

## South Whidbey Parks & Recreation District

### Special Event Temporary Camping Policy

The following criteria must be met by the event organizer before a temporary camping request can be considered by the South Whidbey Parks & Recreation District Board of Commissioners:

1. Temporary camping requests must be made in conjunction with a special event that is being held at SWPRD's Community Park.
  - a. "Special event" shall be defined as follows:
    - Multiple (consecutive) day event.
    - Designed to bring in large crowds of event-goers (1,000 or more daily).
    - Examples of a special event include but are not limited to festivals and sports tournaments.
    - Activities that will NOT be considered special events for the purposes of this policy include family picnics or reunions, one (1) day festivals, one (1) day sports tournaments.
2. All organizations **MUST PROVIDE**, with their camping request, proof of insurance, **including a letter of endorsement**, which covers the full period of use (i.e. photocopy of insurance certificate). The insurance must provide minimum coverage of \$1,000,000, and must also name South Whidbey Parks & Recreation District as additionally insured.
3. An Island County Special Event Application must be submitted for review by the Island County Sheriff's Office. The Sheriff's Office will determine the number of on-site security officers needed on a case-by-case basis, taking into consideration the type of event, activities included and estimated crowd size. Event organizer shall incur the expense of on-site security, which must be arranged through the Island County Sheriff's Office. On-site security shall be scheduled for the entire duration of the camping request (including overnight). The event organizer must demonstrate (i.e., letter of confirmation from Island County Sheriff's Office) that on-site security arrangements have been made at the time of camping request.
4. If approved, a damage deposit of \$500.00 shall be submitted to SWPRD at least 10 business days prior to the scheduled event. Any expenses incurred by the District, including labor, equipment, supplies, etc. as a result of event camping (i.e., repair of facility and/or property damages, litter clean-up) will be deducted from the deposit before a refund is issued to the event organizer. Refunds take up to 45 days for processing.

5. Approved temporary camping shall be restricted to self-contained RV (recreational vehicle) camping. No tents or tent campers will be approved for camping. Use of trucks, SUV's, etc. for sleeping quarters will not be approved for camping.
6. Water, sewer and electrical are not provided for any temporary camping areas.
7. Temporary camping shall be restricted to the upper parking lot and turn around areas of Community Park.
8. If approved, event organizers shall be responsible for managing all aspects of temporary camping including, but not limited to, reservations, handling of fees, directing traffic, enforcement of park rules, and clean-up.
9. Approved temporary camping vehicles shall be charged \$10.00 per night per vehicle. The collection of camping fees shall be handled by the event organizer. All revenue from camping fees shall be paid to SWPRD by the event organizer at the completion of the event.
10. Absolutely no campfires will be allowed in any area of the park, including the temporary camping areas.
11. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED** in any area under the ownership, management, or control of South Whidbey Parks & Recreation District. Any person who fails to comply with the law may be subject to arrest and applicable fines. In addition, said person may be ejected from the park facility and barred from the use of any park facility in the future. The use or possession of any alcoholic beverage in connection with any event or other authorized use shall be sufficient cause for revoking the event request and the temporary camping request.
12. Sleeping capacity per recreational vehicle shall not exceed manufacturer's guidelines.
13. Event sponsor will be responsible for making arrangements for and providing adequate dumpsters to accommodate garbage generated from temporary camping and event.

**Adopted April 17, 2002** by South Whidbey Parks & Recreation Board of Commissioners