

## Event Guidelines for PARK(ing) Day 2016 – Friday, September 16

PARK(ing) Day allows groups to create a temporary “pop-up” park in a metered space typically reserved for on-street parking. The event takes place in cities around the world on the third Friday of September and encourages people to re-think how we allocate public space.

For this year’s event, DDOT has designed a process for applicants to obtain a permit using the Transportation Online Permitting System (TOPS). Applicants should familiarize themselves with all of the event requirements below prior to designing their park or beginning the permitting process.

**All applications must be submitted to TOPS no later than Wednesday, August 31, 2016.**

### ELIGIBLE LOCATIONS

- a) **Location must be on a metered street** – when scouting out your space, be sure to obtain the 8-digit meter ID number printed on the white label. It should be located on the street-facing side for a single-space meter and on the front display panel of multi-space meters.
- b) **Streets with time-of-day restrictions are not eligible** – streets that are subject to rush-hour restrictions (e.g. no parking 7:00am - 9:30am and 4:00pm - 6:30pm, M-F) cannot host a pop-up park.
- c) **Spaces should be mid-block** – the first and last parking spaces on the block are not eligible unless protected by a curb bump-out.
- d) **Site will be subject to final approval from DDOT**



### SITE DESIGN

A sketch of your proposed pop-up park and how it will be laid out will be required with your application in TOPS (a blank template for the site design is included at the end of these guidelines). In the design, include any items or design elements that will be placed on the site. The following information should be shown in your design:

- a) An accurate reflection of the event-day layout of your park.
- b) Dimensions, including height, of key elements.
- c) Some type of barrier around the edge of the park which creates a sense of enclosure, marks the boundaries of the park, and separates participants from traffic.
- d) A 2 foot buffer around the external edges that separates the park from the adjacent travel lane and neighboring parking spaces (no objects should be in the buffer, including the park’s barrier).

## CREATING YOUR PARK

PARK(ing) Day is about having fun and exercising your creativity. Your pop-up park can contain games, activities, and a wide variety of design elements so that both you and passerby can enjoy the space comfortably and safely. In order to respect your neighbors, the following rules must be observed while using public space for the event:

- **No commerce or overt advertising can occur in the park.** It's okay to advocate for an issue, or to say "This park brought to you by XYZ Organization," but parks cannot look like trade show booths or have logos plastered everywhere. Restaurants also cannot provide table service or serve customers in the space.
- **PARK(ing) Day activities should be confined to the parking space itself.** Sidewalk storage or overflow of activities onto the sidewalk area can be an inconvenience or outright nuisance to pedestrians, so please keep everything in the park.
- **Parks cannot be left unattended.** A volunteer or staff member from the party listed on the permit must be present for the entire seven hours.
- **Keep a copy of your approved permit and site plan on hand during the event.** DDOT staff will be visiting spaces to ensure that event rules are being followed and that the park has been built according to the approved site plan.
- **No prohibited items.** Pop-up parks are meant to be creative, but there are some items that are not suitable for PARK(ing) Day and cannot be included in the site design (see below).



### Approved Items:

- Potted plants
- Park-like activities
- Tables, chairs, or benches
- Free food, water, non-alcoholic beverages
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpets, blankets, or similar surface coverings
- Informative signs or displays (non-commercial)

### Prohibited Items (not an exhaustive list):

- Anything that may cause a distraction to drivers such as: banners, balloons, flashing lights, canopies, free-standing tents, etc.
- Charcoal and gas grills (open flame of any kind)
- Vending or merchandise display, commercial advertising, or signs
- Amplified sound
- Loose or uncovered material (sand, gravel, mulch, stone, etc.)
- Free-standing umbrellas
- Activities that are inherently dangerous
- Physical structures that damage the surface, impede public space, or create a hazard (trip hazard, slip hazard, etc.)
- Electric cords that extend from the pop-up park across the sidewalk to an outlet

## REQUIRED DOCUMENTS

- a. **Park Concept** – a written description of how the space will be used during the event. Include any activities programmed for the space, types of materials that will be used, and **provide information on how the site will be enclosed on all sides** not facing the sidewalk.
- b. **Site Design** - provide a sketch of your proposed pop-up park and how it will be laid out based on the attached template. Include any items or design elements that will be placed on the site and allow for a 2 foot buffer around the external edges. The site design should accurately reflect the event-day layout of your park and include dimensions of key elements.
- c. **PARK(ing) Day Release Form** – a signed release form is required to ensure that applicants fully understand the event’s guidelines, that they have provided an accurate site plan, and that they will comply with all relevant District regulations relating to public space. A copy of the release form can be found at the end of this document.
- d. **Certificate of Liability Insurance** – proof of general liability insurance is required, naming the DISTRICT OF COLUMBIA, A MUNICIPAL CORPORATION as the certificate holder. More information on DDOT insurance requirements can be found [here](#).

## APPLYING ONLINE

Once you have familiarized yourself with the guidelines and event requirements, you can apply for an event permit through DDOT’s [Transportation Online Permitting System \(TOPS\)](#). When the permit is approved in TOPS, applicants will be required to pay \$55 in permitting fees and any meter fees associated with the parking space.

After all fees have been paid, a copy of your permit and Reserved Parking signs will be available for pick-up at the Permit Center, located on the 2nd floor of 1100 4th Street, SW.

A step-by step guide for navigating the permit application in TOPS can be found at <http://ddot.dc.gov/page/parking-day>.

**NOTE** – To participate in PARK(ing) Day, **applicants should apply for a Temporary Occupancy Permit – Other Special Events** in TOPS. They should not apply for a Parklet permit, as this triggers a more rigorous review for a structure that is intended to be out for much longer than one day. Choosing the wrong permit type may require you to reapply and may prevent you from participating in PARK(ing) Day. Specific instructions on how to apply for a permit for PARK(ing) Day are available [here](#).

## FOR FURTHER INFORMATION

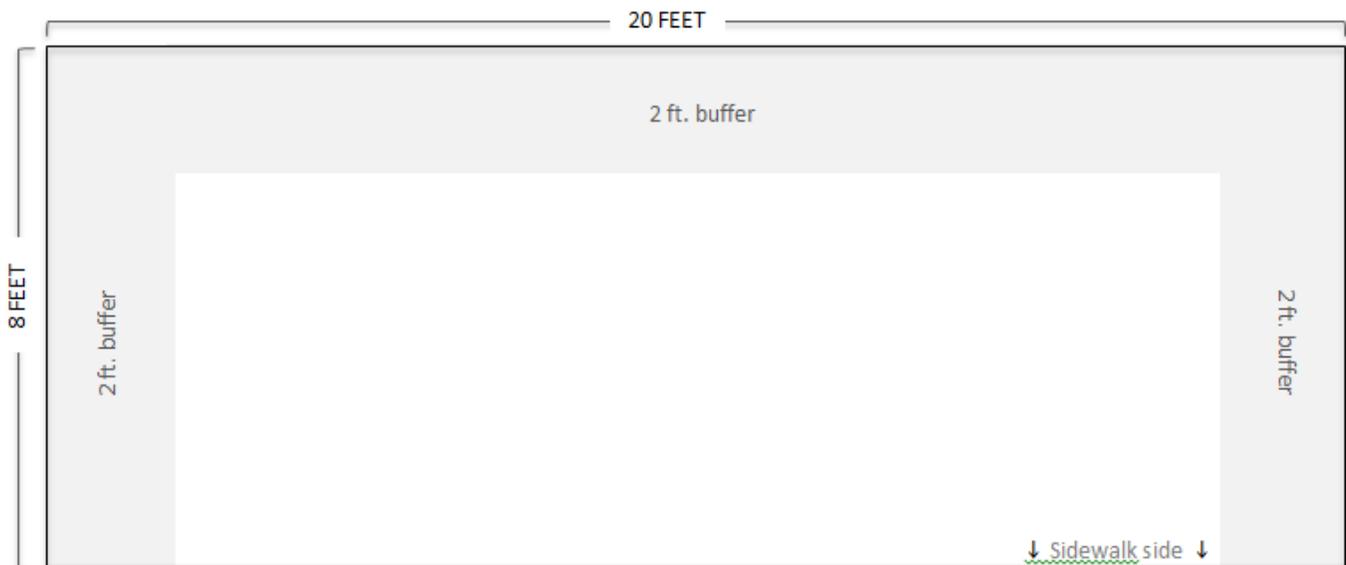
For any questions regarding event requirements, site designs, or permitting, please contact Ted Van Houten at [theodore.vanhouten@dc.gov](mailto:theodore.vanhouten@dc.gov) or (202) 671-4580.

## Site Design Template – PARK(ing) Day 2016

All site plans should include:

- a) An accurate reflection of the event-day layout of your park.
- b) Dimensions, including height, of key elements.
- c) Some type of barrier around the edge of the park which creates a sense of enclosure, marks the boundaries of the park, and separates participants from traffic.
- d) A 2 foot buffer around the external edges that separates the park from the adjacent travel lane and neighboring parking spaces (**the buffer must be clear of all items, including the park's barrier**).

The effective size of a pop-up park would be 6' x 16' if located in a single parking space or 6' x 36' if it spans two adjacent spaces.



**Notes:**

**PARK(ING) DAY AGREEMENT AND RELEASE FORM  
FOR PARTICIPANTS WITH INSURANCE**

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NOW, THEREFORE, in consideration of being permitted to use the portion of the public space specified in the attached public space permit ("permit") for the purposes of the PARK(ing) Day event, \_\_\_\_\_ (the "undersigned") on behalf of himself or herself, his or her heirs, assigns, and personal representatives, hereby agrees as follows:

1. Waiver and Indemnity. The undersigned releases, waives, discharges, covenants not to sue, and holds harmless the District of Columbia (hereinafter, the "District"), its officials, officers, employees, and agents against any and all damages, losses, claims, causes of action, charges or expenses (including attorney's fees), or liability whatsoever, due to personal injury or death, or damage to property of the undersigned directly or indirectly due to the exercise by the undersigned of the privilege granted by this permit, or any other act or omission of license, including failure to comply with the obligations of said permit.
2. Permit Guidelines. The undersigned agrees to abide by all permit guidelines including the list of approved and prohibited items and activities. The undersigned agrees to adhere to the approved site plans. The undersigned further agrees to conduct all event activities within the specified event time period.
3. Restoration. The undersigned shall promptly restore the public space to the condition existing immediately before its entry thereon.
4. Term. The Term of this Agreement and Release shall be limited to Friday, September 16, 2016 between the hours of 9:00 am and 4:00 pm. Any use of the public space beyond this day and time is not covered by this agreement.
5. Compliance with Applicable Law. All of the undersigned's activities on the public space shall be in accordance with all applicable laws, regulations, and requirements, including all work rules and regulations adopted by the District for the public space. The undersigned shall not use or permit the use of the Premises for the manufacture, storage, dispensing, sale, or drinking of intoxicants, or use or sale of any illegal drugs or substances, and shall not allow gambling or any illegal practices in the space.
6. Applicable Law. This Agreement and Release shall be governed by the laws of the District of Columbia without reference to conflicts of laws principles.
7. Waiver. Waiver by the District of any provision of this Agreement and Release does not constitute a waiver of future compliance with such provision, and that provision, as well as all other provisions hereof, shall remain in full force and effect.

8. Severability. If any term, provision or section of this Agreement and Release is held to be unenforceable or invalid under any applicable law or regulation by any court or competent governmental authority having jurisdiction, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way, and such determined unenforceability or invalidity of any term, provision or section shall not preclude the effectiveness of, or alter, any other term, provision or section hereof, unless the effectiveness thereof would result in unjust enrichment or extreme hardship to either of the parties hereto or would otherwise frustrate the basic intent hereof.

The undersigned has carefully read this Agreement and Release Form and signs it of his or her own free will and volition.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City, State, Zip)