

# 2011 Policy Manual Parks Division



December 15, 2010

*(approved by County Administrator, Pete Rose, January 12, 2011)*

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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- A ***Building Use Permit must be obtained*** for each one-time 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 & Recreation Commission 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 Parks named as additional insured. Insurance coverage must be acceptable to the San Juan County Deputy Director.

- If liquor will be served, proof of *liquor liability insurance* must be provided. Insurance coverage must be acceptable by the San Juan County Deputy Director. 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

## Policy for Commercial & Tour Group Use of San Juan County Parks

### 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. **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.
- d. **Permit** - a written authorization with terms and conditions, issued by the Director, authorizing a specific use of a County park property or facility.
- e. **Reservation** - Advance scheduling for campsite space, room space, or other park area or facility.
- f. **Day Use** – Any use of a park, including but not limited to use of a beach or ramp, restrooms, trails, shelters, or picnic areas.
- g. **Use Fee** – A per person or flat fee charged for permitted uses of a County park.

### II. COMMERCIAL OPERATION PERMITS (SJC Code 12.08). All commercial operators must obtain a permit from the Director to use any San Juan County park for any business-related purpose. Park use without a valid permit is grounds for immediate denial of use privileges. Permit will be issued for specified activities; other activities are not allowed without prior written approval of the Director. *Permit is non-transferable.*

- a. **Permit Terms.** A commercial use permit includes the following terms. Additional terms may be added by the Parks & Rec. Commission or Parks & Rec. Director as needed for a specific park or permitted use (SJC Code 12.08.050). The holder will:
  - i. operate their business in a courteous manner and will not discriminate on the basis of race, ethnic origin, gender, marital status, age, or religion,
  - ii. abide by all applicable Park, County, State, and Federal laws, regulations and policies,
  - iii. pay all applicable fees as prescribed by Parks Department policy,
  - iv. not solicit for business services within a county park without prior Parks & Rec. Director written approval,
  - v. have a valid permit copy available for park staff review any time the holder operates in a park,
  - vi. carry liability insurance, with San Juan County named as an additional insured, with coverage for \$1,000,000.00 for their activities on any San Juan County Park property. Exceptions to the condition of insurance coverage may be granted by Parks & Rec. Director, San Juan County Deputy Director, and Parks & Rec. Commission Chair agreement.
  - vii. Abide by group size and use limitations as specified by permit terms or Parks Department policy.
- b. **Permit Application.** Commercial Operators shall apply to the Parks & Rec. Director each calendar year for a permit. The following information will be required for the application:
  - i. A statement regarding the nature of business to be conducted in the park,
  - ii. a brief business history and the owner name and contact information,
  - iii. the requested date to begin use, total number of days and people expected,
  - iv. summary of employee qualifications and/or training, and
  - v. a copy of current certificate of liability insurance (as prescribed in II.a.vi.) & *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.Applications must be received in the Parks Administration Office a minimum of fourteen (14) days prior to first requested use day. Required insurance documents and permit fee

must be submitted with completed application. *NOTE: It is the responsibility of the Applicant to ensure that your insurance company provides proper insurance documentation. SJC Parks does not, as a routine matter, contact your insurance company.*

- c. **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. **PROCEDURES FOR COMMERCIAL AND TOUR GROUP USE:** The following policies apply to all San Juan County Parks.

- a. Vessel rental operations are not allowed at any of the County Parks.
- b. Lead trip guides must have a **valid permit** copy available for park staff review during park use.
- c. **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.
- d. **Group Site Camping.** Designated group campsites may be reserved by commercial operators. The primary group sites have a maximum occupancy of 30 (15 at Shaw).
- e. **Camping Stay Limits.** Commercial operation camping is limited to a maximum of 10 nights per calendar month. Individual trip reservations must be 7 nights or less in length with a minimum of two nights break between trips.
- f. **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. Payment of full campsite fee plus reservation fee for the reservation requested is due at the time the reservation is made.
- g. **Reservation Cancellations.** Changes or cancellations to reservations made 30 days or more in advance of the first day reserved are subject to a 10% of payment cancellation fee, 14-29 days in advance a 25% fee. 3-13 days a 50% fee, less than 72 hours in advance are non-refundable.
- h. **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.

IV. **FEES.** The following fees and payment procedures apply to commercial operators. Fees are subject to change to reflect increases in the Consumer Price Index for All Urban Consumers (CPI-U).

- a. **Special Use Permit Application Fee.** A \$100.00 fee will be charged annually. The permit application fee does not include other applicable fees due for use of a county park, such as parking, camping, or use fees.
- b. **Use Fees.** Please see Exhibit A, B, C, and/or D for use fees on each island.
- c. **Camping and reservation fees** for commercial operators will be determined during the annual fee adoption process. See adopted fee schedule.
- d. **Parking.** Please see Exhibit A, B, C, and/or D for use fees on each island.

V. See Exhibits A-D for **additional policies** for San Juan, Lopez, and Shaw County Parks.

**EXHIBIT A**  
**ADDITIONAL POLICY FOR SAN JUAN ISLAND COUNTY PARKS**

An operator must obtain a San Juan Island Commercial Use Permit to use any San Juan Island County Park. The appropriate fee is due at time of application.

Commercial use permit fees for San Juan Island Parks are: \$500.00 for annual permit/unlimited trips; \$100.00 for a single trip.

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.

- 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 \$7.00 per guest per trip.
  - b) Use fees must be prepaid either at the time of start/stop or by making a deposit in advance. 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.
  - c) If an operator does use the park without paying in advance, owed fees will be due by the end of the current month.
  - d) If owed fees are not paid before the end of each month, Parks will issue a bill for the outstanding amount. Such users will incur a \$25.00 billing fee for each bill issued, payable immediately upon receipt.
  - e) Use fees must be paid at the park, not at the Parks Administration office.
  - f) Commercial operators are responsible for signing in for each use and assuring that fees are paid in advance.
  - g) Failure to sign in may result in immediate revocation of the operator's use permit.
- 2) **Boat Ramp and Beach Launching Procedures for Smallpox Bay.** 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) 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.
  - c) Boats may not be stored on the grass.
  - d) Kayak storage racks may be available for rent by arrangement through the Park Manager.
- 3) **Operators are discouraged from parking vehicles and/or trailers in the park.** Limited parking for 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. Parking is not provided in the park for guests of commercial trips.

**GROUP CAMPSITES:** You will be located in all or part of the space designated on the Park map as "Group Camp". These sites are marked with red wooden posts numbered SJ31, SJ32, SJ33, and SJ34.

## **EXHIBIT B**

### **ADDITIONAL POLICY FOR SAN JUAN ISLAND COUNTY DAY PARKS**

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.

- 1) **Beach Launching Procedures at Turn Point County Day Park.** All commercial operations must abide by the following procedures when launching commercial kayak trips.
  - a) Maximum group size is 12 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.
- 2) There will be **no parking** of commercial operator vehicles or client vehicles, except when loading or unloading.
- 3) **Kayak launching is prohibited at Reuben Tarte County Day Park.** Park may be used for day use stops only.
- 4) **Commercial Operators may not use Eagle Cove County Day Park** on San Juan Island.

**EXHIBIT C**  
**ADDITIONAL 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.
- b) An operator may run multiple single trips, paying this rate for each trip:
  - i) \$70 use fee for a single trip with no more than 8 guests
  - ii) \$140 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
- c) 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) \$1,200 use fee for multiple trips with 9-24 guests
- d) 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) 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. There will be no parking of commercial operator vehicles in any day use areas, except when using the day use park.

**4) There is no parking of commercial vehicles allowed at Agate Beach County Day Park on weekends in August.**

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

**EXHIBIT D**  
**ADDITIONAL POLICY FOR SHAW ISLAND COUNTY PARK**

The following policy and procedures apply to the use of the Shaw Island County Park located at Indian Cove, Shaw 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.
- b) An operator may run multiple single trips, paying this rate for each trip:
  - i) \$50 use fee for a single trip with no more than 8 guests
  - ii) \$100 use fee for a single trip with no more than 15 guests
- c) An operator may run unlimited trips in a season, paying these rates for the season:
  - i) \$500 use fee for multiple trips with no more than 8 guests
  - ii) \$800 use fee for multiple trips with 8-15 guests
- d) 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) 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 the park.**

Limited parking for vehicles with trailers is located near the ramp. There will be no parking of commercial operator vehicles in the day use area, except when using the day use park.



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## EASTSOUND VILLAGE GREEN SPECIAL USE POLICY

Eastsound Village Green is under the management jurisdiction of the San Juan County Parks, Recreation & Fair Department. The Parks 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. The Orcas Island Farmers Market Association also reserves a portion the Park for its weekly Saturday market during the spring and summer.

Requests to use Eastsound Village Green will be evaluated to determine which of the following two options apply: Parks & Rec. Commission 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 I may be sponsored by the Parks & Rec. 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. 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 & Rec. Commission Sponsored Events

The SJC Parks & Rec. 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 other sponsoring organization is readily available to the organizers.
4. No fees or donations are collected during the event other than those made directly to the SJC Park Department.
5. SJC Parks will be identified as a sponsor in all event notices.
6. Event organizers will sign a volunteer agreement with SJC Parks.

### 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:

- **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 (60) days in advance of the event date.
- A **\$25.00 non-refundable deposit for the designated day** use must be received 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 30 days prior to your event.
- 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.

- A check for the appropriate **day use fee** (refer to included fee schedule) must be received with the Application. Please make your check payable to San Juan County Parks and mail to the address at left. The Park Special Use Contract will be returned upon approval of application materials.
- **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*.
- **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.
- Permittees 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.
- Organizations renting at least 3 of the 5 sites 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.
- Permittee shall furnish all materials for erecting exhibits and shall **keep said space in a neat and orderly manner**. Permittee 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 Parks and Recreation 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 & Rec. Director, the San Juan County Deputy Director, and the Parks & Recreation Commission Chair.
- **Insurance policy must cover all dates** of event, **including** any additional days used to **set up** the event.
- 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.
- The **scheduled hours** of the event must be determined 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 check **sound level** during the performance sound, using sound meter in storage room. Sound shall be no more than **75 dB(A)** taken at a point 100' in front of center stage.
- Permittee 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 or space to another organization or entity for a separate event is **not allowed**.
- Permittee 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. Permittee will take immediate corrective action when notified of violations.

<i>Rates are per day</i>	<i>Any single site</i>	<i>Performance Stage 2 sites</i>	<i>Whole Green (includes Stage)</i>
10/1-5/31	\$100.00	\$450.00	\$600.00
6/1-9/30	\$150.00	\$450.00	\$600.00
*Community-based events, i.e. Holiday Tree Lighting Ceremony, may apply for fee waiver.			
Refer to the attached map for site locations			

*Parking is not guaranteed; space may be available outside Eastsound Village Green. Permittee may not park vehicles on the Village Green except to unload and load for set up of space. Please encourage your participants to carpool or utilize alternative methods of transport. Thank you.*

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).

***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.***



## Policy for Non-Commercial Group Use of San Juan County Parks

**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, and non-profit organizations that primarily provide services to a membership group or those with special needs. For those who are in the business of providing services primarily to tourists and park visitors, please refer to our Policy for Commercial Use.**

### VI. 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.

### VII. 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 30 (15 at Shaw).
- 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. Payment of full campsite fee plus reservation fee for the reservation requested is due at the time the reservation is made.
- c. **Reservation Cancellations.** Changes or cancellations to reservations made 30 days or more in advance of the first day reserved are subject to a 10% of payment cancellation 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.
- 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.

### VIII. FEES.

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





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San Juan County Parks & Recreation may receive requests from time to time to provide a venue for non-recreational commercial use of County Park land. Examples of such use are filming and photography. This policy addresses the management and coordination of these uses in San Juan County parks.

The county parks are often extremely busy, *especially* during the summer months. Some requested uses could have a major impact on park facilities and have the potential to completely alter the quality of experience for park visitors. The Director and Parks & Recreation Commission must consider these impacts when evaluating the appropriateness of the requested use.

### NON-RECREATIONAL COMMERCIAL USE POLICY

This policy is constructed to provide guidelines for non-recreational day use activities of a commercial nature, such as filming, which may or may not require exclusive use of all or part of a county park. Other commercial, recreational and private special use activities are covered under separate policy. San Juan County Parks will generally agree to allow this type of activity with the following conditions:

- 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.
- 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 Park & Recreation Department for the content of materials produced; 5) acknowledges the cooperation of the Parks, Recreation & Fair Department; 6) is not inconsistent, in the judgement of the Park & Recreation Commission, with the intended uses of the park.
- 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.
- A ***\$100 application fee*** must be received with the Commercial Use Permit application. This fee covers application costs only and is non-refundable. Additional use fees will be charged according to the schedule outlined below.
- ***Property damages deposit or bond*** of up to \$100,000.00 may be required. The 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 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.

- We request 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.
- 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*** showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County Parks named as certificate holder. Insurance coverage must be acceptable to the San Juan County Deputy Director.
- ***Carpooling and alternative transportation*** are strongly encouraged and should be outlined in the permit application.
- 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.
- ***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.
- 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.
- Refer to the Commercial Use Policy for recreation uses and camping.

Please complete and sign the enclosed application form and return it to us with your application fee. We will respond to your request as soon as possible.

Sincerely,

Dona J. Wuthnow  
Parks & Fair Director

Encl. SUP Application

# SAN JUAN COUNTY PARKS FEE SCHEDULE

April 1, 2011 – October 31, 2011

<i>Rates are per day/night</i>	<b>SAN JUAN</b>	<b>ODLIN</b>	<b>SHAW- NO RV's/trailers</b>
<b>CAMPSITE</b> <sup>1</sup> - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 8 people <sup>2</sup> and 2 vehicles <sup>3</sup> . <i>(includes 9.8% sales tax)</i>	\$32.00/night - sites #2-14, 17, 19-20 (Standard sites)	\$22.00/night – land side sites #6, 8, 10, 12, 15 (Standard sites)	\$14.00/night - wooded #7 & 8* (Standard site)
	\$37.00/night - sites #15 & 16 (Choice sites)	\$25.00/night – water side sites #1-5, 7, 9, 11, 13, 14, 17, 19, 21, 23, 24 (Choice sites)	\$18.00/night – water side #1-6 (Choice sites)
	\$42.00/night – site #18 (Premium site)		<sup>2</sup> Maximum 6 people per site *parking only in field, not @ site #8
<b>RES'N/CAMPSITE CHANGE</b>	\$10.00 per change	\$10.00 per change	\$10.00 per change
<sup>2</sup> <b>EXTRA PERSON</b>	\$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)
<sup>3</sup> <b>EXTRA VEHICLE</b>	\$20.00 (maximum of 2 vehicles per campsite)	\$10.00 per night <sup>4</sup>	\$7.00 per night (maximum 2 vehicles per site)
<b>Walk-In camp</b> <sup>1</sup> - <i>no vehicle (includes 9.8% sales tax)</i>	\$10.00/person (12+ yrs old) \$5.00/person (5-12 yrs old) Camp holds about 20 people comfortably	\$20.00/site/night. maximum of 6 people/site. NO VEHICLES in park! Care-to-share site #28 \$8.00/\$5.00	Care-to-share site (site #9) - \$7.00 per person. Camp holds maximum 10 people <i>only</i> .
<b>Walk-In camp</b> <sup>1</sup> - <i>w/vehicle (includes 9.8% sales tax)</i>	\$50.00/night. max. 4 people/1 vehicle. Non-reservable; available after 7pm	Not available	Not available
<b>GROUP CAMP</b> <i>(includes 9.8% sales tax)</i>	maximum 30 people/8 vehicles (15/4 in small camp) sites #31-35 \$150.00/group site; \$30.00/individ. site	maximum of 30 people/6 vehicles (no RV's or trailers) sites #16/18/20/22 \$88.00/group site; \$22.00 indiv. site	<b>maximum of 15 people/ 4 vehicles</b> \$39.00/group site (#10 & 11)
<b>VESSEL LAUNCH*</b> <small>*Commercial operators see Policy for Commercial &amp; Tour Groups.</small>	Visitor permit (no camping res'n) \$7/day Non-Resident season permit \$35 Camper's permit \$7/stay	Not applicable	<i>Not applicable</i>
<b>SPECIAL EVENTS</b>	<i>Special Events require advance approval. Refer to Special Event policy - Call 360-378-8420 for information.</i>		
<b>OVERNIGHT PARKING</b>	\$20.00 per vehicle per night	\$10.00 per vehicle per night	\$7.00 per vehicle per night
<b>MOORING</b>	Not available	\$8.00 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** for group camping, too.

**Starting on March 15, reserve ONLINE at [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks) (Click on link to 'Reservations') to make INDIVIDUAL (non-group) camping reservations 5-90 days in advance! \$10.00 non-refundable reservation/change fee.**

<sup>1</sup> Regular Campsite charges exclude Walk-in camp. See separate rates for Walk-in Camp. <sup>4</sup> Passenger vehicles may be parked across from Manager's Office. 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.





# ODLIN COUNTY PARK FEE SCHEDULE

## April 1, 2011 – October 31, 2011

350 Court Street #8 • Friday Harbor WA 98250  
360-378-8420 • fax 360-378-2075 • Recorded information @ 360-378-1842

<i>Rates are per day/night</i>	<i>FEES</i>
<b>CAMPSITE</b> <sup>1</sup> - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 8 people <sup>2</sup> . <i>(includes 9.8% sales tax)</i>	\$25.00/night – Choice sites (#1-5, 7, 9, 11, 13, 14, 17, 19, 21, 23, 24) \$22.00/night – Standard sites (#6, 8, 10, 12, 15)
<b>RESERVATION/CAMPSITE CHANGE</b>	\$10.00 per change (online, by phone, or at park)
<b>EXTRA PERSON</b>	\$8.00 (12+ years old) \$5.00 (5-11 years old)
<b>EXTRA VEHICLE</b> <sup>3</sup>	\$10.00 per night
<b>WALK-IN camp</b> <sup>1</sup> <i>without vehicle</i> <i>(includes 9.8% sales tax)</i>	\$20.00/site (maximum of 6 people per site) Sites #25-27, 29, 30
<b>CARE-to-SHARE campsite</b>	\$8.00 (12+ years old) \$5.00 (5-11 years old)
<b>GROUP CAMP</b> <i>(includes 9.8% sales tax)</i>	\$88.00/group site; \$22.00/individual site Sites #16, 18, 20, & 22. Maximum 30 people/6 vehicles (no RV's or trailers)
<b>SPECIAL EVENTS</b>	<i>BY PRIOR ARRANGEMENT</i> <sup>4</sup> Refer to <i>Special Event</i> policy
<b>OVERNIGHT PARKING</b> <sup>3</sup>	\$10.00 per vehicle per night
<b>MOORING</b>	\$8.00 per day/night

<sup>1</sup> Regular Campsite charges exclude Walk-In Camp. See separate rates for Walk-In Camp.

<sup>2</sup> RV & trailer space is limited and requires special advance arrangements. If you plan to bring an RV, please select an appropriate RV site when you make your reservation.

<sup>3</sup> Passenger vehicles may be parked across from Manager's Office.

<sup>4</sup> Special Events require advance approval. Call 360-378-8420 for information.

**COMMERCIAL OPERATORS AND ALL GROUPS:** *a Special Use Permit is required to use any of the San Juan County Parks. Please contact the Parks and Recreation Director's office at (360) 378-8420 at least 14 days in advance.*

**Starting on March 15, reserve ONLINE at [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks) (Click on link to 'Reservations') to make INDIVIDUAL (non-group) camping reservations 5-90 days in advance! \$10.00 non-refundable reservation/change fee.**

\$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.



# SAN JUAN COUNTY PARK FEE SCHEDULE

April 1, 2011 – October 31, 2011

350 Court Street #8 • Friday Harbor WA 98250

360-378-8420 • fax 360-378-2075 • Recorded information @ 360-378-1842

<i>Rates are per day/night</i>	<i>FEES</i>
<b>CAMPSITE</b> <sup>1</sup> - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 8 people and 2 vehicles <sup>2</sup> . (includes 9.8% sales tax)	\$32.00/night - Standard sites #2-14, 17, 19-20 \$37.00/night – Choice sites #15 & 16 \$42.00/night – Premium site #18
<b>RESERVATION/CAMPSITE CHANGE</b>	\$10.00 per change (online, by phone, or at park)
<b>EXTRA PERSON</b>	\$8.00 (12+ years old) \$5.00 (5-11 years old)
<b>EXTRA VEHICLE</b> <sup>2</sup> -parking is restricted to maximum of 2 cars/campsite	\$20.00 (maximum of 2 vehicles per site; 6 vehicles in group camp)
<b>WALK-IN camp</b> <sup>1</sup> NO VEHICLES IN PARK (includes 9.8% sales tax)	\$10.00/person (12+ yrs old) \$3.00/person (5-12 yrs old) (Camp holds about 20 people comfortably)
<b>WALK-IN camp</b> <sup>1</sup> with vehicle (includes 9.8% sales tax)	\$50.00/night (maximum of 4 people & 1 vehicle) Non-reservable; available after 7pm
<b>GROUP CAMP</b> (includes 9.8% sales tax)  (individual sites may be available for reservation up to 14 days before arrival)	\$150.00/group site; \$30.00/individual site - sites #31-35  maximum 30 people/8 vehicles (15/4 - small camp)
<b>VESSEL LAUNCH PERMIT*</b> Memorial Day Friday-Labor Day Monday  *see separate policy statement for details	Non-commercial visitors (w/o camping res'n) \$7/day Non-Resident Season Permit \$35 each Resident Season Permit (ID required) waived Camper's Permit \$7/stay
<b>SPECIAL EVENTS</b>	<i>BY PRIOR ARRANGEMENT</i> <sup>3</sup> Refer to <i>Special Event</i> permit application
<b>OVERNIGHT PARKING</b>	\$20.00 per vehicle per night

<sup>1</sup> Regular Campsite charges exclude Walk-In Camp. See separate rates for Walk-In Camp.

<sup>2</sup> RV & trailer space is limited and requires special advance arrangements. If you plan to bring an RV, please select an appropriate RV site when you make your reservation.

<sup>3</sup> Special Events require advance approval. Call 360-378-8420 for information.

**COMMERCIAL OPERATORS AND ALL GROUPS:** a *Special Use Permit* is required to use any of the San Juan County Parks. Please contact the Parks and Recreation Director's office at (360) 378-8420 at least 14 days in advance.

**Starting on March 15, reserve ONLINE at [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks) (Click on link to 'Reservations') to make INDIVIDUAL (non-group) camping reservations 5-90 days in advance! \$10.00 non-refundable reservation/change fee.**

\$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.



# SHAW COUNTY PARK FEE SCHEDULE

## April 1, 2010 – October 31, 2010

350 Court Street #8 • Friday Harbor WA 98250  
360-378-8420 • fax 360-378-2075 • Recorded information @ 360-378-1842

<i>Rates are per day/night</i>	<i>FEES</i>
<b>CAMPSITE</b> <sup>1,2</sup> - charge is for up to 4 people & 1 vehicle. Add extra charges below up to maximum of 6 people and 2 passenger vehicles. <i>(includes 9.8% sales tax)</i>	\$18.00/night - waterfront (Choice) sites \$14.00/night – wooded (Standard) sites* <i>NO RV or TRAILER SPACE</i> *site 8 - parking only in field, not @ site
<b>EXTRA PERSON</b>	\$8.00 (12+ years old) \$5.00 (5-11 years old)
<b>EXTRA VEHICLE</b>	\$7.00/night (maximum of 2 vehicles per campsite)
<b>WALK-IN camp</b> <sup>1</sup> 'Care to Share' site #9 <i>NO VEHICLES IN PARK</i> <i>(includes 9.8% sales tax)</i>	\$7.00/person (Camp holds a maximum 10 people <i>only</i> )
<b>GROUP CAMP</b> <i>(includes 9.8% sales tax)</i>	<b>Maximum of 15 people/4 vehicles</b>  \$39.00/group site
<b>SPECIAL EVENTS</b>	<i>BY PRIOR ARRANGEMENT</i> <sup>3</sup> Refer to <i>Special Event</i> policy
<b>OVERNIGHT PARKING</b>	\$7.00 per vehicle per night

<sup>1</sup> Regular Campsite charges exclude Walk-In Camp. See separate rates for Walk-In Camp.

<sup>2</sup> NO RV or trailer space.

<sup>3</sup> Special Events require advance approval. Call 360-378-8420 for information.

**COMMERCIAL OPERATORS AND ALL GROUPS:** a *Special Use Permit* is required to use any of the San Juan County Parks. Please contact the Parks and Recreation Director's office at **(360) 378-8420** at least 14 days in advance.

**Starting on March 15, reserve ONLINE at [www.sanjuanco.com/parks](http://www.sanjuanco.com/parks) (Click on link to 'Reservations') to make INDIVIDUAL (non-group) camping reservations 5-90 days in advance! \$10.00 non-refundable reservation/change fee.**

\$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.





# Welcome to the Parks of San Juan County

## Odlin Park, San Juan Park, & Shaw Island Park

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

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**CAMPERS:** 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. CHECKOUT TIME IS 12:00 NOON. Campsites not paid for by noon will be considered empty.

**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 between 11:00 A.M. and 5:00 P.M. Chainsaws and fireworks are prohibited at all times.

**RV's/TRAILERS** are not allowed in some campsites and are not advisable on Shaw. Check in with Park staff prior to occupying a campsite. No hook-ups are available.

**PARKING ALLOWED IN DESIGNATED PARKING AREAS ONLY** (no parking off paved or gravel areas).

**PETS MUST BE LEASHED AT ALL TIMES!** 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.

**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 RINGS ONLY.** It is illegal to leave a fire unattended. Put your fire out completely before going to bed or leaving the campground. Fires are 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.

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

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350 COURT STREET #8 • FRIDAY HARBOR WA 98250  
(360) 378-8420 • fax (360) 378-2075 • Recorded Reservation info (360) 378-1842 (seasonal)  
e-mail Parks@sanjuanco.com • www.sanjuanco.com/parks





350 COURT ST #8

FRIDAY HARBOR  
WA 98250

(360) 378-8420

fax (360) 378-2075

e-mail

[Parks@sanjuanco.com](mailto:Parks@sanjuanco.com)

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

San Juan County Parks receives numerous requests throughout the year to provide a venue for various types of private, special events. This policy addresses the management and coordination of these events on County park property.

Our parks are often extremely busy, especially during the summer months. Some events could have a major impact on the park facilities and have the potential to completely alter the quality of experience for all our park visitors at that time. Your respect for other park visitors is much appreciated. The County Parks, Recreation & Fair Department reserves the right to deny the use of these public properties for any type of special event.

The same 'busy' quotient also implies that there could well be impacts on your event participants. You should be aware of 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 the unpleasant noise and fumes of tour busses driving past.

#### **SPECIAL EVENT POLICY for PRIVATE EXCLUSIVE USE**

This policy is constructed to provide guidelines for non-recreational day use activities of a personal nature, such as private parties, weddings, and receptions, which require *exclusive use* of portions of our public park lands; group day use and meetings are also included.

You generally do not need a permit unless you request exclusive use or have more than 20 participants, *with Director approval*. (Eastsound Village Green, County-sponsored events, Special Use Permits, and group camping are covered under separate policy.) Vehicle parking is extremely limited at all parks; *please* arrange for alternative transportation for all participants.

San Juan County Parks will consider allowing this type of private activity with the following conditions:

- *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.
- A *Special Event Permit must be obtained* for this 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.
- A *25.00 fee deposit for the designated day use and/or picnic shelter use* must be received with the Special Event Permit 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 30 days prior to your event.

- **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*.
- 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.
- **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).
- 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 Parks & Rec. named as additional insured. Insurance coverage must be acceptable to the San Juan County Deputy Director.
- If liquor will be served at an event lasting longer than 5 hrs and/or any money is exchanging hands, **proof of liquor liability insurance** must be provided. Insurance coverage must be acceptable by the San Juan County Deputy Director. No less than seven (7) calendar days prior to the scheduled event, **a copy of a liquor license or banquet permit (available at any liquor store)** 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 *Special Event Insurance* sheet.
- 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.
- 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 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.
- 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.**

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 & Wedding Reception*			Meetings & Events*
					0-1 hr	1-4 hr	4+ hr	
Eastsound Waterfront	40	N/A	N/A	•	\$100	\$300	\$500	\$60
Odlin	40	•	•	•	\$100	\$300	\$500	\$60
San Juan**	40	•	•	•	\$100	\$300	\$500	\$60
Shaw	40	•	•	•	\$100	\$300	\$500	\$60

\*includes use of shelter, where available

\*\*off-season only; November 1-April 30

**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.

**Please be respectful of other park visitors and neighbors. 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 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).

*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.*





350 COURT STREET #8  
FRIDAY HARBOR WA  
98250

(360) 378-8420

fax (360) 378-2075

e-mail

[Parks@sanjuanco.com](mailto:Parks@sanjuanco.com)

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

## **SPECIAL EVENT POLICY for PUBLIC EVENTS**

This policy is constructed to provide guidelines for large day use events that are open to the general public, such as holiday celebrations, organized recreational activities or competitions, art fairs and concerts. (Commercial use, private events, and group camping are covered under separate policy. Eastsound Village Green rental is covered under separate policy.) Each special event request is reviewed by the Parks & Rec. 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.

Requests to use a county park for a special event will be evaluated to determine which of the following two options apply: Parks, Recreation and 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 I 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. Events that do not meet all of the requirements of section I are required to obtain a permit as described in section II.

### **I. County Sponsored Events**

The SJC Parks, Recreation & Fair 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 other sponsoring organization is readily available to the organizers.
4. No fees or donations are collected during the event other than those made directly to SJC Parks.
5. SJC Parks will be identified as a sponsor in all event notices.
6. Event organizers will sign a volunteer agreement with SJC Parks.

### **II. 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. The following policy statements comprise the permit terms attachment:

1. 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.
2. A ***25.00 application fee for the designated day use*** must be received with the Special Event Permit 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 30 days prior to your event.

3. **Cancellations.** Changes or cancellations made 30 days or more in advance of the day reserved are subject to a cancellation fee of 10% of Day Use Fee, 14-29 days in advance a 25% fee, 3-13 days a 50% fee, less than 72 hours in advance are non-refundable.
4. 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.
5. **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 any monies due (minimum charge of \$25.00 per collection).
6. 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 Parks & Rec. named as additional insured. Insurance coverage must be acceptable to the San Juan County Deputy Director.
7. If liquor will be served at an event lasting longer than 5 hrs and/or any money is exchanging hands, **proof of liquor liability insurance** must be provided. Insurance coverage must be acceptable by the San Juan County Deputy Director. No less than seven (7) calendar days prior to the scheduled event, **a copy of a liquor license or banquet permit** (available at any liquor store) must be submitted to the Parks Administration office.
8. 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 *Special Event Insurance* sheet.
9. We request that **no trash** 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 **amount adequate to cover removal costs will be deducted from damage deposit.**
10. You agree to **provide portable toilets** (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.
11. You will arrange for **alternative transportation** for participants where possible.
12. The **scheduled hours** 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.
13. If you will be setting up tents, tables, chairs, etc. 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.

14. *Electrical hook-up* is only available in certain situations and must be coordinated with park staff. Additional fees may apply.
15. 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.
16. 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).
17. Permit is *non-transferable*.
18. 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.**

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.

<b>Park</b>	<b>shelter</b>	<b>toilet</b>	<b>picnic tables</b>	<b>Event Fee*</b>
Eastsound Waterfront	N/A	N/A	•	\$300
Odlin	•	•	•	\$500
San Juan**	•	•	•	\$500
Shaw	•	•	•	\$500

\*includes use of shelter, where available

\*\*off-season only; November 1-April 30

**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.

**Please be respectful of other park visitors and neighbors. 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.**





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## 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.

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), then full liquor liability coverage must be provided.

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.

*This Policy was established on December 16, 2009.*



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## Vessel Launch Permit Policy for San Juan County Park

### Overview:

2011 is the second season for this program. 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. To receive a permit, vessel operators shall attend a whale watching educational presentation, sign a pledge, and pay the 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, likely occurring for more than 50 years. 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 includes a "No Go Zone" prohibiting vessel operation in the waters in front of the park, effectively closing boater access from the park. NOAA has delayed implementation of the proposed rule. 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 park 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

*This Policy was established on December 16, 2009.*

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 & Fair Director presented the vessel launch permit program concept to the San Juan County Parks & Recreation Commission (Commission) for discussion during the October 15<sup>th</sup>, 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 County Parks & Fair 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 are required to obtain a permit.
- 2) To obtain a permit, vessel operators should:
  - a) Attend a short educational presentation on whale watching regulations and guidelines and sign a pledge to follow prescribed whale watch guidelines and regulations.
  - 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 \$7/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.*