is allowed for client vehicles; 15 minute loading or unloading only. NO OVERNIGHT PARKING.
 - e) At Shaw County Park, hand-carry craft can be walked down the boat ramp or beach access point. Staging and launch preparation should occur at least 20 feet away from a boat ramp to allow for trailer-launched boat staging.
- 2) **At Shaw County Park**, dropping off/picking up clients or equipment is not permitted; nor is parking allowed in the park for vans, trailers, guides, or guests of commercial trips, with the exception of those camping in the park.
- 3) Commercial operators **must submit an accounting** of their use of each park to the Parks & Fair Administration office no later than November 30 each year. This accounting must include a record of park use, including the park visited, dates of park use, and the number of people participating for each date.

Congregate only on San Juan County Parks property; please respect private property.

****Kayak launching and/or retrieving is prohibited at Reuben Tarte County Day Park.** Park may be used for day use stops only. Overnight use is prohibited.

****Commercial Operators may not use Eagle Cove County Day Park on San Juan Island.**

POLICY FOR LOPEZ ISLAND COUNTY PARKS

COMMERCIAL OPERATOR AND GROUP USE. The following policy and procedures apply to the use of the Odlin County Park, Agate Beach County Day Park, Otis Perkins County Day Park, and Shark Reef Sanctuary, all located on Lopez Island.

1) Use Fees:

- a) Fees apply for any start /stop (one round-trip) for trips that originate and terminate at a park. Trips that exclusively originate, temporarily stop, or terminate at a park are also subject to fees.
- a) An operator may run multiple single trips, paying this rate for each trip:
 - i) \$80 use fee for a single trip with no more than 8 guests
 - ii) \$160 use fee for a single trip with no more than 14 guests
 - iii) \$280 use fee for a single trip with no more than 24 guests
- b) An operator may run unlimited trips in a season, paying these rates for the season:
 - i) \$700 use fee for multiple trips with no more than 8 guests
 - ii) \$1,400 use fee for multiple trips with no more than 14 guests
 - iii) \$2,450 use fee for multiple trips with 15-24 guests
- c) Fee must be paid at time of application.

2) Boat Ramp and Beach Launching Procedures. All commercial operations must abide by the following procedures when launching commercial kayak trips:

- a) Congregate only at designated areas on San Juan County Parks property; please respect private property.
- b) Hand-carry craft can be walked down the boat ramp or beach access point. Staging and launch preparation should occur at least 20 feet away from a boat ramp to allow for trailer-launched boat staging.
- c) Boats may be stored on the beach for a maximum of two (2) hours. However, if boat storage prevents other users from launching, the operator shall immediately remove boats from the beach when not preparing to launch. Boats may not be stored on the grass.

3) Operators are discouraged from parking vehicles and/or trailers in any of the parks. Limited parking for vehicles with trailers is available in designated spaces only at Odlin County Park, as directed by Park staff. There will be no parking of commercial operator vehicles in any day use areas, except when directed to do so by park staff.

4) Commercial operators must submit an accounting of their use of each park to the Parks & Fair Administration office no later than November 30 each year. This accounting must include a record of park use, including the park visited, dates of park use, and the number of people participating for each date.

5) *There is no parking of commercial vehicles or combinations over 20' in length allowed at Agate Beach County Day Park in July & August.*

6) Commercial operations are not allowed at Blackie Brady Memorial Beach or Mud Bay Beach on Lopez Island.



EASTSOUND VILLAGE GREEN SPECIAL USE APPLICATION - *PUBLIC Events* 2016

Thank you for considering Eastsound Village Green for your event.

Eastsound Village Green is under the management jurisdiction of the San Juan County Parks & Fair Department. The Department makes the Village Green and Stage available for reservation, in whole or in part, for a variety of community special events throughout the year. Please note the Orcas Island Farmers Market Association reserves a portion of the Park for its weekly Saturday market during the spring, summer and early fall.

Requests to use Eastsound Village Green will be evaluated to determine which of the following two options apply: Parks & Recreation Commission sponsorship or a special use permit. The following two sections outline the criteria and terms for events. Events that meet all the criteria in section I may be sponsored by the Commission and would not be required to obtain a permit, however, event coordinators are required to sign a volunteer contract with San Juan County Parks & Fair Department. Events that do not meet all of the requirements of Section I are required to obtain a permit as described in Section II.

I. Parks & Recreation Commission Sponsored Events

The Commission will consider sponsoring community events when they meet the following criteria:

1. Event involves no commercial advertising of any kind, except for public notice, whether a for-profit organization or non-profit.
2. Event is open to and of interest to the public at large.
3. No fees or donations are collected during the event other than those made directly to the SJC Parks & Fair Department.
4. San Juan County Parks & Fair will be identified as a sponsor in all event notices.
5. Event organizers will sign a volunteer agreement with SJC Parks & Fair Department.

II. Special Use Permit

Events sponsored by other organizations, whether for-profit or not-for-profit, must obtain a Special Use Permit prior to any use of a county park.

Special use of the Village Green facilities is governed by the following policies and terms as defined in Section V.:

- **Special Use** is defined as any authorized use other than casual public day use of the park.
- A **Park Special Use** Permit is required for this one-time use of the park (SJC Code 12.08.040). Completed **Park Special Use Application** should be submitted no less than sixty (30) days in advance of the event date.
- Provide Liability insurance as described in Section III.
- Pay fees as outlined in Section IV.

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I. EVENT/GROUP INFORMATION

Name of Group: _____
 Name of Event or Activity: _____
 Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ Fax: _____
 Alternate Phone: _____ E-mail: _____

II. USE DETAILS

- A. Requested date/s and hours for Park Use:
- B. Est. total number of people to use the Park:
- C. Will food be served? (Temporary Food permit required) Yes No
- D. Will alcohol be served? Yes No

NOTE: All alcoholic beverages are prohibited in the park, except by approved WSLCB banquet permit or Special Occasion License.

- E. Will you charge admission fees? Yes No
- F. The Park is divided into 4 potential rental sites, plus the stage (refer to enclosed map). Tell us your preferred site numbers and describe the area you wish to use and how you will be using it. Annual events have priority on their traditional dates. We will assign space as needed to best accommodate park users.

- G. Please describe any special needs or other pertinent information regarding your use of the park:

III. LIABILITY INSURANCE, LIQUOR SERVICE

You agree to *protect, defend, hold harmless and indemnify San Juan County* from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, *submit a Certificate of Insurance* and policy endorsements showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks & Fair named as additional insured. Insurance coverage must be acceptable to the San Juan County Risk Manager.

If liquor will be served at an event, *proof of liquor liability insurance* must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than

seven (7) calendar days prior to the scheduled event, *a copy of a special occasion license or banquet permit (available on line at <http://liq.wa.gov/>)* must be submitted to the Parks Administration office.

If you do not have this insurance coverage through your insurance agent, we can provide you with event insurance at a reasonable cost. Please request a copy of our separate *Special Event Insurance* information sheet.

- A. Date of Certificate Validation: _____
- B. Date of Expiration: _____
- C. _____ I've attached one copy of our Certificate of Insurance *AND* policy endorsements*
*Permit will not be issued without all current insurance documents.
- D. _____ I will be purchasing Special Event insurance from San Juan County Parks.

IV. FEES AND PAYMENTS

<input type="checkbox"/> Space #1 rental 10/1-10/31, 4/1-5/31: \$100/space/day	<input type="checkbox"/> 6/1-9/30: \$150/space/day
<input type="checkbox"/> Space #2 rental 10/1-10/31, 4/1-5/31: \$100/space/day	<input type="checkbox"/> 6/1-9/30: \$150/space/day
<input type="checkbox"/> Space #3 10/1-10/31, 4/1-5/31: \$100.00/day	<input type="checkbox"/> 6/1-9/30: \$150/space/day
<input type="checkbox"/> Space #4 (includes Stage) 10/1-10/31, 4/1-5/31: \$100.00/day	<input type="checkbox"/> 6/1-9/30: \$150/space/day
<input type="checkbox"/> Stage ONLY (no surrounding space) w/electricity year 'round: \$50.00/day	
<input type="checkbox"/> Whole Park, with Stage 10/1-5/31: \$400.00/day	<input type="checkbox"/> 6/1-9/30: \$600/ day
<input type="checkbox"/> Any single space rental 11/1-3/31: \$50/space/day	
<input type="checkbox"/> Add cost for portable toilets for 2 or more spaces &/or 200 people = Market rate + \$25	

- For events renting at least 2 of the 4 sites and/or expecting 200 or more participants on the Green, a fee for one (1) **portable toilet** will be charged in addition to the park site rental fees. San Juan County Parks and Fair will have the toilet delivered in advance of your party's activity and picked up at the conclusion of the event. This portable toilet is in addition to the public toilets already provided by the County at the Village Green.
- To secure your space, please include a **\$25.00 non-refundable deposit** with the application. Please make your check payable to San Juan County Parks & mail to the above address. This amount will be applied to your payment. Final payments will be due 14 days prior to your event (remember to deduct \$25.00 from total amount due).
- A **\$500.00 damage/cleaning deposit** must be paid by separate check when you return your signed copy of the permit. This deposit shall be refunded in full or in part, to the extent that the park is maintained in the condition in which it was found. Any damage to park property or additional labor resulting from the party's use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages, which exceed \$500.00.
- **Cancellations.** Changes or cancellations made 30 or more days in advance of the day reserved are subject to a cancellation fee of 10% of the Event Fee, 14-29 days in advance a 25% fee, 3-13 days a 50% fee, and less than 72 hours in advance are *non-refundable*.

V. PERMIT TERMS

A Special Event Permit includes the following terms. Additional terms may be added by the Park and Fair Director as needed.

- **No parking** will be permitted in the park at any time without prior written approval. Participants in the event will be permitted to drive onto the property for the purpose of loading and unloading only. Please be sensitive to potential park damage when driving in the park.
- The **fire lane**, the gravel access way on the north and west sides of the Green, must remain open at all times. Permit Holder will assure that the **park property is maintained in the condition** in which it was found. The Permit Holder may be held liable for any **damage** to park property or additional labor resulting from your organization's use. No parking in neighboring lots.
- Permit Holders are responsible for providing & servicing **extra trash receptacles**. Trash pick-up must be managed throughout the event. In the event that there is a noticeable increase in park litter, as determined by park staff or its representatives, a fee amount adequate to cover removal costs will be charged to the sponsoring organization.
- Permit Holder shall furnish all materials for erecting exhibits and shall **keep said space in a neat and orderly manner**. Permit Holder will assure that the park property is maintained in the condition in which it was found.
- Permit Holder agrees to **protect, defend, hold harmless and indemnify** San Juan County from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, submit 1.) a Certificate of Insurance showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks and Fair named as additionally insured and 2.) Additional Insured policy endorsement (may be referred to as a "CG 20 26 11 85", though not all insurance companies use this form). Exceptions to the condition of insurance coverage may be granted by agreement of the Parks and Fair Director, San Juan County Risk Manager, and County Manager agreement.
- **Insurance policy must cover all dates** of event, **including** any additional days used to **set up and take down** the event.
- The **scheduled hours** of the event must be identified in the application. Out of respect for our Eastsound neighbors, we must ask that all formal activities, including music, are concluded no later than **9:00pm**, allowing for clean up and exit from the park prior to the Park's 10:00pm closing time.
- **Permit Holder** will perform a sound level check **prior to and** during the performance sound, using the sound meter provided in storage room. Sound shall be no more than **75 dB(A)** taken at a point 100' in front of center stage.
- Permit Holder shall be responsible for securing a **Washington State Sales Tax Number**, either temporary or regular, for sales of goods at the event.
- Any **violation or non-compliance** with the stated terms of this policy may result in immediate cancellation of Park Use Contract and/or ejection from Park property.
- **Any check returned** for non-sufficient funds, stop-payment or any other reason will result in immediate cancellation of Park Use Contract. Permit Holder may be liable for costs required to collect on any monies due (minimum \$25.00 charge).
- **Sub-letting** of Park property/space to another organization/entity for another event **not allowed**.

- Permit Holder agrees to comply with all **applicable** state or local health, fire, electrical and safety codes and **county parks rules and regulations**, and must secure any permits required under those regulations. Permit Holder will take immediate corrective action when notified of violations.

NOTE that this in an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the Parks office prior to the event or activity for final approval by the Parks and Fair Director.

The Parks and Fair Director ***may decline to issue*** a Special Event Permit for events that do not meet our management criteria. Appeals of the Director’s decision must be submitted in writing to the Parks & Recreation Commission, whose decision shall be final. (SJC Code 12.08.310).

By signature below, I hereby agree to comply with all terms of this permit application.

→ APPLICANT’S SIGNATURE _____

Washington State Tax ID Number _____

Application date:* _____

***PLEASE – To best ensure facility availability for your event, please allow us *at least 30 days* to process your request. Earlier application is greatly appreciated!**

Permit will be approved / denied at least 14 days prior to the requested use date, provided complete application materials are received at least 30 days in advance of park use. All permits shall be of a temporary nature, shall vest no permanent right and may be revoked without advance notice.

Please return your completed application with insurance documents and fee payment to:

**San Juan County Parks
350 Court Street #8
Friday Harbor, WA 98250**

FOR OFFICIAL USE ONLY

Application complete Certificate of Insurance included Exp. date _____

Policy current \$1,000,000 coverage Park named Add'l Insured Policy End's

Payment \$ _____ Check number _____ Receipt number _____

Application accepted by _____ Application denied by _____ Reason: _____

Rules/checklist sent (Stage) Light instr'ns sent (Stage) lock combo sent Signed permit on file

Portable toilets ordered Date _____ From _____

For delivery _____ Pick up date _____ Comments: _____



For orientation purposes, Farmers Market typically uses the space contained within the blue rectangle for its regular Saturday Market, May through September.



POLICY FOR NON-COMMERCIAL GROUP USE OF SAN JUAN COUNTY PARKS 2016

This policy is intended only for groups who use a park for *any non-business related activity*. Qualified groups would include most schools, Scout troops, church groups, non-profit organizations that primarily provide services to a membership group or those with special needs, and family or friend groups. For those who are in the business of providing services primarily to tourists and park visitors, please refer to our Policy for Commercial Use.

I. DEFINITIONS

- a. **Park** – All parks and bodies of water contained therein, drives, trails, beaches, playgrounds, gardens and other park recreation, open space areas, boat ramps and launching facilities, buildings and all other facilities comprising the parks and recreation system of the County.
- b. **Group** - In reference to camping, a party who will function as a unit for activities such as camping, socializing, and/or preparing and eating meals.
- c. **Reservation** - Advance scheduling for campsite space, room space, or other park area or facility.
- d. **Day Use** – Any use of a park, including but not limited to use of beach or ramp, use of restrooms or picnic areas.

II. POLICY FOR GROUP USE: The following policies apply to all San Juan County Parks.

- a. **Group Site Camping.** Designated group campsites may be reserved by groups. The primary group sites have a maximum occupancy of 40 at Odlin County Park, 30 at San Juan County Park, and 15 at Shaw County Park.
- b. **Camping Reservations.** Please call 360-378-8420 in advance to see if desired dates are available. Written reservation request forms must be received at least 14 days in advance of the requested date to ensure space. Payment of full campsite fee plus reservation fee for the reservation requested is due at the time the reservation is made.
- c. **Reservation Cancellations.** Cancellations made 30 days or more in advance of the first day reserved are subject to a 25% cancellation fee, 3-29 days incurs a 50% fee, and less than 72 hours in advance are non-refundable. No refunds issued at park.
- d. **Failure to Occupy a Reserved Campsite.** No shows for a campsite reservation will be charged all fees for the duration of the reservation. Any unpaid fees are due immediately.

III. FEES. Current Fee Schedule is also available from the Parks and Recreation office.

350 COURT ST #8

FRIDAY HARBOR WA
98250

(360) 378-8420

fax (360) 378-2075

e-mail parcs@sanjuanco.com

[www.sanjuanco.com/
parcs](http://www.sanjuanco.com/parcs)



**COMMERCIAL USE PERMIT APPLICATION
NON-RECREATIONAL ACTIVITIES**

A *Commercial Use Permit must be obtained* for this one-time use of a park. Application for this permit should occur no less than sixty (60) days in advance of the first day of requested use.

Each use request is reviewed on a case-by-case basis in the order in which it is received. Requests for park use *before May 15 and after October 15 and mid-week* are more favorable than other times. Requests that do not require exclusive use of parks are more likely to be approved.

DEFINITIONS:

- a. **Park** – All parks and bodies of water contained therein, drives, trails, beaches, playgrounds, gardens and other park recreation, open space areas, boat ramps and launching facilities, buildings and all other facilities comprising the parks and recreation system of the County.
- b. **Commercial** - of or relating to a business or private enterprise.
- c. **Permit** - a written authorization with terms and conditions, issued by the Parks and Fair Director, authorizing a specific use of a County park property or facility.

350 COURT ST #8
FRIDAY HARBOR WA
98250
(360) 378-8420
fax (360) 378-2075
e-mail
Parks@sanjuanco.com
www.sanjuanco.com/parks

CONTACT INFORMATION

Name of Company: _____
 Owner's Name: _____
 Contact Name (if other than owner): _____
 Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Phone: _____ Fax: _____
 Alternate Address: _____
 City: _____ State: _____ Zip Code: _____
 Alternate Phone: _____ E-mail: _____

PERMIT DETAILS

A. Activities to be conducted in the park: _____

 B. Park(s) requested for use: _____
 C. First Requested Date for Park Use: _____
 D. Estimated Total Number of Days of Park Use: .. _____
 E. Est. Total Number of People To Use the Park: .. _____
 F. Estimated Maximum Group Size: _____
 G. Transportation Plan (please explain how many and what type of vehicles will be in the park): _____

BUSINESS/ORGANIZATION INFORMATION

Brief Summary of Business/Organization History:

LIABILITY INSURANCE*

The Permittee agrees to **protect, defend, hold harmless and indemnify San Juan County** from and against any and all losses, liabilities or damages arising out of this event.

San Juan County Parks requires Commercial General Liability insurance prior to issuance of permit. A CERTIFICATE OF INSURANCE must be submitted with permit application. The insurance must be written on an “occurrence” basis and be so indicated on the Certificate. Claims made policies will not be accepted. Exceptions to the condition of insurance coverage may be granted by Parks and Fair Director, San Juan County Risk Manager, and County Manager agreement.

The wording on the Certificate of Liability Insurance should include: “The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as ”San Juan County through the San Juan County Parks & Fair Department, 350 Court Street #8, Friday Harbor WA 98250.”

An Additional Insured policy endorsement (may be known as a CG 20 26 11 85, though not all insurance companies use this form) valid for the operating period must be attached to the Certificate.

A. Date of Certificate Validation: _____

B. Date of Expiration: _____

C. ___ I've attached one copy of our Certificate of Insurance *AND policy endorsements**

**Applications will not be accepted without all current insurance documents attached.*

Property damages deposit or bond of up to \$100,000.00 may be required. Any damage to park property or additional labor resulting from the Permittee’s use will result in forfeiture of all or part of the deposit. The Permittee may be held liable for any additional damages, which exceed deposit or bond amount.

APPLICATION FEE

A **\$100 application fee** must be received with the Commercial Use Permit application. This fee covers application costs only and is non-refundable.

___ The required \$100 application fee is enclosed (*all commercial businesses*).

USE FEES

Use fees will be determined by the Director based on the location, size, and potential impact of the proposed use. Fees will be a minimum of \$100 per day up to a maximum of \$2,000 per day.

PERMIT TERMS

A commercial use permit includes the following terms. Additional terms may be added by the Parks & Fair Director as needed for a specific park or permitted use.

- The **maximum duration** of a non-recreational commercial use per applicant is 90 days in a 24-month period.
- Applicants **agree to operate** in a manner that 1) is compatible with the activities of park visitors; 2) does not damage facilities or resources or interfere with park operations; 3) does not disrupt wildlife; 4) does not imply the endorsement of the Parks & Fair Department or the content of materials produced; 5) acknowledges the cooperation of the Parks & Fair Department; 6) is not inconsistent, in the judgment of the Parks & Fair Department, with the intended uses of the park.
- You agree that **no trash** be created as a result of this activity. In the event that there is a noticeable increase in park trash or litter, as determined by Park staff, **an amount adequate to cover removal costs will be added to the use fees charged.**
- If required by the Director, the Permittee agrees to **provide portable toilets** (quantity will be determined based on group size, type of activity and duration of park use) *at your expense* for the duration of the Permit. Local vendors are available. Delivery, placement, and pick up must be coordinated in advance with park staff.
- **Carpooling and alternative transportation** are strongly encouraged and should be outlined in this permit application (see Transportation Plan in Section II. Permit Details).
- The **scheduled hours** of operation are to be determined. Out of respect for our neighbors and regular camping clients, activities should begin no earlier than 8:00 a.m. and conclude no later than 9:00pm, except by special approval of the Director.
- **Location and layout of all temporary facilities must be coordinated** with the Director or agent, who may require that the area in use be cordoned off.
- **No electrical hook-up** to park facilities is available.
- Any **check returned** due to non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of Commercial Use Permit. The Permittee may be liable for costs required to collect any monies due.
- Any **violation or non-compliance** with the stated terms of this policy may result in immediate revocation of Commercial Use Permit and/or ejection from Park property.

By signature below, the Group Leader hereby agrees to comply with permit terms.
→ APPLICANT’S SIGNATURE _____

Permit will be approved/denied at least 14 days prior to the requested use date, provided complete application materials are received at least 30 days in advance of park use. All permits shall be of a temporary nature, shall vest no permanent right and may be revoked upon 30 days' notice or if the permit so states, upon shorter notice.

FOR OFFICIAL USE ONLY

- A. ___ Application Accepted ___ Application denied: Reason: _____
- B. _____ Check number _____ Receipt number _____
- C. _____ Check number _____ Receipt number _____
- D. _____ Check number _____ Receipt number _____



CAMPING RESERVATIONS

350 COURT ST #8
FRIDAY HARBOR WA
98250
(360) 378-8420
fax (360) 378-2075
e-mail Parks@sanjuanco.com
[www.sanjuanco.com/
parks](http://www.sanjuanco.com/parks)

- **Reservations are not required** for camping at any of the San Juan County Parks, but are **strongly recommended** during the summer.
- **Campsite reservations** may be made a minimum of 5 days and a maximum of 90 days in advance of stay. **Reservations are accepted** from the first Monday in March through October 15 each year.
- **To make or cancel a campsite reservation**, please visit www.sanjuanco.com/parks at any time and click on “Make Campsite Reservations”. If you cannot access the internet to make or cancel a reservation, please call Parks Reservations at 360-378-8420.
- **Only one campsite** may be reserved in each reservation.
- **\$7.00 reservation fee is non-refundable.**
- The **campsite fee** (not applicable to Walk-In and Group Camps) includes **up to 4 people and 1 vehicle per site**. **Additional charges** will be assessed for extra people and extra vehicles and **are due at check-in**, payable only by cash or check (U.S. funds). **Parking** is allowed in designated parking areas only.
- **Maximum vehicle size** in non-RV sites is 9’H x 20’L.
- **Partial cancellations (changes) are not allowed.** You must create a new reservation to change arrival date, campsite, or duration of stay.
- If you need to **cancel your reservation**, please log in to your account at www.sanjuanco.com/parks, “Make Campsite Reservations” and follow the menu. Cancellation fees will be calculated automatically.
- **Cancellations** made 30+ days in advance of the first reserved day will result in a 25% cancellation fee; 72 hours through 29 days, a 50% fee; less than is non-refundable. **No refunds** issued at park.
- To advise us of your late arrival (later than noon *the next day*), please call 360-378-8420; we appreciate 72 hours’ notice.
- All parties **must check-in** upon arrival at park. Check-in time is after 2:00pm.
- **RV & trailer space is limited** – only reserve campsites designated for RV’s. RV’s will not be allowed in other sites. *If you plan to bring an RV, you must select a suitable site when you make your reservation.* No hook-ups are available.
- **Maximum RV/trailer length** at San Juan County Park is 20 feet; maximum length at Odlin County Park is 20 feet in sites 5-7; 30’ in sites 9 & 10; 35’ in 8A & 8B. One (1) RV or trailer per campsite. One (1) towing or towed vehicle allowed in campsite with trailer or RV at no additional cost. RV’s and trailers are not advisable at Shaw County Park. Length is total measured length. *Oversize RV’s/campers/trailers will be refused a campsite.*
- **Maximum stay limit** is 14 days (10 at Fairgrounds); minimum of 7 days between stays.
- **Groups** of nine or more people may be accommodated in specially designated Group Camp areas on a space available basis. Groups must call (360) 378-8420 to reserve space, starting in January.
- **Commercial users** are required to obtain a permit from the Director (360-378-8420) to use any San Juan County park for a business-related purpose. Park use without a valid permit is grounds for denial of use privileges and possible citation by local law enforcement.

RESERVATIONS www.sanjuanco.com/parks

There is a non-refundable \$7.00 fee for each reservation processed. Visa or MasterCard only. No reservation changes.

RESERVATION PAYMENTS AND FEES ARE NOT TRANSFERABLE AND MAY NOT BE REFUNDABLE.

SAN JUAN COUNTY PARKS FEE SCHEDULE

April 1, 2016 – October 31, 2016

<i>Rates are per</i>	SAN JUAN	ODLIN	SHAW- NO RV's/trailers
INDIVIDUAL CAMPSITE* - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 8 people and 2 vehicles except as noted →	\$32.00 - sites #2-14, 17, 19-20 (Standard sites) \$40.00 - sites #15 & 16 (Choice sites) \$45.00 - site #18 (Premium site) <i>MAXIMUM RV/Trailer measured length 20', including bumper, spare tire, hitch, bike rack, etc.</i>	\$22.00 - sites #8A, 8B, 10, 12, 15, 16, 18, 20, 22 (Standard sites) \$25.00 - Beach park & walk sites #1-4 \$27.00 - Choice sites #5-7, 9, 11, 13, 14, 17, 19, 21, 23, 24 <i>Odlin sites #1-3, 5-6, 15 = maximum 6 people; site #4 maximum 4 people.</i>	\$15.00 - wooded #7 & 8W* (Standard site) \$20.00 - water side #1-6 (Choice sites) <i>Maximum 6 people per site</i> *8W NO VEHICLE (walk-in)
FAIRGROUNDS RV CAMPING	Reservation preferred. Water & electrical hook-ups. \$35.00 per night. Limit 1 RV, one passenger vehicle and 5 people.		
RES'N/CAMPSITE CHANGE	no changes allowed – entire reservation must be cancelled, then rebooked at www.sanjuanco.com/parks		
EXTRA PERSON (beyond 4)	\$8.00 (12+ years old) \$5.00 (5-11 years old)	\$8.00 (12+ years old) \$5.00 (5-11 years old)	\$8.00 (12+ years old) \$5.00 (5-11 years old)
EXTRA VEHICLE (beyond 1)	\$20.00 (maximum of 2 vehicles per campsite)	\$10.00 per night (Passenger vehicles may be parked across from Manager's Office)	\$10.00 per night (maximum 2 vehicles per site)
Walk-In camp – NO VEHICLE. (Except Odlin 'Park & Walk' sites #1-4 allow 1 vehicle to unload & park by Park office)	\$10.00/person (12+ yrs old) \$5.00/person (5-12 yrs old) Care-to-share site. Holds max of 20 people	\$20.00/site/night (private site) #25, 26, 27, 29,30 maximum of 6 people/site Care-to-share (site #28) - \$10.00 (12+ years old); \$5.00 (5-11 years old)	Care-to-share (site #9) NO VEHICLE - \$6.00 (12+ years old); \$4.00 (5-11 years old); Holds maximum 10 people <i>only</i> .
GROUP CAMP	\$150.00 /large site (maximum of 30 people/8 vehicles in 5 sites combined or \$30/individual site (Group area sites 31-35)	\$160.00 /large site (maximum of 40 people/8 vehicles in 8 sites; or \$20 indiv. site (Group area sites 40-47)	maximum of 15 people/4 vehicles \$40.00 /group site (sites #10 & 11)
VESSEL LAUNCH* *Commercial operators see Policy for Commercial & Tour Groups.	Visitor permit (no camping res'n) \$7/day Non-Resident season permit \$35/yr Camper's permit \$14/stay Residents (SJ Co.) no charge	Not applicable	Not applicable
SPECIAL EVENTS	<i>Special Events require advance approval. Refer to Special Event policy - Call 360-378-8420 for information.</i>		
OVERNIGHT PARKING	\$20.00 per vehicle per night	\$10.00 per vehicle per night	\$10.00 per vehicle per night
MOORING	Not available	\$10.00 per day/night	Not available

COMMERCIAL OPERATORS: a Commercial Use Permit is required to use any of the San Juan County Parks. Please contact the Parks and Recreation Administration office at **(360) 378-8420** at least 14 days in advance. **Call 360-378-8420 or e-mail parks@sanjuanco.com** for group camping.

Starting on March 7, reserve ONLINE at www.sanjuanco.com/parks (Click on link to 'Reservations') to make INDIVIDUAL (non-group) camping reservations 5-90 days in advance! \$7.00 non-refundable reservation fee.

**Individual campsite maximum people (extra fee): 8 at San Juan & Odlin, except as noted above. Maximum vehicle size in non-RV site is 9' high and 20' long.*

Except at Fairgrounds, RV & Trailer space (no hook-ups) is limited & requires special advance arrangements. When reserving online, you must ensure that you select an appropriate site. If you plan to bring an RV and have questions, please contact us at 360-378-8420. \$5.00 charge for not registering promptly for a campsite. There will be a minimum \$25.00 charge for any check returned for any reason. We are not able to honor other park system discounts such as Golden Age Pass, State Park passes, etc.

Prices include Washington State sales tax as applicable.

SAN JUAN COUNTY PARKS WINTER FEE SCHEDULE

November 1, 2016 – March 31, 2017

<i>Rates are per day/night</i>	SAN JUAN	ODLIN	SHAW
INDIVIDUAL CAMPSITE* - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 8 people and 2 vehicles <i>except as noted</i> →	\$25.00 per site – upper campground, sites #2-20	\$15.00 per site – all campsites, except Group Campsite #40-47 (unless rented as individual campsites) – see below. <i>Odlin sites #1-3, 5-6, 15 = maximum 6 people; site #4 maximum 4 people.</i>	\$15.00 per site – all individual campsites <i>Maximum 6 people per site</i> 8W-NO VEHICLE (walk in) NO RV OR TRAILER SPACE
FAIRGROUNDS RV CAMPING	<i>Reservation preferred. Water & electrical hook-ups. \$35.00 per night. Limit 1 RV, one passenger vehicle, & 5 people</i>		
EXTRA PERSON (beyond 4)	\$5.00 (12+ years old) \$3.00 (5-11 years old)	\$5.00 (12+ years old) \$3.00 (5-11 years old)	\$5.00 (12+ years old) \$3.00 (5-11 years old)
EXTRA VEHICLE (beyond 1)	\$16.00 (maximum of 2 vehicles per campsite)	\$8.00 per night ²	\$8.00 per night (maximum 2 vehicles per site)
Walk-In camp – NO VEHICLE. (Except Odlin 'Park & Walk' sites #1-4 allow 1 vehicle to unload & park by Park office)	\$8.00/person (12+ yrs old) \$3.00/person (5-11 yrs old) Camp holds about 20 people comfortably	\$15.00/site/night. maximum of 4 people/site.	Care-to-share site (site #9) NO VEHICLE- \$5.00 (12+ years old) \$3.00 (5-11 years old)
Walk-In camp - w/vehicle	\$60.00/night. maximum 4 people/1 vehicle. Available only after 7pm	'Park & Walk' sites #1-4. 1 car per site, parked remote.	Not available
GROUP CAMP	maximum 30 people/8 vehicles \$100.00/night - large site or \$20.00 for individual site	maximum of 40 people/12 vehicles \$120.00/night - large site	<i>maximum of 15 people/ 4 vehicles</i> \$32.00/small site (no large site)
SPECIAL EVENTS	<i>Special Events require advance approval. Refer to Special Event policy - Call 360-378-8420 for information.</i>		
OVERNIGHT PARKING	\$16.00 per vehicle per night	\$8.00 per vehicle per night	\$8.00 per vehicle per night
MOORING	Not available	\$8.00 per day/night	Not available

COMMERCIAL OPERATORS: a Special Use Permit is required for using any of the San Juan County Parks. Please contact the Parks and Recreation Administration office at **(360) 378-8420** at least 14 days in advance.

Starting on March 6, reserve INDIVIDUAL (non-group) sites at www.sanjuanco.com/parks, ONLY between 5 and 90 days in advance! GROUPS call 360-378-8420, starting on Jan. 9, to reserve group campsites. \$7.00 non-refundable reservation fee for each campsite.

**Individual campsite maximum people (extra fee): 8 at San Juan & Odlin, except - Odlin sites #1-3 and 5-6 @ 6 people; site #4 @ 4 people max; maximum 6 people at Shaw. Maximum vehicle size in non-RV site is 9' high and 20' long.*

RV & Trailer space (no hook-ups) is limited. If you bring an RV, please see park staff or contact us at 360-378-8420 \$5.00 charge for not registering for a campsite. There will be a minimum \$25.00 charge for any check returned for any reason.

We are not able to honor other park system discounts such as Golden Age Pass, State Park passes, etc.

Prices include Washington State sales tax, as applicable.



Welcome to San Juan County Parks

• San Juan County Park • Odlin County Park • Shaw County Park

CAMPGROUND RULES

Thanks for visiting. Following all the rules below will make everyone's visit more enjoyable.

NO UNMANNED AIRCRAFT SYSTEMS on or above Parks & Fairgrounds property without a permit.

PETS MUST BE LEASHED AT ALL TIMES! No unattended dogs. Owners are responsible for clean-up. Owners of dangerous or disturbing animals (especially barking dogs) may be asked to remove pet(s) from the Park.

OVERNIGHT CAMPING:

- Before setting up campsite, you **MUST** check in at park office (or kiosk @ Shaw Park) and check site availability. Campsites not paid for by noon will be considered empty and available to another camper.
- Persons under 18 years of age must be accompanied by an adult for overnight camping privileges.
- Please clean site of all trash before departure, using dumpsters and recycling bins provided in the park. No equipment set-up outside of your campsite. Hammock tents are not allowed in campsites.
- **CHECK-OUT TIME IS 12:00 NOON. CHECK-IN TIME IS 2:00 PM.**
- **QUIET HOURS 10:00 P.M. to 7:00 A.M.** Loud noises such as vehicle horns, loud music, and loud talking will not be tolerated. Dive compressors and generators may only be operated for no more than 1 hour at a time between 11:00 A.M. and 5:00 P.M., with a two hour break between operations. Chainsaws and fireworks are prohibited at all times.
- **NO FIREWOOD GATHERING.** Firewood is generally available for purchase at the Park office.
- **FIRES IN ESTABLISHED FIRE PITS ONLY.** Fires must be extinguished by 10:30pm. It is illegal to leave a fire unattended. Put your fire out completely before going to bed or leaving the campground. Fires not permitted during certain hazardous conditions; check park kiosks for current restrictions before starting your fire. Beach fires are not permitted.
- **14-DAY MAXIMUM STAY.** There must be a 7-day break between consecutive stays in a park.
- **RV's/TRAILERS** are not allowed in some campsites and are not advisable at Shaw County Park. Check in with Park staff prior to occupying a campsite. No hook-ups are available.
- **PARKING ALLOWED IN DESIGNATED PARKING AREAS ONLY** (not off paved or gravel).

DAY USE:

- **PARKING ALLOWED IN DESIGNATED PARKING AREAS ONLY** (not off paved or gravel). No RV's in Day Use parking areas at San Juan County Park.
- **NO EQUIPMENT SET-UP** outside of campsite, including, but not limited to a BBQ/grill, tent/awning, volleyball net, croquet set, event table and chairs, as this may create hazards for other park users.
- **CHASING OR HARASSING WILDLIFE IN ANY WAY IS PROHIBITED.** Turkeys, rabbits, deer, foxes, raccoons, seals and otters are best viewed from a distance as to not disturb them. If you are concerned about a particular animal, please contact Park staff.
- **PATHS ARE FOR FOOT TRAFFIC ONLY.** Skating and bicycle, skateboard, and moped riding is allowed on park roads only and is prohibited in all other areas.
- **NO CLIFF CLIMBING.** The cliffs in the Parks are not stable and climbing can create rockslides and potential hazards.
- **WATER IS LIMITED IN THE ISLANDS.** Please do not run water continuously; wash items in containers. No vehicle or boat washing. No filling RV tanks. Please help us use water wisely.

San Juan County is a Marine Biological Preserve.

State law prohibits the taking or destruction of any living specimen except for food use, refer to WA Department of Fish & Wildlife regulations. Low Island, just offshore of San Juan County Park, is a National Wildlife Refuge site—*do not* approach any Refuge site closer than 200 yards.

NOTE: *Failure to adhere to these rules may be grounds for expulsion from the Park.*



Welcome to San Juan County Parks

• San Juan Island • Orcas Island • Shaw Island • Lopez Island

Thanks for visiting. Following all the rules below will make everyone's visit more

DAY USE RULES

PARK HOURS Parks are open for day use between dawn and dusk.

NO UNMANNED AIRCRAFT SYSTEMS on or above Parks & Fairgrounds property without a permit.

NOISE Dive compressors and generators may only be operated between 11:00 A.M. and 5:00 P.M. Chainsaws and fireworks are prohibited at all times.

PARKING ALLOWED IN DESIGNATED PARKING AREAS ONLY (not off paved or gravel). No RV's in Day Use parking areas at San Juan County Park.

NO EQUIPMENT SET-UP, including, but not limited to a BBQ/grill, tent/awning, volleyball net, croquet set, event table and chairs, in any day use area, as this may create hazards for other park users.

PETS MUST BE LEASHED AT ALL TIMES! No unattended dogs. Owners are responsible for cleanup. Owners of dangerous or disturbing animals (especially barking dogs) may be asked to remove pet(s) from the Park.

CHASING OR HARASSING WILDLIFE IN ANY WAY IS PROHIBITED. Turkeys, rabbits, deer, foxes, raccoons, seals and otters are best viewed from a distance as to not disturb them. If you are concerned about a particular animal, please contact Park staff.

PATHS ARE FOR FOOT TRAFFIC ONLY. Skating and bicycle, skateboard, and moped riding is allowed on park roads only and is prohibited in all other areas.

NO CLIFF CLIMBING. The cliffs in the Parks are not stable and climbing can create rockslides and potential hazards.

NO FIREWOOD GATHERING. Firewood is generally available for purchase at the Park office.

FIRES IN ESTABLISHED FIRE PITS ONLY. Fires must be extinguished before leaving park. It is illegal to leave a fire unattended. Fires not permitted during certain hazardous conditions; check park kiosks for current restrictions before starting your fire. Beach fires are not permitted.

WATER IS LIMITED IN THE ISLANDS. Please do not run water continuously; wash items in containers. No vehicle or boat washing. No filling RV tanks. Please help us use water wisely.

San Juan County is a Marine Biological Preserve.

State law prohibits the taking or destruction of any living specimen except for food use. Taking of specimens must be in accordance with State Fisheries regulations.

Low Island, just offshore of San Juan County Park, is a National Wildlife Refuge site—
do not approach any Refuge site closer than 200 yards.

NOTE: *Failure to adhere to these rules may be grounds for expulsion from the Park.*



SPECIAL EVENT PERMIT APPLICATION *PRIVATE EVENTS*

2016

Thank you for considering San Juan County Parks for your event. Some things to think about as you get ready to submit your application:

- This application is for non-recreational day use activities of a personal nature, such as private parties, weddings, and receptions on our public park lands. Some restrictions apply.
- Applications are accepted starting on the first business day in January for the current year.
- You generally do not need a permit unless you request exclusive use, will have alcohol, have *any* equipment set-up, or have more than 20 participants.
- Our parks are often extremely busy, especially during the summer months.
- Vehicle parking is extremely limited at all parks; please arrange for alternative transportation for all participants.
- As you're planning, please consider the typical activities which can take place in a public park, including, but not limited to errant Frisbees, softballs or children entering the 'special event' site; crying children; noisy groups; nosy people attempting to join the party; and regular vehicular traffic.
- The Parks, Recreation & Fair Department reserves the right to deny the use of these public properties for any type of special event.
- Each special event request is reviewed in the order in which it is received. Priority is given to normal public use of the park.
- Events cannot exceed the maximum number of people shown in table (Section IV) without formal approval by the Parks and Rec. Commission.
- You may not transfer your permit to someone else.

San Juan County offers these parks for special events, depending on the type of activity and number of participants:

Lopez Island - Odlin County Park & Shark Reef.

Orcas Island - Eastsound Waterfront Park (shared ownership with Land Bank) – see attached map. For events at Eastsound Village Green, please see separate policy statement.

Shaw Island - Shaw County Park.

San Juan County Park – due to the high level of use in this park for camping and recreational use, private events are not permitted between May 1 and October 31.

If using one of our included camping parks, you may reserve up to two individual sites for up to 12 people (www.sanjuanco.com/parks to reserve) or a group site within the campground, provided space is available. Call (360) 378-8420 on or after January 10, to reserve a group campsite. Full payment for each site plus a \$7.00 non-refundable reservation fee will be charged to your Visa or MasterCard at the time you reserve.

350 COURT ST #8

FRIDAY HARBOR
WA 98250

(360) 378-8420

fax (360) 378-2075

e-mail

Parks@sanjuanco.com

[www.sanjuanco.com/
parks](http://www.sanjuanco.com/parks)

I. EVENT/GROUP INFORMATION

Name of Group: _____
 Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ e-mail: _____

II. PERMIT DETAILS

Requested Date for Park Use: _____
 Island: Lopez Orcas Shaw
 Park name: _____
 Activity to be conducted in the park: _____

 Estimated Hours of Park Use (xx:am-xx:pm): _____
 Estimated Number of People To Use the Park: _____
Will alcohol be served on Park property?* Yes No
**If yes, see below for requirements.*

III. LIABILITY INSURANCE, LIQUOR SERVICE

You agree to **protect, defend, hold harmless and indemnify San Juan County** from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, **submit a Certificate of Insurance** and policy endorsements showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks & Fair named as additional insured. Insurance coverage must be acceptable to the San Juan County Risk Manager.

If liquor will be served at an event, **proof of liquor liability insurance** must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, **a copy of a special occasion license or banquet permit (available on line at <http://liq.wa.gov/>)** must be submitted to the Parks Administration office.

If you do not have this insurance coverage through your insurance agent, we can provide you with event insurance at a reasonable cost. Please refer to our separate *Special Event Insurance* sheet.

- A. Date of Insurance Certificate Validation: _____
- B. Date of Policy Expiration: _____
- C. I've attached one copy of our Certificate of Insurance **AND** policy endorsements*
**Permit will not be issued without all current insurance documents.*
- D. I will purchase Special Event insurance from San Juan County Parks & Fair.

IV. FEES AND PAYMENTS

Events of a private, personal nature are not allowed in every park owned or managed by San Juan County. The following properties are available for private events, subject to scheduling. Priority is given to normal public use of the parks. Some parks or locations within a park may not be available due to site conditions or projects. This table shows amenities provided at these parks and the fees for special events and use of picnic shelter.

Park	Max. # of people	shelter	toilet	picnic tables	Ceremonies, Weddings, & Receptions* 1.5 or more hours		Meetings & Events* <3 hours
					no set up**	set up**	no set up
Eastsound Waterfront***	100	N/A	N/A	•	\$100	\$400	\$40
Odlin	60	•	•	•	\$100	\$400	\$60
Shark Reef	20	N/A	•	•	\$100	\$400	\$40
Shaw	40	•	•	•	\$100	\$400	\$60

Add cost for portable toilet (40+ people OR more than three (3) hours = Market rate + \$25

*includes use of shelter, where available

**no set up means you have no chairs, tables, sound equipment, or the like. Set up means you will be setting up some physical equipment on the space (labor for set up is not included in pricing)

***see map of Eastsound Waterfront Park, attached. Set-up for Events is limited to “Event Space” zone as shown on accompanying map; thank you for your cooperation.

- To secure your space, please include a **non-refundable \$25.00 deposit** with the Special Event Permit application. Please make your check payable to San Juan County Parks and mail to the above address. Final fee payments will be due 30 days prior to your event or as agreed upon (remember to deduct \$25.00 from total amount due). If reservation is made less than 30 days in advance, full payment must be received within 4 business days.
- Fees not received earlier than four (4) days prior to event will result in cancellation of space and loss of deposit.
- A **\$500.00 damage/cleaning deposit** must be paid by separate check when you are returning your signed copy of the permit. This deposit shall be refunded in full or in part, to the extent that the park is maintained in the condition in which it was found. Any damage to park property or additional labor resulting from the party’s use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages which exceed \$500.00.
- **Any check returned** for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of Special Event Permit. Issuer may be liable for costs required to collect on any monies due (minimum charge of \$25.00 per collection).
- **Cancellations.** Changes or cancellations made 30 or more days in advance of the day reserved are subject to a cancellation fee of 25% of the Event Fee, 15-29 days in advance a 50% fee, less than 14 day non-refundable.

V. PERMIT TERMS

A Special Event Permit includes the following terms. Additional terms may be added by the Director as needed.

- Events *cannot exceed the maximum number of people or event duration* shown in table unless prior approval from the Commission has been granted.
- We request that *all trash* related to the event *be removed from the park*. In the event that there is a noticeable increase in park trash or litter, as determined by Park staff, *an amount adequate to cover removal costs will be deducted* from damage deposit.
- For the comfort of your guests and due to the limited facilities at our parks, for an event with more than 40 people and/or lasting more than three (3) hours, a fee for one (1) *portable toilet* will be charged. San Juan County Parks & Fair will have the toilet delivered in advance of your party's arrival and picked up upon your departure.
- You will arrange for *alternative transportation* for guests. Please minimize the number of vehicles in the park.
- Out of respect for our regular camping clients and day park neighbors, we must ask that *all formal activities*, including music, *are concluded no later than 9:00pm*, allowing for clean-up and exit from the park prior to 10:00pm.
- If you will be *setting up tables & chairs or having food catered* at the event, location and layout must be coordinated with Park Manager or other park representative, who may require that the area in use be cordoned off.
- *No electrical hook-up* is available (except at main shelter-Odlin County Park).
- Any *violation or non-compliance* with the stated terms of this policy may result in immediate revocation of Special Event Permit and/or ejection from Park property.
- Permit is *non-transferable*.
- All permits shall be of a *temporary nature*, shall vest no permanent right and may be revoked upon 30 days' notice, or if the permit so states, upon shorter notice.
- **Permit Holders must comply with all applicable San Juan County and Washington State regulations and must secure any permits required under those regulations.**
- *No birdseed or rice* at weddings or events.
- *No stakes* or anything else pounded/inserted into the ground.
- *Failure to follow park rules* or the terms of this policy will result in immediate expulsion from the park. No refunds will be allowed under these circumstances.

NOTE that this in an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the Parks office prior to the event or activity for final approval by the Park and Fair Director.

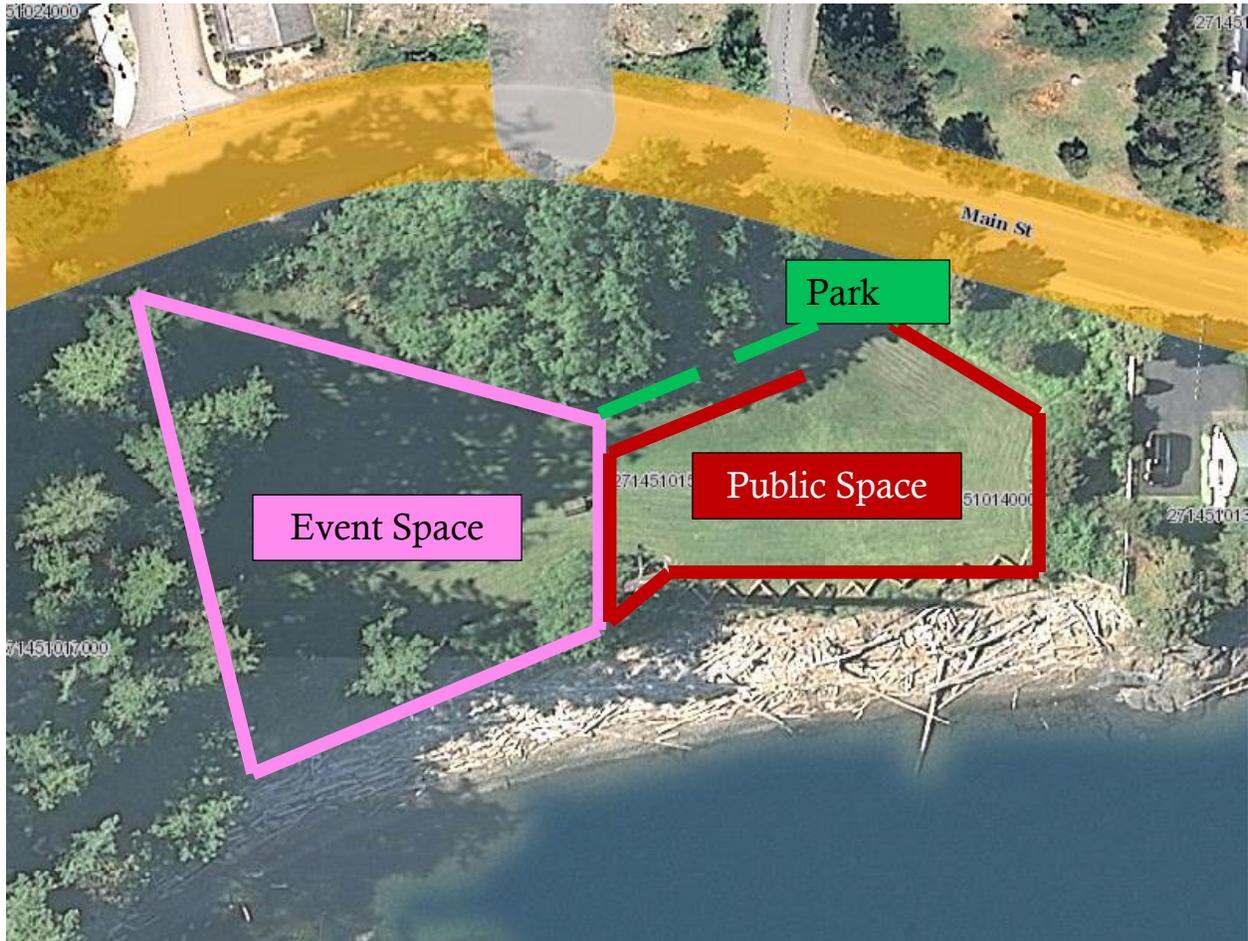
The Parks and Fair Director *may decline to issue* a Special Event Permit for events that do not meet our management criteria. Appeals of the Director's decision must be submitted in writing to the Parks & Recreation Commission, whose decision shall be final. (SJC Code 12.08.310).

By signature below, I hereby agree to comply with all terms of this permit application.

→ **APPLICANT'S SIGNATURE** _____
Date _____

Permit will be approved / denied at least 30 days prior to the requested use date, provided complete application materials are received at least 60 days in advance of park use. All permits shall be of a temporary nature, shall vest no permanent right and may be revoked without advance notice.

Eastsound Waterfront Park



Most of our private Special Events take place at Eastsound Waterfront Park. We work in concert with The San Juan County Land Bank to make space available for special events at this location. Please utilize the portion of the property shown above as “Event Space”. The designated “Public Space” is intended to be available to the general public for casual recreation, including beach access. By holding your event in the designated Event Space, you are less likely to have uninvited activity during your special day.



SPECIAL EVENT PERMIT APPLICATION PUBLIC EVENTS

2016

Thank you for considering San Juan County Parks for your event. Some things to think about as you get ready to submit your application:

- This application is for day use events that are open to the general public, such as holiday celebrations, organized recreational activities or competitions, art fairs and concerts.
- Applications are accepted starting on the first business day in January for the current year.
- Each special event request is reviewed by the Parks and Fair Director in the order in which it is received.
- Priority is given to events that are of wide-spread public interest, and are considered culturally, recreationally, or educationally valuable to the general public.
- The Parks, Recreation & Fair Department reserves the right to deny the requested Park use for any type of special event.

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parks](http://www.sanjuanco.com/parks)

San Juan County has these parks to offer for your special event, depending on the type of activity and number of participants:

Lopez Island - Odlin County Park.

Orcas Island - Eastsound Waterfront Park (shared ownership with Land Bank). For events at Eastsound Village Green, please see separate policy statement.

San Juan Island - San Juan County Park (Westside) (off-season only, November 1-April 30).

Shaw Island - Shaw County Park.

If using one of our camping parks, you may reserve up to two individual sites (www.sanjuanco.com/parks to reserve) or a group site within the campground, provided space is available. You may call (360) 378-8420 any time after January 9, to reserve a group campsite.

Requests to use a county park for a public special event will be evaluated to determine which of the following two options apply: Parks, Recreation & Fair Department sponsorship or a special event permit.

The following two sections outline the criteria and terms for special events. Events that meet all the criteria in Section A may be sponsored by the Department and would not be required to obtain a permit, however, event coordinators are required to sign a volunteer contract with San Juan County Parks; please contact the Parks office. Events that do not meet all of the requirements of Section A are required to obtain a permit as described in Section B.

A. County Sponsored Events

The Department will consider sponsoring community events when they meet the following criteria:

1. Event involves no commercial advertising of any kind, except for public notice, whether for-profit organization or non-profit.
2. Event is open to and of interest to the public at large.
3. No fees or donations are collected during the event other than those made directly to SJC Parks.
4. San Juan County Parks will be identified as a sponsor in all event notices.
5. Event organizers will sign a volunteer agreement with SJC Parks.

B. Non County Sponsored Events

Large events sponsored by other organizations, whether for-profit or not-for-profit, must obtain a special event permit prior to any use of a county park.

A Special Event Permit must be obtained for a one-time use of a park; a copy of the permit application is enclosed, and this policy statement comprises the "Terms of Permit Attachment." Please apply for this permit no less than sixty (60) days in advance of the proposed event.

I. EVENT/GROUP INFORMATION

Name of Group: _____
 Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ e-mail: _____

II. PERMIT DETAILS

Requested Date for Park Use: _____
 Island: San Juan Lopez Orcas Shaw
 Park name: _____
 Activity to be conducted in the park: _____
 Estimated Hours of Park Use (xx: am-xx: pm): _____
 Estimated Number of People To Use the Park: _____
Will alcohol be served on Park property?* Yes No
**If yes, see next page for requirements.*

III. LIABILITY INSURANCE, LIQUOR SERVICE

You agree to *protect, defend, hold harmless and indemnify San Juan County* from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, **submit a Certificate of Insurance** and policy endorsements showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks & Fair named as additional insured. Insurance coverage must be acceptable to the San Juan County Risk Manager.

If liquor will be served at an event, **proof of liquor liability insurance** must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, **a copy of a special occasion license or banquet permit (available on line at <http://liq.wa.gov/>)** must be submitted to the Parks Administration office.

If you do not have this insurance coverage through your insurance agent, we can provide you with event insurance at a reasonable cost. Please refer to our separate *Special Event Insurance* sheet.

- A. Date of Insurance Certificate Validation: _____
- B. Date of Policy Expiration: _____
- C. I've attached one copy of our Certificate of Insurance *AND policy endorsements**
**Permit will not be issued without all current insurance documents.*
- D. I will purchase Special Event insurance from San Juan County Parks & Fair.

IV. FEES AND PAYMENTS

Large public events are not allowed in every park owned or managed by San Juan County Parks. The following properties are available for public events, subject to scheduling. Priority is given to normal public use of the parks. Some parks or locations within a park may not be available due to weather conditions, repairs or projects. This table shows amenities provided at these parks and the fees for special events and use of picnic shelter.

Park	shelter	toilet	picnic tables	Event Fee*
Eastsound Waterfront	N/A	N/A	•	\$300
Odlin	•	•	•	\$500
San Juan**	•	•	•	\$500
Shaw	•	•	•	\$500
<input type="checkbox"/> Add cost for portable toilet for 40+ people OR 3+ hours = Market rate + \$25				

*includes use of shelter, where available
 **off-season only, November 1-April 30

- To secure your space, please include a ***non-refundable \$25.00 deposit*** with the Special Event Permit application. Please make your check payable to San Juan County Parks and mail to the above address. Final fee payments will be due 30 days prior to your event or as agreed upon (remember to deduct \$25.00 from total amount due).
- Fees not received earlier than four (4) days prior to event will result in ***cancellation of space and loss of deposit.***
- A ***\$500.00 damage/cleaning deposit*** must be paid by separate check when return your signed copy of the permit. This deposit shall be refunded in full or in part, to the extent that the park is maintained in the condition in which it was found. Any damage to park property or additional labor resulting from the party's use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages, which exceed \$500.00.
- ***Any check returned*** for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of Special Event Permit. Issuer may be liable for costs required to collect on any monies due (minimum charge of \$25.00 per collection).
- ***Cancellations.*** Changes or cancellations made 30 or more days in advance of the day reserved are subject to a cancellation fee of 10% of the Event Fee, 14-29 days in advance a 25% fee, 3-13 days a 50% fee, and less than 72 hours in advance are ***non-refundable.***

V. PERMIT TERMS

A Special Event Permit includes the following terms. Additional terms may be added by the Director as needed.

- Events ***cannot exceed the maximum number of people*** shown in table unless prior approval from the Commission has been granted.
- We request that ***all trash*** related to the event ***be removed from the park.*** In the event that there is a noticeable increase in park trash or litter, as determined by Park staff, ***an amount adequate to cover removal costs will be deducted*** from damage deposit.
- For the comfort of your guests and due to the limited facilities at our parks, for an event with more than 40 people for one hour or any event lasting more than three (3) hours, a fee for one (1) ***portable toilet*** will be charged. San Juan County Parks & Fair will have the toilet delivered in advance of your party's arrival and picked up upon your departure.
- You will arrange for ***alternative transportation*** for guests. Participants in the event will be permitted to ***park up to two vehicles*** at a time in the day use parking area, please put a copy of your permit in the window.
- Out of respect for our regular camping clients, we must ask that ***all formal activities,*** including music, ***are concluded no later than 9:00pm,*** allowing for clean-up and exit from the park prior to the Park's 10:00pm quiet time.
- If you will be ***setting up tables & chairs and having music and/or catered food*** at the event, location and layout must be coordinated with Park Manager or other park representative, who may require that the area in use be cordoned off.

- *Electrical hook-up* is only available in certain situations and must be coordinated with park staff. Additional fees may apply.
- Any *violation or non-compliance* with the stated terms of this policy may result in immediate revocation of Special Event Permit and/or ejection from Park property.
- **Permit Holders must comply with all applicable San Juan County and Washington State regulations and must secure any permits required under those regulations.**
- *No stakes* or anything else pounded/inserted into the ground.
- *Failure to follow park rules* or the terms of this policy will result in immediate expulsion from the park. No refunds will be allowed under these circumstances.
- The Director *may decline* to issue a Special Event Permit for events that do not meet our management criteria. Appeals of any Director decision must be submitted in writing to the Parks & Recreation Commission, whose decision shall be final. (SJC Code 12.08.310).
- All permits shall be of a *temporary nature*, shall vest no permanent right and may be revoked upon 30 days' notice, or if the permit so states, upon shorter notice.
- Permit is *non-transferable*.

NOTE that this in an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the Parks office prior to the event or activity for final approval by the Park and Fair Director.

The Director *may decline to issue* a Special Event Permit for events that do not meet our management criteria. Appeals of the Director’s decision must be submitted in writing to the Parks & Recreation Commission, whose decision shall be final. (SJC Code 12.08.310).

By signature below, I hereby agree to comply with all terms of this permit application.
→ APPLICANT’S SIGNATURE _____
Date _____

Permit will be approved/denied at least 30 days prior to the requested use date, provided complete application materials are received at least 60 days in advance of park use. All permits shall be of a temporary nature, shall vest no permanent right and may be revoked without advance notice.



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parks](http://www.sanjuanco.com/parks)

SPECIAL EVENT INSURANCE

San Juan County is pleased to be able to provide Special Event insurance for a variety of events and activities that take place on County Park property. Special Event Liability Group Insurance Trust, RPG is administered by Diversified Risk Insurance Brokers of Emeryville, California.

Our partnership with the Group Insurance Program addresses the risk management and risk financing required of event holders as a condition of the rental of any park property. This program allows us to provide an easy, efficient, and inexpensive insurance option to event holders.

Class I events include (but are not limited to) award presentations, banquets, business meetings, luncheons, parties, reunions, indoor social gatherings, social receptions (with some exceptions), and weddings.

Class II events include (but are not limited to) political rallies, religious assemblies, and outdoor social gatherings.

Call the Parks Administration office, 360-378-8420, for current premiums.

Applicants for insurance coverage will submit a completed Event Holder Questionnaire (see page 2). Each event application will be reviewed on an individual basis to determine what class and what premium rate applies. Activities determined to be in too high a hazard/risk classification may not be allowed on park property.

Certain events and activities are excluded from this coverage. The list of exclusions will be reviewed during the application process. Rarely, an event will be referred to the underwriter for approval and quoting.

Host Liquor coverage is included automatically in the coverage for events with liquor served, not sold, for less than 5.5 hours. If liquor, beer, or wine is available for consumption and money changes hands in any way, shape, or form, (i.e. for a donation, for a ticket, for a meal, for entry to the event, for the beverage) or alcohol is available for more than 5.5 hours, then additional Full Liquor Liability coverage must be purchased.

Different rates apply to exhibitors, vendors, entertainers, promoters, and the like. Please call the Park office for information.

A \$20.00 handling fee will be assessed for all applications for Special Event Insurance initiated by any person. This fee is non-refundable and is in addition to the premium charged for insurance coverage.



Vessel Launch Permit Policy for San Juan County Park-office

Overview:

This policy governs vessel launches from San Juan County Park on the west side of San Juan Island only. All vessel operators launching from San Juan County Park between Memorial Day Friday and Labor Day Monday, whether using motorized or non-motorized craft, or using the boat ramp or beach to launch, must obtain a county parks-issued vessel launch permit. Stand-up paddle boards are included in this policy. To receive a permit, vessel operators shall attend a whale watching educational presentation and pay the applicable permit fee. Issued permits include a vessel tag that must be visibly attached to their vessel. Commercial operations are covered under separate policy.

Background:

Non-commercial vessel launching at San Juan Park is a long standing activity of both island residents and visitors. Established in 1937 by donation, San Juan County Park provides the only public launch on the west side of San Juan Island and only one of two public launches on San Juan Island.

The vessel launch permit was established in response to NOAA's 2009 proposed rules for endangered Southern Resident Killer Whale (SRKW) recovery. The proposed rule included a "No Go Zone" prohibiting vessel operation in the waters in front of the park, effectively closing boater access from the park. Instead, in 2011, NOAA Fisheries established regulations to restrict further vessel actions in the vicinity of SRKW, and continues to monitor vessel operator behavior in the presence of SRKWs.

With the assistance of The Whale Museum, the Parks Department's goal is to improve boater knowledge and behavior in the presence of SRKW as an alternative to removing the majority of boater access. Additionally, permit fees help provide support for program operations.

Relevant sections of SJCC 12.08 pertaining to the establishment of this policy are:

12.08.040 Permit system. The County Administrator may approve or establish a permit system as proposed by the Parks & Recreation Commission ... may require permits and fees for any commercial, nonprofit group, or other special group use of a County park ... which permit system will be administered by the Parks & Fair Director ... Such permit system will establish the allowed commercial, nonprofit, group and other special uses of County parks ...

12.08.250 Boat ramp use regulations. A permit as described in SJCC 12.08.040 for the use of boat ramps within County parks ... No permit is required for noncommercial use.

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www.sanjuanco.com/parks

12.08.320 Variances or exceptions to this chapter.

The Parks & Recreation Commission . . . may grant a variance from or exception to the regulations contained in this chapter ... Approval for a variance or exception will be at the discretion of the Commission ... and will be given only in those instances where the applicant can show that neither the public peace, health, safety, welfare nor the natural environment will be adversely affected. Any request for a variance shall be heard at a regular meeting of the Parks . . . Commission.

Policy Decisions & Process:

The Parks and Fair Director presented the vessel launch permit program concept to the San Juan County Parks & Recreation Commission (Commission) for discussion during the October 15th, 2009 regular Commission meeting. The Director then presented the policy elements included in this statement during the November 19, 2009 regular Commission meeting, along with a request for an exception to SJCC 12.08.040. As established by code, the Commission evaluated the program need & proposed terms and then passed a motion to recommend the policy to the County Administrator for approval. Additionally, the Commission passed Resolution #1-2009 granting a variance to SJCC 12.08.250 for the permit system to apply to recreational users.

The County Administrator accepted the recommendation on December 16, 2009 and established the Vessel Launch Permit Policy for San Juan County Park and directed the Director to administer the program. The policy was amended in fall 2010, to shorten the season that permits are required, based on the volume of use experienced in 2009.

Program Elements and Policy:

- 1) From the Friday preceding **Memorial Day** to **Labor Day** Monday of each year, all vessel operators launching from San Juan Park with the intention of leaving the immediate cove area must have a valid permit (good for one season). A permit is required with each use (per 2 b).
- 2) To obtain an annual permit, vessel operators must:
 - a) Attend a short educational presentation on whale watching regulations & guidelines and follow prescribed whale watch guidelines and regulations. Vessel operators who return annually may attend the training every other year upon presentation of the previous year's permit to park staff.
 - b) Pay the applicable permit fee from the following list:
 - i) Non-commercial visitors without a camping reservation at the park. \$7/day
 - ii) Non- Resident Season Permit for unlimited launches \$35/permit
 - iii) San Juan County property owner and/or resident Season Permit for unlimited launches* Fee waived
 - iv) Camper's Permit – unlimited launches for each campground stay \$14/permit
- 3) Permit holders must display the permit colored vessel tag on the exterior of the vessel in such a way that it is visible to park staff and must carry the written permit on their person when launching.
- 4) Permit holders must sign in on a log sheet at the park office prior to launching.

**proof of residency (driver's license or voter registration) and/or property ownership (current San Juan County tax statement showing permit applicant's name and property address) required.*

VESSEL PERMIT SAMPLE

**San Juan County
Parks & Recreation**

Complete & deposit with payment

Date permit issued _____

Permit issued by _____

Primary vessel operator _____

City/ST/Zip _____

Number of people_* (list to right →)

Vessel type: kayak power boat

Other _____

Single use Multi Seasonal

Date/s valid _____ campsite # _____

EXACT PAYMENT – NO CHANGE GIVEN

\$ PAID _____ NO REFUNDS.

Cash Check # _____

Fee waived-San Juan County resident

◆ Affix colored TAG
to bow of vessel in clear view
◆ Keep Vessel Launch Permit

Primary vessel operator signature

***Permit issued to (list all names):**

Date permit issued _____

Date/s valid _____

Permit issued by _____

\$ Paid _____

NO REFUNDS

◆ **Affix colored TAG**
to bow of vessel in clear view.
◆ **Keep Vessel Launch Permit**
with you on the water.

THANK YOU!

**San Juan County
Parks & Recreation**

350 Court Street #8
Friday Harbor WA 98250
Admin. Office 360-378-8420
360-378-8420 parks@sanjuanco.com





Vessel Launch Permit Policy for San Juan County Park-public

Overview:

This policy governs vessel launches from San Juan County Park on the west side of San Juan Island only. All vessel operators launching from San Juan County Park between Memorial Day Friday and Labor Day Monday, whether using motorized or non-motorized craft, or using the boat ramp or beach to launch, must obtain a county parks-issued vessel launch permit. Stand-up paddle boards are included in this policy. To receive a permit, vessel operators shall attend a whale watching educational presentation and pay the applicable permit fee. Issued permits include a vessel tag that must be visibly attached to their vessel. Commercial operations are covered under separate policy.

Program Elements and Policy:

- 1) From the Friday preceding **Memorial Day** to **Labor Day** Monday of each year, all vessel operators launching from San Juan Park with the intention of leaving the immediate cove area must have a valid permit (good for one season). A permit is required with each use (per 2 b).
- 2) To obtain an annual permit, vessel operators must:
 - a) Attend a short educational presentation on whale watching regulations & guidelines and follow prescribed whale watch guidelines and regulations. Vessel operators who return annually may attend the training every other year upon presentation of the previous year's permit to park staff.
 - b) Pay the applicable permit fee from the following list:
 - i) \$7/day - Non-commercial visitors without a camping reservation at the park.
 - ii) \$35/permit - Non- Resident Season Permit for unlimited launches
 - iii) Fee waived - San Juan County property owner and/or resident Season Permit for unlimited launches*
 - iv) \$14/permit - Camper's Permit – unlimited launches for each campground stay
- 3) Permit holders must display the permit colored vessel tag on the exterior of the vessel in such a way that it is visible to park staff and must carry the written permit on their person when launching.
- 4) Permit holders must sign in on a log sheet at the park office prior to launching.

**proof of residency (driver's license or voter registration) and/or property ownership (current San Juan County tax statement showing permit applicant's name and property address) required.*

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juan.wa.us](mailto:Parks@co.san-juan.wa.us)
[www.sanjuanco.com
/parks](http://www.sanjuanco.com/parks)

VESSEL PERMIT SAMPLE

**San Juan County
Parks & Recreation**

Complete & deposit with payment

Date permit issued _____
Permit issued by _____
Primary vessel operator _____
City/ST/Zip _____
Number of people __ * (list to right →)
Vessel type: kayak power boat
 Other _____
 Single use Multi Seasonal
Date/s valid _____ campsite # _____

EXACT PAYMENT - NO CHANGE GIVEN

\$ PAID _____ NO REFUNDS.

Cash Check # _____

Fee waived-San Juan County resident

◆Affix colored TAG
to bow of vessel in clear view
◆Keep Vessel Launch Permit
with you on the water.

Primary vessel operator signature

***Permit issued to (list all names):**

Date permit issued _____

Date/s valid _____

Permit issued by _____

\$ Paid _____

NO REFUNDS

◆Affix colored TAG
to bow of vessel in clear view.
◆Keep Vessel Launch Permit
with you on the water.

THANK YOU!

**San Juan County
Parks & Recreation**

350 Court Street #8
Friday Harbor WA 98250
Admin. Office 360-378-8420
360-378-8420 parks@sanjuanco.com



EXHIBIT A

Permit program background, policy decisions, & Process

Background:

Non-commercial vessel launching at San Juan Park is a long standing activity of both island residents and visitors. Established in 1937 by donation, San Juan County Park provides the only public launch on the west side of San Juan Island and only one of two public launches on San Juan Island.

The vessel launch permit was established in response to NOAA's 2009 proposed rules for endangered Southern Resident Killer Whale (SRKW) recovery. The proposed rule included a "No Go Zone" prohibiting vessel operation in the waters in front of the park, effectively closing boater access from the park. Instead, in 2011, NOAA Fisheries established regulations to restrict further vessel actions in the vicinity of SRKW, and continues to monitor vessel operator behavior in the presence of SRKWs.

With the assistance of The Whale Museum, the Parks Department's goal is to improve boater knowledge and behavior in the presence of SRKW as an alternative to removing the majority of boater access. Additionally, permit fees help provide support for program operations.

Relevant sections of SJCC 12.08 pertaining to the establishment of this policy are:

12.08.040 Permit system. The County Administrator may approve or establish a permit system as proposed by the Parks & Recreation Commission ... may require permits and fees for any commercial, nonprofit group, or other special group use of a County park ... which permit system will be administered by the Parks & Fair Director ... Such permit system will establish the allowed commercial, nonprofit, group and other special uses of County parks ...

12.08.250 Boat ramp use regulations. A permit as described in SJCC 12.08.040 for the use of boat ramps within County parks ... No permit is required for noncommercial use.

12.08.320 Variances or exceptions to this chapter. The Parks & Recreation Commission . . . may grant a variance from or exception to the regulations contained in this chapter ... Approval for a variance or exception will be at the discretion of the Commission ... and will be given only in those instances where the applicant can show that neither the public peace, health, safety, welfare nor the natural environment will be adversely affected. Any request for a variance shall be heard at a regular meeting of the Parks . . . Commission.

Policy Decisions & Process:

The Parks and Fair Director presented the vessel launch permit program concept to the San Juan County Parks & Recreation Commission (Commission) for discussion during the October 15th, 2009 regular Commission meeting. The Director then presented the policy elements included in this statement during the November 19, 2009 regular Commission meeting, along with a request for an exception to SJCC 12.08.040. As established by code, the Commission evaluated the program need & proposed terms and then passed a motion to recommend the policy to the County Administrator for approval. Additionally, the Commission passed Resolution #1-2009 granting a variance to SJCC 12.08.250 for the permit system to apply to recreational users.

The County Administrator accepted the recommendation on December 16, 2009 and established the Vessel Launch Permit Policy for San Juan County Park and directed the Director to administer the program. The policy was amended in fall 2010, to shorten the season that permits are required, based on the volume of use experienced in 2009.



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Geocaching Policy

Each San Juan County Park property is subject to thousands of visitors each year, making it a challenge to manage these precious properties. Please help prevent further degradation of these park lands by adhering to some basic rules for Geocaching.

- All local laws apply. This refers to both the placement of the geocache and the journey required to reach it.
- Geocachers must not cross any land with "No Trespassing" or similar signs.
- You must contact the SJC Parks Administration Office or the Park Manager for the respective property to obtain permission prior to placing any cache in a county park, even if you are certain that geocaching is permitted in a particular park.
- We heartily encourage 'virtual' caches, as they are usually easy on the ground and are less likely to create management issues.
- Geocaches are not allowed at San Juan County Park on the west side of San Juan Island.
- Geocaches are never buried. If a shovel, trowel or other pointy object is used to dig or break ground, whether to hide or to find the cache, it is not permitted.
- Several of our San Juan County Parks are located on culturally sensitive ground. Every effort must be made to keep these archaeological sites intact and undisturbed.
- Geocache placements cannot deface or destroy public property. Geocaches may only be placed so that the surrounding environment is safe from both intentional and unintentional harm. Keep both natural and human-made objects safe. No object or property may be altered to provide a hiding place, clue, or means of logging a find.
- If a cache is found that has been placed without permission, is causing undue wear and tear on park property, or for any other reason Park management finds unsatisfactory, it will be removed by Park staff. Groundspeak will be contacted and informed that your cache has been placed inappropriately. Your cache may be temporarily disabled or permanently archived.



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Metal Detecting Policy

Each San Juan County Park property is subject to thousands of visitors each year, making it a challenge to manage these precious properties. Please help prevent further degradation of these park lands by adhering to the San Juan County Parks prohibition on metal detecting.

- Metal detecting activities are not allowed on any County Park property.
- Several of our San Juan County Parks are located on culturally sensitive ground. Every effort must be made to keep these archaeological sites intact and undisturbed.
- Anyone observed using metal detecting equipment or digging on County Park property will be asked to cease their activity immediately. Those who persist will be asked to leave the park.
- If you observe someone using metal detecting equipment or digging on County Park property, please contact the Park office. Photos, physical description and vehicle description, if available, are helpful.

You may refer to San Juan County Code Title 12.08 for applicable sections that protect the resources in our parks for the citizens of San Juan County.

At the time this policy was written, metal detecting was permitted at more than 60 state parks throughout Washington. Users of metal detectors must register first with Washington State Parks and comply with posted regulations. The registration form, rules and a list of parks that allow detecting may be found in the brochure "Metal Detecting in Washington state parks," available from park rangers or by calling (360) 902-8500; Washington Telecommunications Relay Service (800) 833-6388.



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San Juan County Parks Division Donations Acceptance Policies

The mission of San Juan County Parks & Recreation Division is to protect, promote, and enhance our County Parks and recreational opportunities, in keeping with the natural character and beauty of the islands, for the benefit of current and future generations. San Juan County Parks & Recreation Division (SJCPRD) recognizes private philanthropy as a vital element of its success.

SJCPRD's financial needs are diverse, and SJCPRD is interested in donations in the categories of capital, operations, endowment, property (real and personal), and programming, as well as sponsorships of special events and programs. Donated funds and in-kind contributions enhance the SJCPRD's ability to carry out its programs and activities and provide a stronger connection between the donor and our county parks.

- A. Purpose. The purpose of these donation acceptance policies is to govern the acceptance of donations and to provide guidance to donors and their professional advisors in completing donations.
- B. Definitions. For the purposes of this plan, the term "donation" includes gifts and refers to something of value received from an outside source without consideration or an exchange of value. Funds or other items received as a result of a competitively awarded grant from a foundation are also covered by the term "donation." Grants that are governmental in nature or a negotiated inter-agency exchange of services or resources are not included in the scope of this plan. A "sponsor" is a donor who provides a substantial portion of the funding or in-kind goods or services for an event or program.
- C. Donation Review and Acceptance.
 1. General. The intent of these policies is to ensure that donations are made in a legally and ethically appropriate manner. Acceptance of a donation shall 1) maintain the integrity of the SJCPRD and its operations; 2) maintain the impartiality, as well as the appearance of impartiality, of SJCPRD and San Juan County, and of SJCPRD and San Juan County employees; and 3) maintain public confidence in the SJCPRD and San Juan County government and their programs and employees. When accepting a potential

donation, SJ CPRD will weigh all circumstances surrounding it. Donations other than non-restricted cash donations shall enhance and not interfere with approved SJ CPRD plans and priorities and the SJ CPRD mission.

SJ CPRD may accept contributions from individuals, organizations, foundations, corporations, businesses, associations, and other entities. Donations may include cash, securities (common stocks, preferred stocks, bonds), life insurance, real property (land and improvements), facilities, tangible personal property, and services. However, SJ CPRD strongly prefers cash or cash-equivalent donations and donations that directly contribute to its mission or that advance approved projects and plans. Per San Juan County Code 2.28.010, any deed, conveyance or transfer of an interest in real property can only be accepted by resolution of the County council. Donations which would impose additional administrative burdens or liabilities, which are illiquid, highly complex, or difficult to value, or which appear likely to incur a negative cash flow are discouraged. Donated securities will be sold upon receipt.

Donations that are found to be counter to or beyond the scope of the SJ CPRD mission or its ability to administer fully, efficiently and responsibly will be rejected. No donation may be accepted from a Prohibited Source as defined herein. SJ CPRD retains the right to reject any donation.

2. Major Gifts and Donations. SJ CPRD will from time to time identify and post on the SJ CPRD website plans and needs appropriate for major gifts. SJ CPRD cautions that its ability to accept major gifts may depend on its ability to administer donated assets until such time as they can be accommodated SJ CPRD programs.

3. Proposals for Donation and/or Display of Works of Art.

Consideration of any proposal for display of art in the county parks shall be at the discretion of the Director, upon due consideration for:

- a. expected costs to the SJ CPRD or the county for accepting, installing, maintaining, repairing, and removing art, whether the county acquires ownership or not;
- b. potential risks and liabilities that may be incurred by the SJ CPRD or the county by the acceptance and/or display of the proposed art in one or more of the county parks;
- c. expected additional demands for staff time and attention;
- d. potential conflicts between the placement, maintenance, repair, and removal of art in the parks and other uses of the park or needs of SJ CPRD;
- e. any explicit or apparent intent of the proposed "art" to promote a commercial interest, support a candidate for public office, or advocate an explicit public policy or change in public policy;
- f. the expectation that the artist/donor will abide by such conditions as the Director determines to be necessary for the installation, display, maintenance, repair and removal of the proposed art.

Preference will generally be given to small works of art that:

- a. impose minimal costs, risks, and burdens on SJCP;
- b. are to be displayed for a period not to exceed the greater of 6 months or a park season;
- c. are demonstrably educational in character;
- d. support the interpretative or other needs and priorities of SJCPRD;

Any art accepted for donation and/or approved for display in a county park may be installed and displayed only in the park, location and manner as approved by the Director. All such works shall be removed promptly at the request of the Director with no added cost or risk to the SJCPRD.

4. Prohibited Sources.

- a. The SJCPRD will not accept a direct donation from persons or entities:
 - 1) that have litigation pending with the SJCPRD or San Juan County;
 - 2) that have or are seeking to obtain a contract, lease, grant or other business, benefit or assistance from SJCPRD;
 - 3) that appear to be offering a gift with the expectation of obtaining advantage or preference in dealing with SJCPRD;
 - 4) that are directly associated with any product, service, or enterprise that would reflect adversely on SJCPRD and image;
 - 5) where acceptance would create a conflict of interest or the appearance of a conflict of interest for SJCPRD and San Juan County;
 - 6) where the conditions placed on a donation are inconsistent with the authorized purposes, policies, and planning documents of the SJCPRD, the park or the program or where the SJCPRD cannot adequately maintain donated real or personal property;
 - 7) where the donation is inconsistent with or otherwise seeks to circumvent laws, regulations or policies;
 - 8) where the donation is to an employee in the form of a "reward", salary, or honorarium for his or her personal use. This does not preclude an employee from re-directing any such donation to the SJCPRD or an SJCPRD partner; or
 - 9) when the acceptance of the donation will be used by the donor to state or imply the endorsement by SJCPRD of any product, service or entity, candidate for public office, or to advocate any explicit policy or change in public policy.

Notwithstanding these prohibitions, a donation involving land or interest in land otherwise made as a part of a land transaction may be accepted but must be specifically reviewed and approved by the County Prosecutor's office to assure that such donation is consistent with the purposes of this policy.

Provided, however, that nothing in this policy shall prohibit or discourage negotiated arrangements between SJCPRD and one or more other agencies or not-for-profit organizations by which each allocates, assigns, or contributes its services

and resources to the benefit of each other in order to enable or facilitate the achievement of a common purpose and priority of SJ CPRD.

- b. Challenges. SJ CPRD will not accept donations that impose a fundraising "challenge" to SJ CPRD to match the donation.
- c. Ethical Considerations. SJ CPRD employees will not use their positions in ways that might imply an endorsement of a commercial product, service, or enterprise. However, the SJ CPRD may publicly thank a donor that has supported the SJ CPRD mission.

SJ CPRD will not accept funds donated from organizations in which an SJ CPRD employee is an officer, on the Board of Directors (including ex-officio) or is otherwise engaged in a leadership or coordinating role with the organization, unless the arrangement has been reviewed and approved by the County Prosecutor's Office.

- 5. Fund-raising. The following shall be considered to be appropriate activities of SJ CPRD and not to be construed as solicitation: (1) Applying for grants from public or private entities on behalf of SJ CPRD, (2) seeking funds from a public agency at the federal, state, or local level, (3) identifying the needs of SJ CPRD or explaining the ability of SJ CPRD to accept donations, or (4) recruiting volunteers.

The solicitation of charitable contributions by other organizations or individuals on behalf of SJ CPRD must comply with the Washington Charitable Solicitations Act (19.09 RCW).

- 6. Legal Review. Donors are responsible for consulting their own legal and tax advisors before making a donation. SJ CPRD must avoid (a) the conflict of interest that would occur if it functioned as the donor's advisor and received the donor's gift, and (b) the unauthorized practice of law.

SJ CPRD may seek legal review of any proposed donation as it deems necessary and appropriate.

- 7. Exceptions. The SJ CPRD Commission may consider the recommendation of the Director regarding a donation request that is not anticipated or defined in these policies and for which special circumstances may apply. In considering any proposed exception, The Commission may require such additional and specific measures as it determines to be necessary to allow acceptance of such donations while remaining compliant with the intent of these policies.

E. Administration and Reporting

- 1. Funds Accountability. All monetary gifts received directly by SJ CPRD shall be deposited in a donation account and accounted for and disbursed under the same internal processes and protections as monies appropriated under the normal budgeting and planning procedures of San Juan County. All non-monetary gifts shall be accounted for under the same standards and procedures used to account for other similar county government property or as otherwise specifically required by law or regulation.

2. Tax Reporting.

- a. If SJCPRD accepts a non-cash donation whose value appears to exceed \$500, SJCPRD will send to the donor an IRS form 8283 for the year in which such donation was made.
 - b. Current IRS regulations require a filing of IRS form 8282, Donee Information Return, for accepted property that is subsequently sold, exchanged, or otherwise disposed of within three years of the date the donor originally contributed the property. To the extent required by law, SJCPRD will file any required form/s by the applicable deadline after SJCPRD sells, exchanges or disposes of such property and will make such filings as may be required. SJCPRD will not delay the sale, exchange, or disposal of such property solely for the purpose of avoiding the filing of any required form/s.
3. Designated Contacts. The SJCPRD Director will designate key contacts for donation information, recordkeeping and filings associated with donations.
 4. Annual Reporting. A summary of the amount, and, if in-kind, type of donations received during the year will be included in the San Juan County Parks and Recreation Commission's annual report to the County Council, together with a statement of the impact of such donations on the advancement of the SJCPRD mission.

F. Donor Recognition.

1. Thank You Letters. All accepted donations should be acknowledged in writing by the Director, except where anonymity is requested.
Donations having a value greater than \$250 should:
 - describe the type and amount of donation;
 - make a good faith estimate of the value of goods and services, if any, provided to the donor by SJCPRD in exchange for the gift; and,
 - reiterate any conditions of the donation.
2. Additional Types of Recognition. In addition to thank you letters, the park may choose to recognize a donor through press releases, media photo opportunities, mementos, certificates, and invitations to special events with appropriate recognition at the event, subject to donor approval.
3. Acknowledgement in SJCPRD Facilities.
 - a. General. SJCPRD believes it is fitting and appropriate to provide donor recognition in SJCPRD parks and facilities. Examples could include a donor wall or memorial monument. These forms of recognition serve as both a tangible and visible record of philanthropic support for SJCPRD as well as an expression of SJCPRD appreciation for such support. Donor recognition must not detract from the visitor experience in the park or facility.

Participation in public events at such facilities may also be appropriate and rewarding.

Three types of donations will be recognized: Operating, Endowments and Capital. Gifts "in memory of" will be included in these three types of donations as appropriate and will state "the following donation has been made in memory of ___" Donor-approved recognition may include the donor name, the year, and when appropriate, the type of project donation. Anonymity will be respected and only those donors wishing to be recognized will be acknowledged with a nameplate on the donor recognition wall or in a donor book.

In any given year, monetary contributions or other contributions which can be expressed as having direct monetary value may be recognized at a designated SJCPRD park or facility, consistent with the policies as elsewhere described herein.

- b. Benches/Trees/Plantings. At the discretion of the Director and consistent with SJCPRD needs, donations of benches, trees, or other plantings may be accepted. The Director will determine the most appropriate location and form of recognition for the item. People donating benches, trees, and plantings in memory of an individual may have a small family gathering at the site to memorialize the individual.
- c. Other Donation Recognition. Other types of recognition may be added to the donor recognition wall or book as the need arises (e.g. lifetime gifts, planned gifts, bequests, etc.)
- d. Site-Specific Donor Recognition for Capital Projects. In addition to being recognized in a visitor reception area or other appropriate park facility, it is possible that some donors may be recognized in other ways at the site of the capital project (land and/or improvements) as determined by the SJCPRD Commission.
- e. Credit Lines, Logos, and Name Script. Marketing slogans and tag lines may not appear under any circumstances. Recognition for contributions and donated items may be allowed as appropriate on printed or electronic material and audio/video/film products and certain exhibits.
- f. Recognition is not permitted on vehicles that are donated to SJCPRD.
- g. Special Events in San Juan County Parks. Requests for special events in San Juan County Parks shall be handled in accordance with existing policies of the SJCPRD in keeping with the purposes and limitations of its respective parks and facilities.
- h. Prohibited Recognition.
 - (1) Naming of Public Facilities. The naming of features or park facilities will not be used to recognize monetary contributions or other donations to the SJCPRD without the specific approval of the San Juan County Council.

(2) Special Considerations. Donors will not receive special consideration regarding any law, regulation, or policy affecting public use of an SJCPRD park or facility. This includes application for Special Use Permits and in-park advertising.

(3) Endorsement. Acceptance of private support by SJCPRD is not and should not be interpreted as an endorsement of that donor, or any product or programs associated with that donor. County employees are prohibited from using or permitting the use of their position, title, or authority to endorse any service, product, or enterprise. This prohibition does not prevent SJCPRD from acknowledging the assistance provided by a donor and how that assistance has benefited SJCPRD. Employees may not appear in any corporate advertising or public relations materials without the approval of the Director.

(4) Natural, cultural, and recreational resources (trees, buildings, trails, roads, etc.). Natural, cultural, and recreational resources of any kind will not be named for or in honor of an individual, organization, or business as a result of a financial contribution.

G. Use of Donations.

1. Donations may be used to fund any SJCPRD activity for which appropriated funds could normally be used.
2. Donations will not be used to begin construction, or any phase of construction or other SJCPRD project, where there are not sufficient appropriated and/or donated funds in hand to complete the work so that it is usable. Donated funds may, however, be used to advance project design work, including the cost of SJCPRD-conducted plans or studies.
3. Donations may be made to create an endowment to cover specific future costs associated with the acceptance of a donation, or the more general long-term needs of a park, facility or program.

H. In-Park Donations.

1. Visitors. It is appropriate to assist park visitors who seek information on how to make a donation to the park or SJCPRD, but visitors who have expressed no interest in such information must not be asked for donations by anyone.
2. Donation Boxes. Only SJCPRD donation boxes are permitted on park property.



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San Juan County Parks & Fair DONATIONS ACCEPTANCE POLICY addendum - park fixtures

The mission of San Juan County Parks & Recreation Division is to protect, promote, and enhance our County Parks and recreational opportunities, in keeping with the natural character and beauty of the islands, for the benefit of current and future generations. San Juan County Parks, Recreation and Fair Department (Department) recognizes private philanthropy as a vital element of its success.

I. Purpose.

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of cash, physical labor, equipment, or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, public art, drinking fountains, flags, flag poles, trees or plantings, and other types of park amenities or memorials.

This policy does not apply to buildings or land. Please refer to the main Donations Acceptance Policy adopted by the San Juan County Parks & Recreation Commission on October 20, 2011.

The Department desires to encourage donations while at the same time manage aesthetic impacts and mitigate maintenance costs. The policy covers all of the parks in the San Juan County park system and the San Juan County Fairgrounds.

II. Donation Review and Acceptance.

- a. The donor must contact the Department or Fair Office to get a determination on whether a donation may be accepted based on the criteria contained in this policy. If a donation can be accepted, the donor will fill out the Donation or Memorial Request Form.
- b. Placement of a donated item is at the discretion of the Director. A donor may request a specific park/property and location within the park, but the Director will ultimately decide the park and exact location within the park. The Department may accept the donation if the following conditions are met:
 1. Meet a true facility need,
 2. Not interfere with the intended current or expected future use of the facility.
- c. Fairgrounds – memorials and donations may be accepted if the individual being honored has a record of service or made an outstanding contribution at the Fairgrounds. The Director has the discretion to accept or reject the donation. This requirement has been established due to the limited space available on the grounds

and the number of donations and memorials which have been requested over the years.

- d. If a facility is determined to be fully developed, the opportunity for donations will likely not be available.
- e. The donor does not retain any ownership interest in any donated item. Gifts are accepted with the full understanding that they become the property of San Juan County and are subject to the laws, policies, and procedures that govern the Department.
- f. Complete funding for the donation must be processed before the commencement of any work or ordering of products.
- g. Donated items will be maintained only for the expected life cycle of the item. Because park furnishings only last for a matter of years before requiring complete replacement, donated furnishings in a particular location may become available for renewal with preference given to the original donor. If current information is on file, the donor will be given the opportunity to take further action at the expiration of the original life cycle of the donated item. If it is not possible to contact the donor or the donor chooses not to renew, any plaque will be removed and the site will be offered to a new donor. It is important that the donor always keep their contact information current with the Department. It is the Director's discretion whether or not to replace donations and memorials as they come to the end of their life cycle or are damaged irreparably by vandals. The Department retains the right to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Department will contact the donor to discuss alternative locations. The Director will make the final determination.
- h. All furnishings (bench, picnic table, bike rack, etc.) will conform to the style of furnishings installed at the site already or of a standard as determined by the Director. All furnishings will meet the standards of the Department for design, durability, and construction.
- i. Recognition plaques – Recognition plaques may be placed on bench, picnic table, or bike rack donations, but not on “green” donations (trees or plantings).
Plaque text guidelines:
 - i. Name, sentiment, and/or date (mm/dd/yy) may be included
 - ii. The total number of total characters must not exceed 50
 - iii. The size of the standard plaque may not exceed 2-5/8 inches by 5 inches
 - iv. The plaque material will be determined by the Department and shall be as consistent as possible on all furnishings
 - v. The Director must approve all text for the plaque.

III. Prohibited Recognition.

- a. Naming of Public Facilities. The naming of features or park facilities will not be used to recognize monetary contributions or other donations to the Department without the specific approval of the San Juan County Council.
- b. Special Considerations. Donors will not receive special consideration regarding any law, regulation, or policy affecting public use of a Department park or facility. This includes application for Special Use Permits and in-park advertising.
- c. Endorsement. Acceptance of private support by the Department is not and should not be interpreted as an endorsement of that donor, or any product or programs associated with that donor. County employees are prohibited from using or permitting the use of their position, title, or authority to endorse any service, product, or enterprise. This prohibition does not prevent Department from acknowledging the assistance provided by a donor and how that assistance has benefited the Department. Employees may not appear in any corporate advertising or public relations materials without the approval of the Director.
- d. Natural, cultural, and recreational resources (trees, buildings, trails, roads, etc.) of any kind will not be named for or in honor of an individual, organization, or business as a result of a financial contribution.

IV. Donation or Memorial Request Form.

Your name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Alt. Phone No.: _____

Email: _____

Choose one: Bench Picnic table Other: _____

Desired Park: _____

Inscription: _____

(50 letter maximum)



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ODLIN COUNTY PARK COMMERCIAL BOAT RAMP USE POLICY/PERMIT APPLICATION

Thank you for considering Odlin County Park for your non-recreational commercial activity. Such use is governed by **San Juan County Code 12.08**. Some things to think about as you get ready to submit your application:

A. A permit for the use of boat ramps within County parks shall be obtained from the Director at least 48 hours in advance of the intended date of use.

B. Commercial activity on ramps is restricted to nonholiday weekdays throughout the year between the hours of 7:00 a.m. and 7:00 p.m.

C. The ramp will remain closed to commercial barge operations during the County park's peak-use season, or May 15th until September 15th. Exceptions may be made through the variance procedure set forth in SJCC [12.08.320](#).

D. Restrictions on Ramp Use.

1. Do not use the ramp for any commercial purpose other than the practices and procedures of on-loading and off-loading freight ferries and barges. Do not conduct on-loading of freight ferries and barges at any place within a park other than at the ramp proper. Off-loading shall take place on ferries and barges only.

2. Do not use any park property for a staging area for inter-island commercial operations, or leave materials and vehicles unattended, between the departure time and the subsequent return time of any freight ferry or barge.

3. Do not reserve or retain use of the ramp by means of parking or mooring, or to obstruct the ramp and dock access road with commercial vehicles and materials prior to on-loading of freight ferries and barges. Freight ferries, barges and tug boats must not occupy the ramp unnecessarily prior to or after on- or off-loading.

4. Do not operate heavy equipment vehicles, such as those that move on revolving crawler tracks instead of rubber tires, or any other vehicle not intended for operations on surfaced roadways on any portion of the park other than on the ramp proper. Vehicles of this type shall enter and exit the park by trailer only.

5. Do not conduct ramp operations in an unnecessarily noisy or boisterous manner or leave engines running while waiting for transport. Operation of chainsaws, compressors, generators, pumps or other loud equipment shall require the express permission of the Director.

6. Do not occupy the ramp to the indefinite exclusion of recreational use. Commercial activity shall stop, and the ramp shall be yielded at intervals of not more than 60 minutes when

Please complete and return the attached application form.

I. BUSINESS INFORMATION

Name of Business: _____
 Owner's Name: _____
 Contact Name (if other than owner): _____
 Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Phone: _____ Fax: _____
 Personal Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ E-mail: _____

II. PERMIT DETAILS

- A. First Requested Date for Ramp Use: _____
- B. Estimated Total Number of Days of Park Use: _____
- C. Est. Total Number of Hours used each day: _____
- D. Application Date:* _____

***County Code requires that a permit be obtained at least 48 hours in advance of the intended use. PLEASE apply for permit at least 72 hours ahead of time.**

E. Statement regarding the activities to be conducted in the park:

III. BACKGROUND INFORMATION

A. Brief Summary of Business History:

B. Please state the public safety precautions you will employ during this boat ramp use:

1. _____
2. _____
3. _____
4. _____

IV. LIABILITY INSURANCE

San Juan County Parks requires Commercial General Liability insurance prior to issuance of permit. A CERTIFICATE OF INSURANCE must be submitted with permit application. The insurance must be written on an "occurrence" basis and be so indicated on the Certificate. Claims made policies will not be accepted. Exceptions to the condition of insurance coverage may be granted by Parks and Fair Director, San Juan County Risk Manager, and County Manager agreement.

The wording on the Certificate of Liability Insurance should include: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as: San Juan County through the San Juan County Parks & Fair Department, 350 Court Street #8, Friday Harbor WA 98250.

An Additional Insured policy endorsement (may be known as a CG 20 26 11 85, though not all insurance companies use this form) valid for the operating period must be attached to the Certificate.

A. Date of Certificate Validation:

B. Date of Expiration:

C. ___ I've enclosed one copy of our Certificate of Insurance and Policy Endorsement.

V. APPLICATION FEE

___ The required \$100 application fee is enclosed.

→ APPLICANT'S SIGNATURE _____

Permit will be approved/denied at least 24 hours prior to the requested use date, provided complete application materials are received the required 72 hours in advance of park use.

FOR OFFICIAL USE ONLY

Application Accepted. Application Denied: Reason: _____

Check Number _____ Receipt Number _____



Unmanned Aircraft Systems Use Policy / Permit Application

San Juan County Parks & Fair Department’s mission statement includes these words about park management, “...in keeping with the natural character and beauty of the islands and which foster good stewardship of County lands”. The department has determined that the use of unmanned aircraft systems (also known as “drones” & radio controlled aircraft) within or over County Park and Fairgrounds lands is likely to be in conflict with this mission and with *Leave No Trace* principles and has the potential to disturb wildlife, disrupt park user experiences, pose a safety hazard for persons and property, and invade personal privacy.

350 COURT ST #8
FRIDAY HARBOR WA
98250

(360) 378-8420
fax (360) 378-2075
e-mail parcs@sanjuanco.com
www.sanjuanco.com/parcs

By this policy and with the support of the San Juan County Parks & Recreation Commission and the San Juan County Fair Board, San Juan County prohibits launching, landing, or operating of unmanned aircraft systems (UAS) from or on all San Juan County Parks & Fairgrounds property unless authorized by securing a Special Use Permit issued by the Director. To request a permit, complete the following application form and return. Applications will be approved by the Director only upon determination that the proposed UAS operation: (1) will not unreasonably disturb wildlife or disrupt park users; and (2) will not pose an unreasonable safety hazard or invasion of privacy.

I. CONTACT INFORMATION

Owner’s Name: _____

Name of Company: _____

Operator’s Name (if other than Owner): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ E-mail: _____

Alternate Address: _____

City: _____ State: _____ Zip Code: _____

Alternate Phone: _____ E-mail: _____

II. PERMIT DETAILS

B. Activities to be conducted in the park: _____

C. Park requested for use: _____

D. Requested date of park use: _____

E. Est. total number of flight hours: _____

F. Hours of operation: _____

III. BENEFITS TO SAN JUAN COUNTY

IV. EQUIPMENT/OPERATOR INFORMATION

Federal Aviation Administration (FAA) UAS Registration number: _____

Brief overview of the UAS specifications and operator's qualifications for aircraft use:

V. PUBLIC/WILDLIFE SAFETY PLAN

How will you mitigate the potential disturbance to wildlife and humans during your flight?

VI. ADDITIONAL INFORMATION

Is there any other information you want to share about this permit request?

VII. LIABILITY INSURANCE*

The Applicant agrees to protect, defend, hold harmless and indemnify San Juan County from and against any and all losses, liabilities or damages arising out of this activity.

San Juan County Parks and Fair requires Comprehensive General Liability insurance prior to issuance of permit. A CERTIFICATE OF INSURANCE must be submitted with permit application. The insurance must be written on an “occurrence” basis and be so indicated on the Certificate. Claims made policies will not be accepted. Exceptions to the condition of insurance coverage may be granted by Parks and Fair Director, San Juan County Risk Manager, and County Manager agreement.

The wording on the Certificate of Liability Insurance should include: “The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as “San Juan County through the San Juan County Parks & Fair Department, 350 Court Street #8, Friday Harbor WA 98250.”

An Additional Insured policy endorsement (may be known as a CG 20 26 11 85, though not all insurance companies use this form) valid for the operating period must be attached to the Certificate.

A. Date of Certificate Validation: _____ Date of Expiration: _____

B. ___ I’ve attached one copy of our Certificate of Insurance *AND policy endorsements**

**Applications will not be accepted without all current insurance documents attached.*

Property damages deposit or bond of up to \$100,000.00 may be required. Any damage to park property or additional labor resulting from the Permittee’s use will result in forfeiture of all or part of the deposit. The Permittee may be held liable for any additional damages which exceed deposit or bond amount.

VIII. APPLICATION FEE

I. A \$100 application fee must be received with the Permit application. This fee covers application costs only and is non-refundable.

___ The required \$100 application fee is enclosed.

IX. PERMIT TERMS

A special use permit includes the following terms. Additional terms may be added by the Parks & Fair Director as needed for a specific park or permitted use.

- UAS use shall be for recreational purposes only and shall comply with all applicable federal laws and regulations.
- The **maximum duration** of UAS use per applicant is four flights of no more than one hour each per day and no more than 10 days in a 12-month period.
- Applicants **agree to operate** in a manner that 1) is compatible with the activities of park visitors; 2) does not damage facilities or resources or interfere with park operations; 3) does not disrupt wildlife; 4) does not imply the endorsement of the Parks & Fair Department of the content of materials produced by the operation; 5) acknowledges the cooperation of the Parks & Fair Department; 6) is not inconsistent, with the intended uses of the park, as determined by the Director.

- You agree that *no trash* be created as a result of this activity. In the event that there is a noticeable increase in park trash or litter, as determined by Park staff, *an amount adequate to cover removal costs will be added to the use fees charged.*
- The *hours* of operation must be consistent with the times listed in the “Permit Details” section above. Out of respect for our neighbors and regular camping clients, activities will begin no earlier than 8:00 a.m. and conclude no later than 9:00pm, except by special approval of the Director.
- *No electrical hook-up* to park facilities is available.
- Any *check returned* due to non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of the Special Use Permit. The Permittee may be liable for costs required to collect any monies due.
- Any *violation or non-compliance* with the stated terms of this policy may result in immediate revocation of the Special Use Permit and/or ejection from Park property.

By signature below, the aircraft owner/operator hereby acknowledges that all statements made on this application are true and agrees to comply with all permit terms.

→ APPLICANT’S SIGNATURE _____
Date

Permit will be approved/denied at least 5 days prior to the requested use date, provided complete application materials are received at least 14 days in advance of park use. All permits shall be of a temporary nature, shall vest no permanent right and may be revoked upon notice.

FOR OFFICIAL USE ONLY

Date reviewed: _____ Application Accepted Application denied

Reason: _____

Check number _____ Receipt number _____

Comments: _____

Permit issued on date: _____

Permit denial communicated to requestor: _____



350 COURT ST #8
FRIDAY HARBOR
WA 98250
(360) 378-8420
fax (360) 378-2075

e-mail
Parks@sanjuanco.com
www.sanjuanco.com/parks

Thank you for considering San Juan County Parks and Fair for your meeting. Some things to think about as you get ready to submit your application:

- This application is for uses such as small meetings and presentations.
- The meeting room measures approximately 14.5' x 20.5' (297 sq ft) and includes use of 4 tables and 20 chairs. There is also access to a small kitchen (limited refrigerator/freezer space, instant hot water faucet, and small microwave) and a restroom.
- The meeting room will not be available for public use during some times of the year.
- The Parks, Recreation & Fair Department reserves the right to deny the use of these public properties for any type of event.
- Each use request is reviewed in the order in which it is received. Priority is given to Parks & Fair activities and other County departments.
- Events cannot exceed 20 people seated with tables or 42 people if standing.
- Fairgrounds Main Building rentals are covered under separate policy.

I. EVENT/GROUP INFORMATION

Name of Group: _____
 Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ e-mail: _____

II. USE DETAILS

Requested date of meeting room use: _____
 Activities to be conducted in the meeting room: _____

 Estimated hours of use (xx:am-xx:pm): _____
 Estimated number of people to use the room: _____

NOTE that this in an application only, and does not serve as permission to conduct any use in the facility. If your request is approved, an e-mail containing applicable information will be sent to the person designated on the application.

By signature below, I agree to comply with all terms of this application.
→ APPLICANT'S SIGNATURE _____

 Date

III. FEES AND PAYMENTS

The fee to use the meeting room is \$25.00 for uses up to 3 hours in duration; \$35.00 for uses 3-5 hours in duration.

- To secure your space, please include a **\$25.00 non-refundable deposit** with the application. Please make your check payable to San Juan County Parks & Fair, and mail to the above address. This amount will be applied to your payment. Final payments will be due 30 days prior to your event (remember to deduct \$25.00 from total amount due).
- **Any check returned** for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of use. Issuer may be liable for costs required to collect on any monies due (minimum charge of \$25.00 per collection).
- **Cancellations.** Changes or cancellations made 30 or more days in advance of the day reserved are subject to a cancellation fee of 25% of the Event Fee, 15-29 days in advance a 50% fee, less than 14 day non-refundable.

IV. TERMS of MEETING ROOM USE

Use of the Meeting Room includes the following terms. Additional terms may be added by the Park and Fair Director as needed.

- Meeting Room **capacity** is 20 people if tables and chairs set up; 42 people if standing or chairs only. This capacity is determined per the International Fire Code Section 1004.
- The opening and closing **checklists** must be used for each use.
- All activities shall commence **no earlier than 8:00am** and conclude **no later than 11:30pm**; clean up and exit the premises by 12:00 midnight.
- **Parking** is provided along the southwest end of the Parks & Fair Administration office. Please minimize the number of vehicles on the property. Car pool!
- The **ADA parking space** outside the front door is only for **ADA parking**; vehicles parked there and not displaying an ADA placard are subject to citation from the SJC Sheriff.
- Meeting Room use is **non-transferable**.
- **No nails, tacks, screws, staples or any puncturing devices** inside or outside the building for any reason. To protect the beauty and integrity of the building, only free standing or self-supporting decorations/props/signs may be used.
- **No storage** of any kind is allowed, except during the hours of the rental.
- Do not leave the **meeting space unlocked** and unattended. If the user leaves the building at any time, please lock the back door.
- **Smoking is prohibited** within 25 feet of the building.
- **No alcohol** allowed on premises.
- **Waste, recycling, and food compost** bins are provided in the kitchen.
- Please **clean up after yourselves**. Special janitorial services are not provided for these events. Wash dishes, utensils and other kitchen ware (either by hand or dishwasher).
- **Failure to follow** facility rules or the terms of this policy will result in immediate expulsion from the facility. No refunds will be allowed under these circumstances.

Summary of Policy Changes 2016 vs. 2015

THROUGHOUT –

2015	2016
	Liability Insurance – “The certificate holder must be named . . . San Juan County through San Juan County Parks . . .”

PICNIC SHELTER RENTAL –

2015	2016
(NEW FOR 2015!)	Removed “(NEW FOR 2015!)”

COMMERCIAL USE POLICY –

2015	2016
DEFINITIONS:	Add “ <u>c. Operator – The owner or responsible representative holding a permit with San Juan County Parks & Fair Department.</u> ”
GENERAL:	Add “ <u>a. An operator must obtain a Commercial Use Permit to use any San Juan County Park for any commercial activity.</u> ”
	Add “ <u>b. Permits will only be issued for the following categories of Commercial activities: Kayaking, Bicycling, Camping, Hiking, Picnicking, and Scuba Diving.</u> ”
	e. Vessel rental operations are not allowed at any of the San Juan County Parks. <u>Rental vessels may not be dropped off or retrieved by the operator at San Juan County Park.</u> ”
PERMIT TERMS:	A commercial use permit is required for any commercial use of a county park. The All commercial use permits includes the following terms. Additional terms may be added by the Parks & Recreation Commission or Fair Director as needed for a specific park or permitted use (SJC Code 12.08.040). The holder will:
	e. Pay all applicable fees as prescribed by Parks Department policy; <u>not solicit for business services within a county park without prior Director written approval (includes advertising); have a valid permit</u>

	<p><u>copy available for park staff review any time the holder operates in a park;</u></p> <p>f. ——— Not solicit for business services within a county park without prior Director written approval (includes advertising), Have a permit copy available for staff review any time the holder operates in a park,</p> <p>g. Abide by group size and use limitations as specified <u>any additional terms indicated on the permit by permit terms and/or by Parks Department policy.</u></p>
USE FEE TABLE:	SJI Day Parks** & Shaw County Park **<i>(limited use)</i>
SAN JUAN COUNTY PARK:	An operator must obtain a Commercial Use Permit to use any San Juan County Park. The appropriate fee is due at time of application.
SAN JUAN COUNTY PARK, cont'd.	<p>The following additional policy and procedures apply to the use of the <u>San Juan County Park</u> located at 50 San Juan Park Drive, San Juan Island. <u>Additional terms of operation are found on the permit document.</u></p> <p>1) b) Launch fees are due at the time of each use or by making a minimum deposit of \$300.00 can be made at the time of permit application, in lieu of paying fees at the time of each use. Parks will issue a <u>monthly bill</u> for the amount due. Any additional fees <u>Payments</u> will be due within 14 days of billing date. Fee payments are due within 14 days of the month end. If a second billing is required, a \$25.00 billing fee will be added to the <u>at bill</u>, payable immediately upon receipt.</p> <p>c) If an operator does use the park without paying in advance, owed fees will be due by the end of the current month.</p> <p>d) Commercial operators are responsible for signing in <u>when arriving at the park</u> for each use and assuring that fees are paid in advance.</p> <p>d) Failure to sign in may result in immediate revocation suspension of the operator's use permit. <u>Multiple failures to sign in may result in permit revocation.</u></p> <p><u>Parking. Operators are discouraged . . .</u></p> <p>a) <u>Maximum group size is 30 guests per hour for each company, excluding bona fide trip guides.</u></p> <p>b) Hand-carry craft can <u>should</u> be walked down the kayak launch path beach access point. <u>Kayaks may not be carried on the boat ramp to launch or retrieve. Staging and launch preparation should occur at least 20 feet away from a boat ramp and</u></p>

<p>SAN JUAN COUNTY PARK, cont'd.</p>	<p><u>kayak launch path to reduce congestion and allow for trailer-launched boat staging.</u></p>
	<p><u>c) Operators should stage boats perpendicular to the shoreline with a maximum of 5 feet between boats.</u></p>
	<p><u>4) Camping: Commercial groups may not camp in Hiker/Biker/Kayaker site. Commercial camping reservations must be made through the main Parks & Fair Office.</u></p>
	<p><u>Additional Terms for operators using San Juan County Park to launch vessels from May 13, 2016 to September 26, 2016.</u></p>
	<p><u>2. Guide and Guest Training: All trip guides and guests must complete County Parks approved KCC training prior to using San Juan County Park for launching or stopping. This term can be accomplished in two ways:</u> <u>Guides complete the Kayaker Code of Conduct (KCC) training for guides in advance of park use and are placed on the approved guide list that will be held at SJP. Guides will then be responsible for giving KCC training to guests and collecting signed pledge forms prior to launching or when stopping at SJP.</u> <u>Guides and guests attend the KCC program at SJP prior to launching, for each trip using the park until the guide(s) have attended the training described in 1.a. The training at SJC Park does not qualify as guide training for future trips.</u> <u>3. Guide Identification: All guides participating in commercial trips at San Juan County Park must obtain a County issued identification card. Operator must submit a list of all guides that will participate in trips from San Juan Park for the term of the permit a minimum of two weeks in advance of first park use. If there is a change in guides, the operator is required to submit an up-to-date guide list a minimum of 7 days prior to guide participation in operations at SJP.</u> <u>All guides are required to display their photo identification card, clearly visible on their person, while participating in guided trip operations at SJP.</u></p>

	<p><u>SJC Parks will provide the procedure for obtaining the identification cards.</u></p> <p><u>4. Vessel Identification: All permitted commercial kayak company vessels launching from San Juan Park are required to display a identification in the following manner:</u></p> <p><u>A disc measuring a minimum of five (5) inches in diameter on both sides of the hull, within one (1) inch of the deck/hull seam and within twenty four (24) inches of the bow end. The disc must be in a contrasting color(s) to the vessel hull.</u></p> <p><u>Vessels rented by private kayakers with operator identification as described in 3. a. <i>may not launch or return to SJC Park, unless participating in a guided trip launches or landing from SJC Park.</i></u></p> <p><u>4. Permit Revocation: Commercial companies that receive a warning or violation for activities related to marine mammals from an enforcement officer may have their permits revoked or suspended.</u></p>
SJ ISLAND DAY PARKS/SHAW:	<p>1)a) Maximum group size is 1215 guests per hour for each company, excluding bona fide trip guides.</p> <p>c) <u>Operators should stage boats perpendicular to the shoreline with a maximum of 5 feet between boats.</u></p> <p>e) <u>At Shaw County Park, hand-carry craft can be walked down the boat ramp or beach access point. Staging and launch preparation should occur at least 20 feet away from a boat ramp to allow for trailer-launched boat staging.</u></p> <p>For At Shaw County Park, all trip participants must arrive by bicycle, boat, or foot only <u>dropping off/picking up clients or equipment is not permitted; nor is Pparking is not provided allowed in the park for vans, trailers, guides, or guests of commercial trips, with the exception of those camping in the park.</u></p> <p>2) **Kayak launching <u>and/or</u> retrieving is prohibited at Reuben Tarte County Day Park.</p> <p>3) **Commercial Operators may not use Eagle Cove County Day Park on San Juan Island.</p>
LOPEZ ISLAND PARKS:	<p>. . . There will be no parking of commercial operator vehicles in any day use areas, except when directed to do so by park staff.</p> <p><i>5) There is no parking of commercial vehicles <u>or combinations over 20' in length allowed at Agate Beach County Day Park in July & August.</u></i></p>
EASTSOUND VILLAGE GREEN SPECIAL USE –	
2015	2016
	. . . spring, and summer <u>and early fall.</u>

Introduction	Minor text change; reference SJC Parks & Fair Department
II. Special Use Permit	Park Special Use Application should be submitted no less than sixty <u>thirty (30)</u> days in advance . . .
II. USE DETAILS	F. The Park is divided into 4 potential rental sites, including <u>plus</u> the stage . . .
IV. FEES AND PAYMENTS	<input type="checkbox"/> Any single space rental 11/1-3/31: \$50/space/day
	<input type="checkbox"/> Add cost for portable toilets for 2 or more spaces &/or 200 people = Market rate + \$25
	Amount enclosed: \$
	<u>For events renting at least 2 of the 4 sites and/or expecting 200 or more participants on the Green, a fee for one (1) portable toilet will be charged in addition to the park site rental fees. San Juan County Parks and Fair will have the toilet delivered in advance of your party's activity and picked up at the conclusion of the event. This portable toilet is in addition to the public toilets already provided by the County at the Village Green.</u>
	A-To secure your space, please include a \$25.00 non-refundable deposit for the designated day use must be received with the application. . . Final payments will be due 30 <u>14</u> days prior to your event (remember to deduct \$25.00 from total amount due).
<u>Any check returned for non-sufficient funds, stop-payment or any other reason will result in immediate cancellation of Park Use Contract. Permit Holder may be liable for costs required to collect on any monies due (minimum \$25.00 charge).</u>	
V. PERMIT TERMS	Organizations renting at least 3 of the 4 sites and expecting 200 or more participants on the Green must provide two (2) portable toilets (one must be an ADA model) at your expense to be delivered in advance of your party's activity and to be picked up at the conclusion of the event. These portable toilets are in addition to the public toilets already provided by the County at the Village Green.
	If liquor will be served in the park, proof of liquor liability insurance must be provided. Insurance coverage must be acceptable to the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, a copy of any banquet permit or Special Occasion License must be submitted to the Parks & Rec. Administration office.
	If liquor will be served in the park, proof of liquor liability insurance must be provided. Insurance coverage must be acceptable to the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, a copy of any banquet permit or Special Occasion License must be submitted to the Parks & Rec. Administration office.
	Any check returned for non-sufficient funds, stop-payment or any other reason will result in immediate cancellation of Park Use Contract. Permit Holder may be liable for costs required to collect on any monies due (minimum \$25.00 charge).

CAMPING RESERVATIONS -

2015	2016
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	<u>Maximum vehicle size in non-RV sites is 9'H x 20'L.</u>
	<u>No Reservation changes.</u>
	<u>Maximum stay limit is 14 days (10 at Fairgrounds);</u> <u>minimum of 7 days between maximum stays.</u>

CAMPGROUND RULES –

2015	2016
	<u>NO UNMANNED AIRCRAFT SYSTEMS on or above Parks & Fairgrounds property without a permit.</u>

DAY USE RULES –

2015	2016
	<u>NO UNMANNED AIRCRAFT SYSTEMS on or above Parks & Fairgrounds property without a permit.</u>

SPECIAL EVENT-Private –

2015	2016
Introduction	<u>Applications are accepted starting on the first business day in January for the current year.</u> <u>San Juan County Park – due to the high level of use at this park for camping and recreational use, private events are not permitted between May 1 and October 31.</u>
III. LIABILITY INSURANCE, LIQUOR SERVICE	If liquor will be served at an event lasting longer than 5 hrs and/or any money is exchanging hands, <u>proof of liquor . . .</u> <input type="checkbox"/> <u>I will purchase Special Event insurance from San Juan County Parks & Fair.</u>
IV. FEES AND PAYMENTS	Ceremonies, Weddings, <u>Rehearsals & Receptions* 3</u> <u>1.5 or more hours</u> No set up means you have no <u>event chairs, . . . setting up some physical event equipment . . .</u> <u>***see map . . . Set-up for Events is limited to “Event Space” zone as shown on accompanying map; thank you for your cooperation.</u> <input type="checkbox"/> <u>Add cost for portable toilet (40+ people OR more than three (3) hours = Market rate + \$25</u>

<p>IV. FEES AND PAYMENTS, cont'd.</p>	<p>*includes use of shelter, where available (Odlin and Shaw County Parks)</p> <p>***see map of Eastsound Waterfront Park, attached. Set-up for Events is limited to “Event Space” zone as shown on accompanying map; thank you for your cooperation.</p> <p>To secure your space, please include a A non-refundable \$25.00 deposit must be received with the Special Event Permit application. . . Final fee payments will be due 30 days prior to your event or as agreed upon (<u>remember to deduct \$25.00 from total amount due</u>). <u>If reservation is made less than 30 days in advance, full payment must be received within 4 business days.</u></p> <p><u>Fees not received earlier than four (4) days prior to event will result in cancellation of space and loss of deposit.</u></p>
<p>V. PERMIT TERMS</p>	<p>Events <i>cannot exceed the maximum number of people or event duration</i> . . .</p> <p><u>For the comfort of your guests and due to the limited facilities at our parks, for an event with more than 40 people or lasting more than three (3) hours, a fee for one (1) portable toilet will be charged. San Juan County Parks & Fair will have the toilet You agree to provide portable toilets (quantity will be determined based on group size, type of activity and duration of event) to be delivered in advance of your party’s arrival and to be picked up upon your departure. Local vendors are available. The vendor will need to coordinate delivery, placement, and pick up in advance with Park staff.</u></p> <p>No birdseed or rice at weddings or any other events.</p> <p><u>No stakes or anything else pounded/inserted into the ground.</u></p>
<p>Eastsound Waterfront Park Map</p>	<p><u>Most of our private Special Events take place at Eastsound Waterfront Park. We work in concert with The San Juan County Land Bank to make</u></p>

	<p>space available for special events at this location. Please utilize the portion of the property shown above as “Event Space”. The designated “Public Space” is intended to be available to the general public for casual recreation, including beach access. By holding your event in the designated Event Space, you are less likely to have uninvited activity during your special day.</p>
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SPECIAL EVENT-Public Events –

2015	2016
Introduction	Applications are accepted starting on the first business day in January for the current year.
B. Non County Sponsored Events	<p>The following policy statements comprise the permit terms attachment:</p> <p><i>A Special Event Permit must be obtained</i> for a one-time use of a park; a copy of the permit application is enclosed, and this policy statement comprises the “Terms of Permit Attachment. Please apply for this permit no less than sixty (60) days in advance of the proposed event.</p> <p>Cancellations. Changes or cancellations made 30 days or more in advance of the first day reserved are subject to a 25% cancellation fee, 3-29 days incurs a 50% fee, and less than 72 hours in advance are non-refundable.</p> <p>A \$500.00 damage/cleaning deposit must be paid by separate check at the time of application. This deposit shall be refunded in full or in part, to the extent that the park is maintained in the condition in which it was found. Any damage to park property or additional labor resulting from the party’s use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages, which exceed \$500.00.</p> <p>Any check returned for insufficient funds, stop-payment or any other reason, will result in immediate revocation of Special Event Permit. Issuer may be liable for costs required to collect on</p>
B. Non County Sponsored Events, cont’d.	

	<p>any monies due (minimum charge of \$25.00 per collection).</p> <p>We request that <i>no trash</i> be deposited in the park as a result of this activity. In the event that there is a noticeable increase in park trash or litter, as determined by Park staff, an <i>amount adequate to cover removal costs will be deducted from damage deposit.</i></p> <p>You agree to <i>provide portable toilets</i> (quantity will be determined based on group size, type of activity and duration of event) at your expense to be delivered in advance of your party's arrival and to be picked up upon your departure. Local vendors are available. The vendor will need to coordinate delivery, placement, and pick up in advance with Park staff.</p> <p>You will arrange for <i>alternative transportation</i> for participants where possible.</p> <p>The <i>scheduled hours</i> of this event are to be determined. Out of respect for our regular camping clients, we must ask that all formal activities, including music, are concluded no later than 9:00pm, allowing for clean up and exit from the park prior to the Park's 10:00pm quiet time. If you will be setting up tents, tables, chairs, etc. and having music and/or catered food at the event, <i>location and layout</i> must be coordinated with Park Manager or other park representative, who may require that the area in use be cordoned off.</p> <p><i>Electrical hook-up</i> is only available in certain situations and must be coordinated with park staff. Additional fees may apply.</p> <p>Any <i>violation or non-compliance</i> with the stated terms of this policy may result in immediate revocation of Special Event Permit and/or ejection from Park property.</p> <p>The Director <i>may decline</i> to issue a Special Event Permit for events that do not meet our management criteria. Appeals of any Director</p>
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	<p>decision must be submitted in writing to the Parks & Recreation Commission, whose decision shall be final. (SJC Code 12.08.310).</p> <p>Permit is <i>non-transferable</i>.</p> <p>All permits shall be of a <i>temporary nature</i>, shall vest no permanent right and may be revoked upon 30 days' notice, or if the permit so states, upon shorter notice.</p>
III. LIABILITY INSURANCE, LIQUOR SERVICE	<p><input type="checkbox"/> I will purchase Special Event insurance from San Juan County Parks & Fair.</p>
IV. FEES AND PAYMENTS	<p><input type="checkbox"/> Add cost for portable toilet (40+ people OR more than three (3) hours = Market rate + \$25</p>
IV. FEES AND PAYMENTS, cont'd.	<p>To secure your space, please include a non-refundable \$25.00 deposit with the Special Event Permit application. Please make your check payable to San Juan County Parks and mail to the above address. Final fee payments will be due 30 days prior to your event or as agreed upon (remember to deduct \$25.00 from total amount due).</p> <p>Fees not received earlier than four (4) days prior to event will result in cancellation of space and loss of deposit.</p>
V. PERMIT TERMS	<p>For the comfort of your guests and due to the limited facilities at our parks, for an event with more than 40 people for one hour or any event lasting more than three (3) hours, a fee for You agree to provide one (1) ADA portable toilet at your expense will be charged. San Juan County Parks & Fair will have the toilet to be delivered in advance of your party's arrival and to be picked up upon your departure. Local vendors are available. The vendor will need to coordinate delivery, placement, and pick up in advance with Park staff.</p> <p>If you will be <i>setting up tables & chairs and having music and/or catered food or having food catered</i> at the event, . . .</p>

	No <u>Electrical hook-up</u> is <u>only</u> available in certain situations and must be coordinated with park staff.
	<u>Additional fees may apply.</u>
	<u>No stakes or anything else pounded/inserted into the ground.</u>

SPECIAL EVENT INSURANCE –

2015	2016
	<u>Host Liquor coverage is included automatically in the coverage for events with liquor served, not sold, for less than 5.5 hours.</u> If liquor, beer, or wine is available for consumption and money changes hands in any way, shape, or form, (i.e. for a donation, for a ticket, for a meal, for entry to the event, for the beverage), <u>or alcohol is available for more than 5.5 hours</u> , then full liquor liability coverage must be provided.

UNMANNED AIRCRAFT USE SYSTEMS-

2015	2016
	NEW FOR 2016

MEETING ROOM USE

2015	2016
	NEW FOR 2016

BUILDING RENTAL – no changes

NON-COMMERCIAL GROUP USE – no changes

NON-RECREATIONAL COMMERCIAL USE – no changes

SJCP VESSEL LAUNCH – no changes

GEOCACHING – no changes

METAL DETECTING – no changes

DONATIONS Policy – no changes

ODLIN PARK BOAT RAMP COMMERCIAL USE – no change