

## Seattle Parks and Recreation (SPR) Frequently Asked Questions-Commercial Use Permits

### Why do I need a Use Permit?

Any commercial activity in the park requires a permit. Commercial use includes anyone who offers instruction, education, care, service, or supervision.

If you are an individual, group, or organization and you conduct organized commercial recreational activities such as fitness classes, nature education, organized school activities such as recess or PE, wilderness training classes, or recreational services such as pop-up picnics or laser-tag on city parkland, you are required to obtain a park permit. Your business may not transact or collect money on park property and is limited to ten (10) hours per week of operation. Attendance is limited to 35 participants.

Permits are issued for commercial activity that aligns with Seattle Parks and Recreation's mission to promote healthy people, a healthy environment, and strong communities.

### What protective measures will my business be required to follow to ensure the safety of staff and participants from the further spread of COVID-19?

SPR requires each business or organization to remain in compliance with all current and emerging city, county, state and federal laws, regulations, proclamations, and public health notices issued in Washington State during this COVID-19 pandemic.

### How much does it cost to conduct business at Seattle Parks and Recreation?

There is a \$75.00 **permit fee/per park** *in addition* to a monthly use fee of \$75 per month per park. This permit fee is due at the time of permit issuance. After you submit your application, you will receive an invoice. The monthly use fee is **based on the calendar** month and may not be prorated.

Joe's Fitness-Carkeek Park M-Friday-6-7 AM May-September	
Permit Fee	\$75
Month Use Fee -\$75 @ Five Months	\$375
	<b>Total Due-\$450</b>

### What do I need to conduct a concessionaire business at Seattle Parks and Recreation?

- Application:** Complete and return the Activity Use Permit Application.
- City of Seattle Business License:** To conduct business at the city of Seattle you will need to obtain a City of Seattle business license. A copy of your current license

must be on file at the Concessions and Contracts Office before the start of your business activity. Online information and contact information can be found at: <http://www.seattle.gov/licenses/get-a-business-license>, or by calling 206684-8484.

- **General Liability Insurance:** You need General Liability Insurance coverage in the amount of \$1 million dollars before the start of your business activity. You can obtain additional insurance through your car or home insurance agency.
- **WA State Patrol Background Check:** Is your activity directed/targeted to children? You and your staff must all pass a WA State Background check before the start of your business activity. The process is **free** and conducted by Seattle Parks and Recreation Human Resources staff. Conduct the Concession Coordinator for a link.

### What dates can I conduct business?

Let us know which dates you would like to do business! We can issue permits for any time frame up to a year. The permit fee of \$75 is due with each application/per park. Please note that you are applying for a calendar month. We do not pro-rate based on dates.

### What type of activities can I conduct?

Fitness activities including boot camps, running clubs, yoga, karate, tai chi, or other fitness related activities. Recreational activities include outdoor instruction or services including private school recess, nature classes, wilderness training, pop-up picnics or laser tag.

### Are there any limitations?

- Groups must not impact the area for general visitors.
- You can operate your fitness/activity business in many parks. There are some exceptions including: Discovery Park, Washington Park Arboretum, and beaches. Questions about a specific park? Call or email us. You may be required to submit a site map of your proposed park location to avoid conflicts with other scheduled users. Parks are highlighted in green on Google maps or can be found on our website [here](#).
- Service business like pop-up picnic/laser tag businesses are reviewed on a case-by-case basis. Permits will not be issued at busy park locations, [picnic parks](#), special amenity sites, playgrounds or athletic fields.
- The use of any playground area or equipment is not permitted.
- Amplified sound is not allowed.
- The sale of any products on park lands is prohibited.
- Parks and Recreation maintenance, programs and special events will have priority for use of park areas.
- Gathering or collecting natural products of a renewable nature including but not limited to fruits, berries, mushrooms, driftwood, wood, is not authorized.
- The destroying, digging, cutting, removing or possession of any tree, shrub, or other plant is prohibited without a permit granted by the Superintendent of Parks and Recreation.
- Marketing and promotional events are not permitted.
- You must comply with evolving public health rules and directions from federal,

state and city public officials regarding COVID-19. To prevent crowding, certain park locations might not be available during peak times.

### What is the difference between a special event, sports field and concessions permit?

- **Special Events:** Special Use Permits are required if: 1) Any amplified sound is planned. 2) Any equipment is brought into a park. 3) The event is publicly advertised. 4) Your gathering will impact normal public use of the park. For more information on public use permits, please contact our special events unit at: <http://www.seattle.gov/parks/reserve/park-use-permits> or call 206 684-4080.
- **Athletic Field use:** Seattle Parks and Recreation has 200+ athletic fields suitable for seasonal, occasional and tournament play for sports such as, but not limited to; softball, baseball, soccer, football, ultimate, lacrosse and more. For more information, contact or field scheduling office at: <http://www.seattle.gov/parks/reserve/sports-field-reservations> or call 206 684-4077.
- **Concessions permits:** A Concession permit permits the concessionaire to conduct business on City of Seattle Parks and Recreation property for an established time frame.
- **Day Camp Permit:** Permits are required to operate a daytime program offering supervised and registered activities that are open to the public. More information: <https://www.seattle.gov/parks/reserve/day-camp-permits>

### Can I conduct business in the park when there are special events happening?

No. There are specific dates when annual or community events take place in Seattle parks, such as Seafair, art fairs, festivals, etc. The event organizers hold the permit to the park site for the event dates and have precedence. In some cases, you may be able to arrange to vend at an event by working directly with the organizer. Separate fees may apply. [www.seattle.gov/special-events-office/calendar](http://www.seattle.gov/special-events-office/calendar) contains a list of Major Special Events and locations. Check back frequently as this list can change.

### What if I see a vendor in the park that does not have a permit?

Operating a business in the park or on any city property without a permit is illegal. Please report illegally activity to the Concession Coordinator: please call (206) 684-0902 or email [amy.hamaker@seattle.gov](mailto:amy.hamaker@seattle.gov). A report will be made to Seattle Parks Security staff and the Seattle Police Department, if needed.

### Is there someone to help me if I stop by the Contracts Administration Support Office?

Due to the COVID-19 pandemic, there are no in person appointments. If you need assistance or language translation, please email [amy.hamaker@seattle.gov](mailto:amy.hamaker@seattle.gov).