



## WHAT IS COMMERCIAL USE OF PARK PROPERTY?

Commercial use is defined as any activity conducted for pecuniary or commercial gain including private lessons, classes, or recreational activities where the lesson, class, or activity has a fee or other barrier to entry. "Commercial use" also includes any lesson, class, or commercial activities taking place on park system property that is associated with any trade, occupation, profession, business, or franchise. "Commercial use" does not include activities conducted on the City's behalf or in conjunction with the City.

## WHY DO I NEED A PERMIT?

Commercial use of any park system property is unlawful without first obtaining a permit from the City authorizing the use or entering into a rental agreement with the City authorizing use of a specific facility.

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.

## WHAT ACTIVITIES ARE AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

Activities (1) must be recreational in nature, (2) will not restrict or impede access for the general public, (3) must not conflict with recreational programming offered by the City, or other permitted/contracted businesses or events (4) will not pose a safety risk to persons or property, and (5) will does not constitute over usage of the park property in use.

Examples of authorized activities may include but are not limited to fitness classes, nature programming, art or photography classes, or organized school use of park space.

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.

## WHAT ACTIVITIES ARE NOT AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

Examples of unauthorized activities may include but are not limited to marketing activities, off-leash dog obedience courses, foraging, mobile vehicle detailing, self-serve vending, mobile saunas, mobile hot tubs and sales of goods.

## ARE THERE LIMITATIONS?

- Groups must not impact the area for general visitors.
- Permits are available at most park locations with some exceptions including: Discovery Park, Washington Park Arboretum, and beaches. Questions about a specific park? Call or email us.
- You are required to submit a site map of your proposed park location to avoid conflicts with other scheduled users.
- 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.

## WHAT IF I WANT TO OPERATE MORE THAN 10 HOURS PER WEEK OR MY BUSINESS DOESN'T SEEM TO FIT?

A commercial use permit is limited in duration/attendees to allow for small business use within certain parameters that does not impact the enjoyment of the park for others. If your business needs exceed 10 hours per weeks of use or greater than 35 participants, you need to find an alternative location for your business.

## DOES MY PERMIT GIVE ME EXCLUSIVE USE OF THE PARK PROPERTY?

No, it does not. A commercial use permit does not grant exclusive use of space. A permit provides the permit holder a license for the activity in the designated areas and is revocable at will. The permit holder and participants must share the designated areas with other users and cannot block public access. The permit holder may need to move or share space.

## WHAT IS THE PERMIT COST AND HOW LONG IS IT VALID?

There is a \$75.00 permit fee/per park in addition to a monthly use fee of \$75 per month per park. All fees are due at the time of permit issuance. \*Do NOT send a check, all payments are made within your SPR online account. After you submit your application and it is approved, you will receive an invoice for payment.

- The monthly use fee is based on the calendar month and may not be prorated.
- You can request a permit for up to one year

## WHAT INFORMATION MUST I PROVIDE TO APPLY?

Permit applicants must submit:

- Completed application
- Copy of a City of Seattle business license
- Certificate of insurance (COI) with additional endorsement page CG 20 26 listing the City of Seattle as additional insured.

\*All items must be complete and submitted before an application is entered into the processing queue.

## WHAT IS A CERTIFICATE OF INSURANCE (COI) AND ENDORSEMENT PAGE?

A Certificate of Insurance is a document that proves that the applicant has Comprehensive General Liability insurance to cover any liability claims, whether personal or damage, which may occur during use of the park property. The City of Seattle must be named on the additional insured on the policy.

### **BASIC PERMIT REQUIREMENTS:**

- CGL LIMITS \$1,000,000 CSL PER OCCURRENCE, \$2,000,000 AGGREGATE.
- 30 DAY PRIOR WRITTEN NOTICE OF CANCELLATION EXCEPT 10 DAYS FOR NON-PAYMENT OF PREMIUM.
- "CITY OF SEATTLE" NAMED AS AN "ADDITIONAL INSURED" UNDER A FORM # CG 20 26, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS.
- INCLUDE A COPY OF THE ACTUAL "ADDITIONAL INSURED" POLICY ENDORSEMENT THAT MEETS THE ABOVE REQUIREMENTS. MUST INCLUDE POLICY NUMBER AND "CITY OF SEATTLE" UNDER SCHEDULE.



## WHAT IS THE DIFFERENCE BETWEEN A SPECIAL EVENT, SPORTS FIELD AND CONCESSION 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 our field scheduling office at: <http://www.seattle.gov/parks/reserve/sports-field-reservations> or call 206 684- 4077.
- **Concessions permits:** A Concession permit allows the concessionaire to conduct business on City of Seattle Parks and Recreation property for an established time frame.
- **Day Camp Permit:** Supervised and registered recreational activities that are open to the public. Scheduled during school breaks (based on SPS calendar). Weekdays (M-F) at reservable picnic sites. 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.

## WHO DO I CONTACT FOR MORE INFORMATION ON COMMERCIAL USE OF PARK PROPERTY?

Please contact the Seattle Parks Contracts Administration Support Office by emailing [SPRconcessions@seattle.gov](mailto:SPRconcessions@seattle.gov). If you need assistance or language translation, please provide the best phone number to reach you at and the specific language for which you require translation services.

Your signature on page 3 means that you have read this FAQ and understand and agree to these rules and regulations.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_