



Special Use Permit Guidelines and Procedures

DEFINITION OF SPECIAL USE: A public gathering of 25 or more people on City of Sammamish property, including a possible impact to the park and/or includes one or more of the following:

- Tent(s) 400' sq. ft. or larger (may require building permit);
- Amplified sound;
- Stage(s);
- Vendor booths (food, beverage, arts, crafts);
- Generator(s);
- Public promotion of the organized use/activity;
- Collection of money for admission/participation (whether off-site or on-site);
- Impact to regular traffic & park operations;
- Catered activities by food trucks, commercial bbqs (may require Health Dept. permit);
- Bounce houses (subject to certain conditions due to public safety);
- Commercial Activities (i.e. boot camps, on-leash dog obedience courses, recreational group meetings, running clubs, yoga and workout groups);
- Filming and/or photography;
- A park code is requested to be waived for a special event or activity. (Sammamish Municipal Code Title 7A: Parks and Recreation);
- Additional park resources, equipment or staffing are requested;
- Use of designated areas within a park (i.e. open spaces, trails, etc.-fees may apply for use);
- Requesting partial or full fee reductions for park areas or facilities (fundraisers are not eligible).

SPECIAL USE CATEGORIES:

- Festivals/Concerts/Events;
- Walks/Runs/Cycling Uses;
- Fundraisers;
- Corporate picnics/Uses;
- Athletic tournaments;
- Commercial filming and/or photography;
- Free speech/demonstration;
- Other – those Uses/activities that impact park operations or adversely impact normal park usage;
- Religious services, groups rallies or assemblies;
- Large groups;
- Organized activities in parking lots and roadways.

SPECIAL USE PERMIT REVIEW COMMITTEE:

A group of City staff comprised of City department liaisons to review Special Use Permit Applications.

APPLICATION & PERMIT FEES:

Applications are due no later than forty-five (45) calendar days prior to proposed use date. Applications received after the forty-five (45) calendar day deadline will be **assessed a \$20 late fee** and may not be considered.

- Commercial special use permit application fee \$20 – due with application.
- Non-profit special use permit application fee \$0 – due with application. (*Proof of active non-profit status must be provided.*)

Damage Deposit is due no later than fourteen (14) calendar days prior to proposed use date.

- Special Use Permit Review Committee (“SUPRC”) determines the damage deposit fee based on prior history, park location, time of year and scope of use. Damage deposits are determined based upon the type of special use.

Permit Parks Use Fee

Use Fees	\$/Hour
Miscellaneous Use (negotiated)	\$0.00 - \$500.00 one-time fee
Miscellaneous Use	\$15.00 per hour

Examples of Miscellaneous Use Fee – Bouncy House, Generators, Photography, Filming, Free Speech Demonstration, etc.

Participants Use Fees	\$/Hour
<50	\$15.00 per hour
51 – 100	\$25.00 per hour
101 – 500	\$50.00 per hour
501- 1,000	\$75.00 per hour
1,001 – 3,000	\$100.00 per hour

Examples of Participant Use Fee – Festivals, Camps, Classes, Concerts, Events, Runs, Cycling, Fundraisers, etc.

**Users that require set-up the day before the actual permitted use date will be required to pay half the hourly rate of the park use permit fee. Sammamish Parks and Recreation does not recommend equipment set-up the day and/or night prior to the use date due to safety and security concerns.

**If a picnic shelter and/or field is taken out of inventory due to the issuance of a special use permit, the rental cost of the picnic shelter and/or field will be added to the special use permit application fee.

PROCESS:

- Sammamish Municipal Codes are applicable to all special uses.
- Applications are accepted up to one year in advance and on a space available basis.
- Applications for special uses must be submitted to Parks and Recreation Department no later than forty-five (45) calendar days prior to the special use date.
- Applications are processed on a first-come, first-served basis.
- Application fees are non-refundable.
- All permit applications will be reviewed by the SUPRC. This Committee meets regularly to review permit applications and determines if the requested park can accommodate the permit request and what conditions the special use must adhere to in order to occur.
- Application requests cannot conflict with and/or interfere with current City of Sammamish activities, City sponsored activities or scheduled administrative/maintenance use.
- Special Uses that impact public safety are required to submit a Security/Safety plan and secure Sammamish Police Department approval at the time of application.
- The SUPRC reserves the right to suggest alternative sites should the requested park property not be suitable for the use, its participant capacity, set-up needs, parking, traffic, security, etc. If an alternative site cannot be agreed upon, the permit application will be denied.
- To hold the requested use space and date until reviewed and/or approved by the SUPRC, the permit application fee is due at the time the application is submitted. Accepting the application and fee in no way guarantees the use will be permitted, it only means the Special Use application will be reviewed for permit consideration by the SUPRC. Once the permit application is approved by the SUPRC (can take up to two weeks), the use organizer is responsible for submitting all required documents and fees by the required deadlines. Failure to submit supporting documentation and fees may result in the revocation of the special use permit application.
- Special use activities that occur on City of Sammamish property outside of parks or in the street are required to secure a [right of way permit](#) from the Sammamish permit center while applying for a Parks and Recreation special use permit.
- Special use activities that use tents, liquid propane gas, fireworks, and other dangerous materials as determined by the Director are required to secure permits from Eastside Fire & Rescue Department. Copies of the permits are required to be submitted to Sammamish Parks and Recreation prior to a special use permit being issued.
- Special Use activities that involve the serving and/or providing of food and/or beverage are required to secure permits from the King County Health Department and Washington State Liquor Control Board (if serving alcohol). Copies of the permits are required to be submitted to Sammamish Parks and Recreation prior to a special use permit being issued.

GUIDELINES & APPLICANT RESPONSIBILITIES:

- Each individual in the group must obey all applicable Sammamish Parks, City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your permit/contract

being cancelled or terminated, and you and your party being asked to leave the premises and/or be subject to legal action.

- The applicant and/or designated representative must be on-site during the permitted use hours.
- Provide general clean-up of park property including the removal of all personal belongings and/or leftover food/garbage from the premises. Per the permit guidelines, the permitted use/park space must be restored to its pre-use condition or damage fees will be assessed.
- Permit applicant is to become familiar with the park site, its amenities and overall condition.
- The SUPRC reserves the right to locate any use to another park property should the requested park property not be suitable for the use, its participant capacity, set-up needs, etc.
- **Site Plan:** A detailed site plan for all public special uses is due at the time of the application.
- **Refundable Damage Deposit:** A damage deposit is used to offset the cost of damage/repair or excessive clean-up at the park and/or facility at which/in which the special Use was held. The damage deposit may also be used to offset the cost of Park labor to restore the park property to its pre-use condition. Damage deposits will be refunded after a complete site inspection is conducted. Damage deposits can be held for damage, excessive cleaning and/or if the balance of fees owed has not yet been paid in full. Damage deposits can range from \$100 to \$1000 and above, depending on the SUPRC's decision.
- **Certificate of Insurance ("COI"):** A COI along with the additional insured endorsement ISO form CG 20 26 or coverage at least as broad naming the City of Sammamish as an additional insured endorsement is required for special uses. The COI must provide insurance coverage with at least \$1,000,000 per occurrence from an insurance company acceptable to Sammamish Parks and Recreation with coverages, forms, and limits approved by the Risk Manager. **City of Sammamish** must have a copy of the insurance certificate and accompanying endorsement on file 14 days prior to the special use, or the special use may be cancelled. Any deviation from this Policy must be approved by the City of Sammamish Risk Manager.
- **Security:** Sammamish Parks and Recreation reserves the right to require security at any use (public or private) based on the activities, hours, location, and number of people involved in the use. Sammamish Police Department ("SPD") works cooperatively with Sammamish Parks and Recreation when determining the security needs at each area of special use. SPD will determine whether off-duty police officers or private security officers are required at the location of special use. It is the sole responsibility of the applicant to pay for all services rendered by SPD and/or the private security firm providing services. Safety of participants, public assets are the overriding factor when determining security needs.
- **Additional Fees:** Should a special use permit negatively impact Sammamish Parks and Recreation revenue-generating facilities (specifically but not limited to rentals of athletic fields, picnic shelters, etc.), additional fees will be assessed to recover those fees. The additional fees will be assessed based on the times the facilities and/or shelters are blocked out of inventory and based on normal published facility/picnic shelter rental rates.
- **Portable Toilets/Garbage Totes/Handwashing Stations:** The SUPRC may require portable toilets, handwashing stations and garbage totes based on the estimated number of participants.
- The SUPRC will determine the required and proper number of portable toilets (standard and ADA units) and garbage totes that must be provided at the use site. Sammamish Parks and Recreation will place the equipment orders and bill the use organizer as part of the permitting fees. Should the use organizer secure in-kind equipment donations and/or services, documentation verifying the donation(s), as well as the actual equipment order (including

delivery and pick-up dates), must be submitted at least 7 days prior to the use. Failure to pay said fees or arrange for in-kind equipment donations/services according to the deadlines may result in the revocation of the special use permit.

- All special use applicants are required by Washington State law to incorporate recycling efforts into their activities of use.
- **Site-Use Monitors:** May be required and the cost is the responsibility of the special use applicant. On-site monitors monitor the use, set-up/tear down, and other activities at the site to ensure damage to park property does not occur and that all permit conditions are met.
- **Utilities:** Each park has unique features and amenities. Certain fees will be assessed when a special use requires access to water, restrooms, electricity, etc.
- **Site Visits:** The SUPRC may require site visits prior to the issuance of a special use permit.
- **Tents & Canopies:** Tents and canopies are allowed at most parks. If tents and canopies are desired, they must be weighted down, and not staked. Digging and/or driving stakes into the ground is prohibited. Applicants are required to follow Sammamish Municipal Code as it relates to the temporary erection of tents/awnings/canopies. In some instances, permits are required by the Sammamish Permit Center. It is the responsibility of the applicant to secure the necessary City of Sammamish permits.
- **Signs & Banners:** Signs may be posted on temporary, sandwich board-type structures, or wire frames only. Balloons can be used as a marker, and may be tied with string to a fixed object; however they cannot obstruct the view of any road sign. Signs are not allowed to be taped, nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or the temporary marking (chalk, water-based paint) of any pavement or hard surface. Applicant is required to remove and properly dispose of all temporary signage/banners at the conclusion of the use.
- **Parking/Traffic:** Vehicle access and general parking at most park sites is limited. All group users are advised and encouraged to carpool to the use and/or shuttle their participants from an authorized prearranged location. Vehicular traffic is prohibited on park grass, unless pre-authorized by the SUPRC. Vehicular traffic must obey all traffic laws. Parking and traffic plans may be required as part of the permit application process and are subject to Sammamish Police Department approval and right-of-way inspector. Failure to take necessary measures to manage parking/traffic may result in the denial of the permit application.
- **Alcohol:** Alcoholic beverages of any kind are not allowed in any open park space, except in particular areas or facilities as may be expressly designated from time to time by the SUPRC. Only places that allow alcohol is the Beaver Lake Lodge and Sammamish Commons Plaza. The Washington State Liquor Board issues special occasion licenses for bona fide non-profit organizations to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified date, time, and place.
- **Food Vendors:** All food vendors must be self-contained and provide any and all items associated with the preparing, cooking, and selling of food items. This includes, but is not limited to cooking units, utensils, food prep area, hot and cold food/beverage storage, and those items necessary to meet health department codes. Utility hook-ups (electrical and water) are limited and may not be available in all areas. Each food vendor is responsible for the safe and proper removal of coals, grease, gray water and/or any debris associated with their food booth. Do not dump coals or grease in the park or in park trash cans. All users serving food and beverages are required to have the appropriate health department permits. Failure to secure the necessary Health

Department Permits may result in the denial and or shutdown of the use. Copies of health department permits are due to Sammamish Parks and Recreation no later than 5 calendar days prior to the use date.

FUNDRAISING

- Only Sammamish based civic groups/organizations, Sammamish based non-profits/501(c)3 organizations and Sammamish based public schools will be permitted to host fundraising events on City property.
 - All groups must submit organizational paperwork with application or facility request.
 - In the event a Sammamish based public school wishes to host a fundraising event, the principal of such school will be required to sign the Special Use application.
 - A civic group is an organized, chartered group of people who are joined together to network with each other and serve the community. Examples include, but are not limited to, Rotary Club, Kiwanis Club, religious groups, garden clubs, Friends of the Library, etc.
 - If you do not meet the fundraising criteria, your application will not be accepted.
 - Request from individuals or business will not be approved.
 - Only groups as specified above may receive any type of benefit or payment in connection with any fundraising activities or events held at a City facility, either in the form of direct/indirect monetary gain, trade, discounts and/or any other goods or services.
 - All facility rules and policies apply to all fundraising events.
 - All fees apply unless specifically waived by City Council.
 - If your organization is eligible and would like to host a fundraiser then an officer from the organization must complete a fundraising disclosure/affidavit and submit it with either the special use permit application and/or rental facility agreement.
 - The purpose of this disclosure is to certify that each event is in compliance with the City's fundraising policies.
 - Failure to do so, or disclose all event information, may result in cancelation of your Special Use permit.
 - Incomplete information will delay the approval/processing of your application and may result in loss of your requested date/time.
 - Dates will not be held without a disclosure form, payment, and application, depending upon which facility you are requesting.
 - The fundraising disclosure/affidavit (.pdf) document must accompany all applications and rental forms upon submittal, or your reservation/request will not be processed.
-

GENERAL INFORMATION

General Park Information

- All park sites officially close ½ hour after sunset. Special uses extending beyond the official park closure time must receive written permission as stated on the Special Use permit.

Special Equipment, Use Permits, and Rental Requirements

The following requirements apply even if they do not fall under the scope of a Special Use Permit:

- Special equipment such as a bouncer/air jumper, a tent/canopy, staging, risers, and/or equipment that requires electricity may require additional permits and/or increased amounts of liability insurance. Sammamish Parks and Recreation does not allow dunk tanks or fireworks, but does allow bouncy houses/air jumpers at Beaver Lake Pavilion and Sammamish Commons Plaza.
 - Review the Special Use permit application and the information that is provided. Additional permits and/or fees may be assessed by the City of Sammamish.
 - Sammamish Parks and Recreation reserves the right to cancel the Special Use due to unforeseen circumstances. The applicant may have the opportunity to reschedule the use at no additional fee or receive a full refund. We strongly encourage you not to promote the use or produce marketing materials until the SUPRC has approved the application request and a special use permit has been issued.
-

SAMMAMISH PARKS/PROPERTY

Beaver Lake Park Ballfields

Amenities: Restroom Facility, Picnic Shelter, BBQ Grill, Play in, Off Leash Dog Park, Sports Fields: Baseball, Softball

Parking Stalls: 133 <https://sammamish.us/parks-recreation-facilities/parks-trails/beaver-lake-park/>

Beaver Lake Park Lodge & Pavilion

Amenities: Barbecue Grills, Beach, Picnic Shelter, Restroom Facility, Trails, Fishing

Parking Stalls: 90 <https://sammamish.us/parks-recreation-facilities/parks-trails/beaver-lake-park/>

Beaver Lake Preserve

Amenities: Trails, Portable Restrooms *Parking Stalls: 12*

<https://sammamish.us/parks-recreation-facilities/parks-trails/beaver-lake-preserve/>

Big Rock Park North

Amenities: Play Structure (zipline), Trails, Portable Restrooms

Parking Stalls: 18 <https://sammamish.us/parks-recreation-facilities/parks-trails/big-rock-park-north/>

Big Rock Park Central

Amenities: Treehouse, Heritage Garden, Reard House, Trails, Restrooms, Drinking Fountain/Water Bottle Filler

Parking Stalls: 12

<https://sammamish.us/parks-recreation-facilities/parks-trails/big-rock-park-central/>

East Sammamish Park

Amenities: Barbecue Grills, Picnic Shelter, Play Structure, Restroom Facility, Trails, Sports Fields: Baseball, Lacrosse, Soccer, Softball, Tennis Courts

Parking Stalls: 100

<https://sammamish.us/parks-recreation-facilities/parks-trails/east-sammamish-park/>

Eastlake Community Fields

Amenities: Restroom Facility, Sports Fields: Baseball, Lacrosse, Football, Soccer, Softball

Parking Stalls: 300+

<https://sammamish.us/parks-recreation-facilities/parks-trails/eastlake-community-fields/>

Ebright Creek Park

Amenities: Barbecue Grills, Picnic Shelter, Play Structures, Restroom Facility, Trails, Sports Court: Basketball, Soccer, Tennis

Parking Stalls: 44

<https://sammamish.us/parks-recreation-facilities/parks-trails/ebright-creek-park/>

Evans Creek Preserve

Amenities: Restroom Facility, Trails

Parking Stalls: 10

<https://sammamish.us/parks-recreation-facilities/parks-trails/evans-creek-preserve/>

Klahanie Park

Amenities: Restroom Facility, Trails, Sports Fields: Baseball, Softball, Soccer, Lacrosse, Cricket

Parking Stalls: 28

<https://sammamish.us/parks-recreation-facilities/parks-trails/klahanie-park/>**Pine Lake Park**

Amenities: Barbecue Grills, Beach, Picnic Shelters, Play Structures, Restroom Facility, Trails, Basketball Court, Sports Fields: Baseball, Lacrosse, Soccer, Softball, Boat Launch, Dock, Fishing

Parking Stalls: 28

<https://sammamish.us/parks-recreation-facilities/parks-trails/pine-lake-park/>

Lower Sammamish Commons

Amenities: Barbecue Grill, Picnic Shelters, Play Structures, Portable Restroom, Trails, Native Plant Garden, Community Garden, , Spray Park

Parking Stalls: 200+

<https://sammamish.us/parks-recreation-facilities/parks-trails/sammamish-commons/>

Upper Sammamish Commons

Amenities: Play Structures, Restroom Facility, Trails, Basketball Court, Skate Park,

Parking Stalls: 200+

<https://sammamish.us/parks-recreation-facilities/parks-trails/sammamish-commons/>

Sammamish Landing Park

Amenities: Barbecue Grills, Beach, Picnic Shelter, Portable Restrooms, Trails, Dock, Fishing

Parking Stalls: 34

<https://sammamish.us/parks-recreation-facilities/parks-trails/sammamish-landing-park/>

CONTACT INFORMATION

Chris Jordan

Recreation & Cultural Services Manager

425-295-0524

cjordan@sammamish.us