



## Department Policy & Procedure

Subject: USE MANAGEMENT GUIDELINES FOR PARKS AND RECREATION FACILITIES		Number 060-P 7.13.1
		Effective 10/1/95
		Supersedes 1 June 1982
Approved:	Department: Parks and Recreation	Page 1 of 8

### 1.0 PURPOSE

- 1.1 To supplement the Park Code by providing guidelines for establishment of use management practices which will minimize the adverse impact of use activities on park grounds and facilities and the surrounding environment.
- 1.2 To provide criteria for determining the compatibility of proposed user activities with Department facilities, their design character and level of use.
- 1.3 To establish criteria for determining maximum allowable participant levels for various facilities.
- 1.4 To identify those elements of user activity with sufficient impact on park facilities to warrant close evaluation and/or special policies.
- 1.5 To provide a method to evaluate use and maintenance of parks for the purpose of policy formulation.
- 1.6 To provide a process by which park use management policies may be maintained in a current status.

### 2.0 ORGANIZATIONS AFFECTED

- 2.1 Department of Parks and Recreation
- 2.2 Police Department
- 2.3 Fire Department
- 2.4 Engineering Department
- 2.5 Health Department
- 2.6 Community organizations representing neighbors (including adjacent and surrounding businesses) of affected Department facilities and organizations having contractual arrangements with the Department

at a facility.

2.7 Groups and organizations requesting scheduling of Department facilities.

2.8 Department of Licenses and Consumer Affairs

2.9 State Game Department

2.10 State Fisheries Department

2.11 University of Washington

2.12 Board of Park Commissioners

### 3.0 REFERENCES

3.1 Seattle Municipal Code (SMC)

3.2 Park Code (SMC 18-12)

3.3 Resolution 29149 regarding the Seattle Center and other City facilities.

3.4 Policy and Procedure series 060-P 7.13.1 Supplemental Use Management Guidelines for specific parks and facilities.

3.5 Policy and Procedure 060-P 7.1.1, Use and Scheduling of Outdoor Athletic Facilities.

3.6 Policy and Procedure 060-P 7.1.2, Use Permits for Outdoor Special Events and Certain Other Facilities.

3.7 Policy and Procedure 060-P 7.3.1, Tennis Court Use and Rules.

3.8 Policy and Procedure 060-P 3.9.1, Concession Contracts.

3.9 Schedule of Fees and Charges of the Department of Parks and Recreation.

### 4.0 POLICY

4.1 It is the policy of the Department of Parks and Recreation

4.1.1 To operate various Department facilities in such a way as to provide a large variety of compatible, passive and active, organized and unstructured activities for park users.

4.1.2 To assure in every possible way that recreation activities and special events have a minimum adverse impact upon the parks and surrounding environment.

- 4.1.3 To endeavor to the maximum extent possible to equitably accommodate the user populations who wish to use park and recreation facilities.
  - 4.1.4 To distribute the scheduled and non-scheduled use of recreation facilities throughout the City park system.
  - 4.1.5 To process scheduling requests on a first-come, first-served basis, except that historical use, interagency use or Department programs may be given priority.
  - 4.1.6 To assign responsibility for mitigating adverse impacts resulting from large special events to the event sponsors.
  - 4.1.7 To work with Police, Fire, Health and Engineering Departments and the communities to establish effective safety, security, traffic and parking plans for large special events.
  - 4.1.8 To obtain the input of those communities which adjoin and surround the parks, in making use management decisions relating to those parks.
  - 4.1.9 To review periodically the policies governing the use of park and recreation facilities in regard to user satisfaction, amount of use and maintenance.
- 4.2 Illegal activities, as defined by the Park Code and other applicable regulations and laws, are prohibited, including excessive noise from radios , tape decks, etc., as specified in SMC 25.08.520.
- 4.3 Normal Use:
- 4.3.1 Permissible normal uses of specific urban or regional parks are set forth in Supplemental Use Management Guidelines, 060-P 7.13.1.....
  - 4.3.2 The Department will discourage noisy or otherwise offensive activities which could significantly disturb the recreational enjoyment or threaten the health and safety of other park users.
- 4.4 Special Events:
- 4.4.1 The Department will develop and utilize guidelines regulating the numbers of days/year that major special events will preclude normal recreation activities and/or impact surrounding neighborhoods.
  - 4.4.2 The duration of individual special events will generally be limited to one day.
  - 4.4.3 For those special events requiring sound amplification equipment, the use period per day will be limited to a maximum of three hours.
  - 4.4.4 Department support service costs for an event will be included as one of the fees required in securing a Use Permit.

- 4.4.5 Sponsors of large special permits (over 500 people) will:
  - 4.4.5.1 Provide temporary restroom facilities (Sanikans) where the Department determines existing facilities are inadequate.
  - 4.4.5.2 Provide and empty, or request the Department to provide and empty, at cost, waste receptacles where the Department determines existing facilities are inadequate.
  - 4.4.5.3 Assist in clean-up operations as specified in the Use Permit.
- 4.4.6 Any event is subject to special provisions as stipulated by the Department.
- 4.4.7 Acceptable and permissible special events for specific urban or regional parks are set forth in Supplemental Use Management Guidelines (definition 5.12).
  - 4.4.7.1 Special events not listed in the Supplemental Use Management Guidelines for a specific park/facility are prohibited at park/facility unless an event is scheduled as a variance in accordance with the Use Permit procedure (reference 3.5) or unless the policies for specific park/facility are revised in accordance paragraph 7.4.
- 4.4.8 No more than one special event will be scheduled at an urban or regional park at the same time, unless two or more proposed events are determined by the Department not to conflict with one another or cause undue problems.
- 4.5 Concessions and Vending
  - 4.5.1 Acceptable concession activities at specific urban or regional parks are set forth in the Supplemental Use Management Guidelines.
  - 4.5.2 Concession activities not listed in the Supplemental Use Management Guidelines are prohibited at the specific park.
  - 4.5.3 All concessions will be competitively bid.
  - 4.5.4 Vending in urban and regional parks (outside of a concession) is prohibited except when associated with a scheduled special event. Acceptable types of vending activities associated with a scheduled special event are set forth in Supplemental Use Management Guidelines.
- 4.6 Guns: No events where guns or firearms are sold will be allowed in Department facilities (see reference 3.3).

## 5.0 DEFINITIONS

- 5.1 Compatible Activity - Any recreation use which is considered generally harmonious with the park setting, character and design.
- 5.2 Concession - Any commercial activity in a park that is deemed to be compatible by the Superintendent or his appointed designee with a normal park use for which the right to engage therein has been permitted by a special Department contract.
- 5.3 Department The Department of Parks and Recreation.
- 5.4 Drop-In Use Any normal use or informal activity which is neither highly organized nor scheduled.
- 5.5 Large Event - Any normal use or special event which (1) attracts a crowd of over 500 people or (2) requires extraordinary support service due to size or impact.
- 5.6 Major Urban Park - A large park with grounds or facilities of such a scale or special nature as to be of city-wide interest.
- 5.7 Neighborhood Park - A small- to medium-sized park facility oriented primarily to the open space and recreational needs of the local neighborhood or community in which the park is located.
- 5.8 Normal Use - Any scheduled or unscheduled use occurring on a seasonal or recurring basis in accordance with the physical element constraints of the facility.
- 5.9 Regional Park - A large park or specific facility or activity within parks serving the Seattle metropolitan population.
- 5.10 Scheduled Use - Any organized activity for which Department facilities have been reserved by a specific group or organization. Scheduled use can be either normal use or special event depending on the nature of activity or number of participants and spectators.
- 5.11 Special Event - Any unprogrammed activity and some programmed activities which preclude or in part preclude normal use of a facility or require manpower, materials, or equipment support service beyond that provided in the budget for normal use.
- 5.12 Supplemental Use Management Guidelines - Guidelines setting forth permissible normal and special event uses and the conditions for those uses at specific parks. These guidelines can be reviewed at the Recreation Information Office in Lower Woodland Park.

## 6.0 RESPONSIBILITY

- 6.1 The Superintendent of Parks and Recreation or his authorized designee shall be responsible for the review and approval of activities to be permitted.
- 6.2 The Recreation Information Office Supervisor will be responsible for the coordination of scheduling of normal use activities and special events for all outdoor facilities of the Department of Parks and Recreation, excluding Red Barn Ranch, Camp Long and Discovery Park.
- 6.3 The supervisors of community centers, swimming pools and city-wide indoor facilities will be responsible for coordinating the scheduling of normal uses and special events for their indoor facilities.
- 6.4 The Directors of the Zoo and the Aquarium will be responsible for scheduling those facilities.
- 6.5 The Permit Coordinator will:
  - 6.5.1 Be responsible for the scheduling of normal use activities and special events at urban and regional parks.
  - 6.5.2 Coordinate the approval of special events with appropriate parks staff and other affected agencies.
  - 6.5.3 Coordinate the sponsors' efforts toward mitigating the maintenance impact of special events with the assistance of the Maintenance Director.
  - 6.5.4 Coordinate safety, security, traffic and parking plans with the Health, Fire, Police and Engineering Departments, as needed.
- 6.6 The Director of Recreation Programs or authorized designee will:
  - 6.6.1 Coordinate the scheduling of special events with affected community groups.
  - 6.6.2 Coordinate with the Engineering and Police Departments and affected communities to assure the development of effective safety, security, traffic and parking plans for special events, as needed.
- 6.7 The Senior Planner will be responsible for coordinating the continued environmental assessments and measurements of user satisfaction pertaining to normal use activities and special events. Input will be requested as necessary from the Facility Maintenance, Grounds Maintenance, and Recreation Programs Divisions, the Engineering, Police, Fire, and Health Departments, and state Departments of Game and Fisheries. The Senior Planner or authorized designee will also be responsible for periodically reviewing, evaluating and updating these policies.

- 6.8 The Directors of the Woodland Park Zoo and the Seattle Aquarium, in conjunction with Washington State Department of Fisheries and Department of Game and other responsible agencies, will be responsible for managing a wildlife program in parks.

- 6.9 Individuals or organizations desiring concession or vending privileges in Parks and Recreation facilities shall comply with Title 6, Business Regulations, of the Seattle Municipal Code and shall obtain any necessary license(s) from the Department of Licenses and Consumer Affairs. If the concession or vending involves food, the individual or organization will also comply with the Food Code (SMC 10.11) and shall obtain any necessary permit(s) from the Health Department and shall also obtain any necessary Food and Beverage Worker's Permit.(s) as required by the Food Code and the Revised Code of Washington, Chapter 69-06.

## 7.0 PROCEDURES

### 7.1 Scheduling Events

- 7.1.1 Picnic facilities, tennis courts, lawns, athletic fields, etc., within urban and regional parks shall be scheduled in accordance with the Department's city-wide policies as set forth in Policy and Procedure 060-P 7.1.1 and 060-P 7.3.1, the Schedule of Fees and Charges, and the procedures of the Department's Recreation Information Office.
- 7.1.2 Events at community centers, the Seattle Aquarium, and the Woodland Park Zoo are scheduled by contacting the particular facility desired.
- 7.1.3 Non-Department groups may obtain permits for the use of the Department's outdoor facilities and certain indoor facilities (other than the Woodland Park Zoo or the Seattle Aquarium) for special events by making application at the Recreation Information Office in accordance with Policy and Procedure 060-P 7.1.2. This document, as well as all Use Management Guidelines, can be reviewed at the same office, located in Lower Woodland Park.

- 7.2 Swimming beaches shall be operated in accordance with city-wide policies for beach operations.

- 7.3 Concession Contracts are handled according to reference 3.7.

### 7.4 Review and Revision of Guidelines

- 7.4.1 Review - The Department's planning staff will periodically review the adequacy and effectiveness of management policies for individual parks.

#### 7.4.2 Revision -

- 7.4.2.1 Proposed revisions emanating from Department review or from other sources shall first be analyzed and assessed by the Department's planning staff with review by other affected Departmental staff and MRC as appropriate.

7.4.2.2 The planning staff shall forward recommendations to the Superintendent, who will seek the advice of the Board of Park Commissioners prior to making a final decision.

7.4.2.3 The Board of Park Commissioners will seek comments from affected users and the surrounding community in a public meeting prior to making their recommendation to the Superintendent, who will make the final decision.

8.0 APPENDIX See also the Supplemental Use Management Guidelines in this Policy and Procedure series, 060-P 7.13.1 . . . .

8.1 These guidelines are issued in accordance with Administrative Code of the City of Seattle. They were originally issued in 1978, and a public hearing on the revisions contained in this document was held on 7 May 1981, during a meeting of the Board of Park Commissioners.

