



PARKS AND RECREATION ADVISORY BOARD
Tuesday, February 27, 2018 – 5:30 p.m.
Lakewood City Hall, American Lake Room
6000 Main St SW
Lakewood, WA 98499

PRAB MEMBERS

Jason Gerwen, Chair
Vito Iacobazzi, Vice Chair
Sylvia Allen
J. Alan Billingsley
Susan Dellinger
Anessa McClendon
Michael Lacadie

Dorien Simon, Youth Council
Jefferson Magayanes, Youth Council

Don Anderson, Council Liaison

STAFF

Mary Dodsworth, Director
Nikki York, Office Assistant

Persons requesting special accommodations contact Nikki at 253-589-2489 as soon as possible in advance of this meeting so that an attempt to meet a special accommodation need can be made.

CALL TO ORDER

ATTENDANCE/ROLL CALL

APPROVAL of January 23, 2018 MINUTES

PUBLIC COMMENT

UNFINISHED BUSINESS

NEW BUSINESS

Train Update (John Howe / John Unfred)
Special Event Update (Sally Martinez)
Special Use Permit Process and Update

DIRECTORS REPORT

BOARD MEMBER COMMENTS

NEXT PRAB MEETING

March 20, 2018- note date change

ADJOURN



**LAKEWOOD PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING MINUTES
Tuesday, January 23, 2018 – 5:30 PM
LAKEWOOD CITY HALL ROOM 1E
6000 MAIN ST SW
LAKEWOOD, WA 98499**

CALL TO ORDER

Jason Gerwen called the meeting to order at 5:31 p.m.

ATTENDANCE

PRAB Members Present: Jason Gerwen, Vito Iacobazzi, Sylvia Allen, Anessa McClendon, Susan Dellinger, Michael Lacadie

PRAB Members Excused: Alan Billingsley

Guest: Shannon Kelley-Fong

Staff Present: Mary Dodsworth - Director; Nikki York – Office Assistant

Council Liaison: Don Anderson, excused

Youth Council Liaison: Jefferson Magayanes, Youth Council- Present
Dorien Simon, Youth Council- Unexcused

APPROVAL OF MINUTES: Vito Iacobazzi moved and Sylvia Allen seconded the motion to approve the minutes of the November 28, 2017 meeting as presented. MPU. No Meeting was held in December.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Elect Chair/Vice Chair:

Sylvia Allen motioned Anessa McClendon seconded the motion for Jason Gerwen to remain as the Chair for the Park Board and Vito Iacobazzi to remain as the Vice Chair. The motion passes unanimously.

Central District Sub Area Plan:

Shannon Kelley-Fong, Assistant to the City Manager, presented the Lakewood Downtown Plan to the parks advisory board. She advised that there will be more public outreach in late February. The link for the Downtown Plan Website was provided to the group to review information in the presentation. www.LakewoodDowntownPlan.org. Board comments included a need to beautify streets and other city gathering areas.

Capital Projects Update:

Mary Dodsworth reviewed the capital projects including Springbrook Park , FSP sport field improvements, FSP road improvements, the Pavilion at FSP, Partners for Parks Barn Study Harry Todd Park ADA access/waterfront improvements, Gateways, Banners, Public Art, and Chambers Creek Trail. The Board was impressed by the comprehensive report.

DIRECTORS REPORT: Mary Dodsworth reviewed the director's report with the board. The report included capital project updates, event updates, community outreach, emergency management, 2018 legislative session, and the healthy communities' award.

Work Program Review: Mary Dodsworth gave an overview of the upcoming 2018 work program. The board members had an opportunity to discuss and share their excitement for the many upcoming projects. The work program highlighted important dates in 2018 including the joint meeting with council that will be taking place on April 23th in Council Chambers.

BOARD COMMENTS:

Sylvia Allen: The Kiwanis have money that they would like to put towards a park. A playground at Kiwanis Park was suggested. Vito noted a recent matching grant from Sitelines.

Vito Iacobazzi: Great CIP update!

Anessa McClendon: Shannon did a great job on the Downtown Plan presentation!

The Board gave Kudos to Anessa McClendon for being the emcee at the Martin Luther King Jr Celebration.

NEXT MEETING: The next PRAB meeting is scheduled for Tuesday, February 27th at 5:30pm at the Lakewood City Hall.

ADJOURNMENT: Michael Lacadie motioned to adjourn the meeting at 6:48 p.m. Vito Iacobazzi seconded the motion. MPU

Jason Gerwen, Chairman

Nikki York, Office Assistant

City of Lakewood Special Use Application

Applicant Information

Applicant Name:

Applicant/Organization
Mailing Address:

Street: _____

City: _____

State: _____

Zip: _____

Phone Number:

Email:

Event Operations

Official name of
event/activity:

Is the event open and/or
advertised to the public?

Yes

No

Anticipated maximum
attendance

Participants: _____ Spectators: _____

Event Time Frame

Date /Dates of Event

Day 1: ___/___/___

Day 2: ___/___/___ (If Applicable)

Day 3: ___/___/___ (If Applicable)

Day 4: ___/___/___ (If Applicable)

Time Frame of Event

Day 1: _____ to _____

Day 2: _____ to _____ (If Applicable)

Day 3: _____ to _____ (If Applicable)

Day 4: _____ to _____ (If Applicable)

Park Location Requested	Fort Steilacoom Park Harry Todd Park Springbrook Park	American Lake Park Active Park Wards Lake Park	Washington Park Other Location
Event Type	Private Event (Picnic / Wedding / Etc.) Public Event Run/Walk Event Concert/Live Music Cycling Event Boat Race Filming/Photography Theatrical Performance Rally/Protest Festival/Fundraiser Sporting Event (Fill in Sport): _____ •Provide Field Dimensions: _____ •Field Prep Needs: _____ •Other: _____		
Event Components	Vendor Booths Quantity: _____ Stage Quantity: _____ Size: _____ Tents/Canopies Quantity: _____ Size: _____ Inflatable/Bouncy Quantity: _____ Generator Electricity (not available at all sites) Water (not available at all sites) Public Address System Exhibits/Displays Heating Device Merchandise/Services Commercial Advertising Registration Fee/Admission Fee Food Services Portable Toilets (may be required) Garbage Dumpsters (may be required) Parking Plan Security (Incident Action Plan Required) Beer/Wine Garden – Added Event Fees/Requirements		
Site Plan Requirements			
<p style="text-align: center;">You MUST attach a clear and legible site plan or map with the following indicated:</p> <ul style="list-style-type: none"> • Name of the park facility to be used • The overall event area (include proposed parking area) • The location of all physical equipment being placed, including, but not limited to stage(s), vendor booths, tents, signs, barricades, portable toilets, garbage cans, generators, etc. 			

Event Description

**Detailed Description of
Event**

Insurance Requirements

You may be **REQUIRED** to have liability insurance for your event. The City of Lakewood is to be named as the additionally insured party in any and all policies in the amount of \$1,000,000 (one million dollars). If your insurer is not able to provide event insurance and submit a Certificate of Liability to the City to verify the event's coverage, the City of Lakewood can provide information to you regarding event insurance providers

Event Staff Contact**Return completed applications to (via mail, FAX or E-mail):**

City of Lakewood
Parks, Recreation and Community Services
6000 Main Street SW
Lakewood, WA 98499

City of Lakewood Phone: 253-983-7835
E-Mail: nyork@cityoflakewood.us

Payment Information

Credit Card	Credit Card #	
	Exp Date:	Security Code:
Cash		
Check	Name on Card:	

Applicant Signature

The undersigned, as an authorized representative, hereby applies to the City of Lakewood for use of the above facilities and certifies the information is correct and, furthermore, agrees to abide by all ordinances, policies and rules and regulations which may apply. The applicant shall indemnify, defend and hold harmless the City of Lakewood, its elected and appointed officials its employees, volunteers and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage sustained by applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as result of the sole negligence of the city of Lakewood, its elected and appointed officials, its employees and agents. This application will be processed in the order received and is subject to approval following the City's guidelines.

I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT. I AGREE THAT AS A CONDITION OF USE OF THE PUBLICLY OWNED FACILITY, I WILL NOT DISCRIMINATE ON THE BASIS OF GENDER AND ANY OTHER BASIS PROTECTED BY FEDERAL OR STATE LAW.

Signature: _____

Date: ___/___/___

2015 SPECIAL USE PERMIT AGREEMENT

City of Lakewood Parks, Recreation and Community Services

6000 Main Street SW Lakewood, WA 98499

Phone: 253-983-7887 FAX: 253-589-3774

RULES AND REGULATIONS

- **A Special Use Permit will be required for all uses** based on the type of event, number of participants, or other unusual conditions. The agreement or permit will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees, additional sanitation needs and/or other protective measures that may be required.
- User/applicant and all facility users shall comply with the terms and conditions of the rental agreement, all facility policies and procedures, and City, County and State rules and regulations.
- It is understood and agreed by the applicant that this permit may be revoked or canceled at any time if the event or agency is misrepresented.
- Alcohol is not permitted in any city park or facility unless authorized by City Code LMC 08.76.165
- Smoking and illegal drugs are not permitted within any City building facility, including park buildings and restrooms. No smoking is allowed within 50 feet of a playground, sports facility, or where people are gathered. Fireworks are not permitted in city Parks (LMC 8.68.000)
- Music or other amplified sound in a City facility must not be audible from 50 feet away unless pre-approval is given by the City for a community concert or event.
- Other than when inside the fenced FSP Dog Park, all dogs, pets or domestic animals must be kept on a leash and in control at all times. All persons bringing animals into a park setting are responsible for the conduct of the animal and for removing all animal waste from the area.
- Facilities will not be closed to the general public for exclusive use. Certain areas may be reserved and/or designated for a specific period of time or use. Fees will be assessed to users who want to reserve facilities, park areas or services.
- No person shall enter or be present in a City park or facility during the hours the City park or facility is closed except persons using facilities as part of an event authorized by the Department. (LMC 8.76.400)
- Unreserved facilities are open to the public on a first come first served basis.
- City of Lakewood scheduled events will take precedence over non-City events.
- Facility use hours are consecutive and must include time for delivery of supplies, set-up, and take down and clean up.
- The City may require insurance coverage verification to be provided by user groups. The military may provide an official liability waiver signed by a commanding officer as proof of military insurance coverage.

Violations of these policies may result in the immediate termination of the use agreement to include the use of the City facilities. If an event is terminated, no refund of deposits, use fees or for time left on the contract will be granted

PARKS AND RECREATION RESPONSIBILITIES AND REFUNDS

RESPONSIBILITIES

A. USER/APPLICANT RESPONSIBILITIES

- User/applicant shall complete a facility use form and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City and County codes and ordinances.
- User/applicant is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of fees and charges, and (3) damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity. The person signing the application is stating he/she has the authority to represent the organization listed on the application.
- User groups and individuals will be responsible for set up, break down and general clean up of their reserved space during the rental period. Removal and disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of an event.
- City equipment is not for private use. Users must provide their own supplies, including but not limited to balls, bats, racquets, any additional equipment unless otherwise coordinated with staff.
- Only freestanding decorations, signage and banners are permitted. Do not affix anything to any part of any building, including ceilings, walls, doors or windows.

B. CITY RESPONSIBILITIES

- The City will provide maintenance services to keep City facilities clean, safe and ready for use.
- The City will be reimbursed for staff and equipment costs and materials associated with special facility use.
- The City is not responsible for storage of articles or supplies associated with a special use.
- The City is not responsible for loss or theft of articles stored or left in a facility.

CANCELLATION AND REFUNDS

- No refund for special use permits or use of park facilities will be given due to poor weather or adverse conditions unless cancelled by the City. No refunds will be given for reservations cancelled less than seven (7) days before the scheduled use. Any request for a refund must be submitted to the city in writing and received within refund guidelines noted on the fee schedule. The refund schedule details refund allowances for special events cancelled 61 or more days prior, 31-60 days prior and 30 days or less prior to the event.
- If a regular park reservation is cancelled more than seven (7) days prior to use, a full refund less an administrative fee will be allowed.
- If a special use permit has been issued and/or a deposit been made, a portion of the deposit will be forfeited if the reservation is canceled prior to an event.
- If an event is cancelled by the City due to the failure of an applicant to meet event requirements or conditions, no refund will be given.
- No fees (including deposits) will be refunded if any activity is terminated before the end of the contracted time due to excessive noise or disorderly activities. The deposit will not be refunded if a user does not have miscellaneous items removed and the site cleaned up by the assigned ending time. The deposit will not be refunded if the user group exceeds facility capacity.
- Refundable deposits (less any fees or charges) will be mailed within 10 business days following use of the facility upon the recommendation by the Director.



SPECIAL EVENT INCIDENT ACTION PLAN

All documents must be completed and returned to the City no later than 14 days in advance of the event. An approved permit will not be issued until all documents are complete. An event cannot take place without an approved permit. Failure to complete documents in a timely manner may be cause for the City to deny the permit/event.

Special Event Name: _____

Type of Event: _____

Event Date: _____ Site: _____

Number of Participants: _____ Spectators: _____

Park Facilities to be used:

- _____
- _____
- _____

Set Up Date: _____ Set Up Time: _____

Event Start Time: _____ Event End Time: _____ Departure Time: _____

Event Coordinator: _____ Cell Phone: _____

Coordinator E-Mail Address: _____

Event Coordinator On Site Day of Event: _____

Cell Phone: _____

Security Coordinator On Site Day of Event: _____

Cell Phone: _____

Notes:

Reviewed and Approved by City Staff: _____

Date: _____



SPECIAL EVENT INCIDENT ACTION PLAN

Event details and required elements.

- Attach site layout and route maps (if coordinating a run, walk or race event.)
https://www.cityoflakewood.us/documents/parks_and_recreation/documents/fort_steilacoom_park_identified_fields_shelters_parking.pdf

https://www.cityoflakewood.us/documents/parks_and_recreation/documents/fort_steilacoom_park_trails.pdf

Event Timeline:

- Include Arrival – Set Up – Race Assembly – Race Start –Entertainment Schedules – Clean Up and Departure.

Emergency Response Plan:

- In an emergency situation, in addition to calling 911, what will your event staff/participants do to protect themselves, handle injuries and manage the event guests?

Provide Information on Event Layout:

- Include information on traffic control, stages, tents, inflatables, vendors, etc.

Event Parking Plan

- On the site map, identify parking areas to be used for this event

Person Authorized to speak on behalf of your organization or to disseminate public information:

- Name _____ Phone _____

Insurance Provider

For tournament and leagues – what is the insurance carrier covering the event?

Company Name _____ Phone: _____

Insurance Policy #: _____



SPECIAL EVENT INCIDENT ACTION PLAN

DAY OF EVENT CONTACTS

The City of Lakewood wants to ensure that

- *A safe environment for your event participants is maintained.*
- *The integrity of the park space and environment is protected.*
- *An enjoyable park experience for non-event park users is provided.*

On Site Incident Commander/Event Supervisor

- Name _____
- Cell Phone Number: _____

On Site Safety Officer/Emergency Response Coordinator

- Name _____
- Cell Phone Number _____

Parking /Traffic Control Coordinator

- Name: _____ Cell Phone: _____

City Staff Member Assigned to Event on (Date) _____

Event Coordinator is to contact the Park Department at 253-983-1024 one week prior to his/her event to obtain staffing information for the day of the event:

- Name _____ Shift: _____
- Cell Phone Number _____
- Pre-Event Inspection: Date: _____ Time: _____ Staff Initial: _____
- Post Event Inspection: Date: _____ Time: _____ Staff Initial: _____
- Comments:



SPECIAL EVENT INCIDENT ACTION PLAN

SAFETY PROCEDURES

- **Minor Incident**
 - Administer First Aid
 - Document Care & Contact Information for Provider of First Aid
 - Report Incident to the Event Safety Officer and City Staff

- **Serious Incident**
 - Contact 911
 - Notify Event Safety Officer and City Staff
 - If minor child is injured, contact parent or guardian

We recommend you provide a briefing to staff/volunteers prior to the event starting. Include:

- Special considerations for event
- Safety Plan in case of emergencies
- Communication Plan

Additional Instructions: