



## Checklist for PARK(ing) Day 2018 – Friday, September 21

### CHECKLIST - REVIEW BEFORE SUBMITTING APPLICATION

<input type="checkbox"/>	Park is on a metered street not subject to time-of-day parking restrictions in a midblock location
<input type="checkbox"/>	Park Concept - include a written description of how you will use the space
<input type="checkbox"/>	Site Design – Include a sketch of your park, and dimensions and location of all design elements
<input type="checkbox"/>	PARK(ing) Day Release Form
<input type="checkbox"/>	Proof of Insurance (see next page)
<input type="checkbox"/>	Barrier around your park to enclose it and separate it from traffic. Must be continuous (no gaps)
<input type="checkbox"/>	Two foot buffer included in site design of park. No items may be in the buffer, including the barrier
<input type="checkbox"/>	Specify the object that will be occupying the space before your park as an additional safety feature
<input type="checkbox"/>	In TOPS, reserve enough parking spaces for your park, and reserve the space before your park
<input type="checkbox"/>	All activities must be confined to the space itself. No overflow on the sidewalk
<input type="checkbox"/>	No commerce, advertising, or prohibited items (see list in guidelines). Examples of prohibited items and activities include canopies or free-standing umbrellas, loose material such as sand or mulch, electric cords that extend from the park across the sidewalk, and miniature golf holes.
<input type="checkbox"/>	Apply for a Temporary Occupancy Permit – Other Special Events
<input type="checkbox"/>	Enter start and end time of September 21, 2018 – 9 AM to 4 PM
<input type="checkbox"/>	Include 8 digit meter ID
<input type="checkbox"/>	Upload all documents in TOPS
<input type="checkbox"/>	After submitting, send TOPS application tracking number to <a href="mailto:theodore.vanhouten@dc.gov">theodore.vanhouten@dc.gov</a>

**Insurance Requirements**

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia Office of Risk Management. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE EVENT ORGANIZER’S LIABILITY UNDER THIS CONTRACT.**

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA) if applicable, then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the Office of Risk Management, giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by the Office of Risk Management. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A- VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that Office of Risk Management shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide the Office of Risk Management with ten (10) days prior written notice in the event of non-payment of premium.

<b>MINIMUM INSURANCE REQUIREMENTS</b>
<b>BASIC COVERAGES</b>
<b><i>Commercial General Liability:</i></b> Per Occurrence: \$500,000 Aggregate: \$1,000,000 Products and Completed Operations: \$500,000
<b>Note:</b>
<ol style="list-style-type: none"><li><i>1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher.</i></li><li><i>2. If applicable, The Event Organizer shall require all of its vendors to carry the same insurance required herein.</i></li><li><i>3. All required liability policies shall include the <b>Government of the District of Columbia</b> as an <b>additional insured</b> and shall contain a <b>waiver of subrogation</b>.</i></li></ol>