

PARK(ing) Day

Event Guidelines Part I of II



District Department of Transportation

250 M Street, SE, Suite 400



Washington, DC 20003

Introduction

Parking Day is a global event that celebrates public space, and highlights the amount of public space dedicated to storage for privately-owned cars, or parking. PARK(ing) Day allows groups to create temporary parks 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 rethink the amount of parking in cities.

Applicants should familiarize themselves with all the event requirements prior to designing their park or beginning the permitting process. This document provides an overview of the application process and should be reviewed in tandem with the TOPS Application Guidelines, as applicants will be required to obtain a permit using the Transportation Online Permitting System (TOPS) to participate.

All applications must be submitted to TOPS no later than Friday, August 27, 2021.

Required Documents

Checklist- Review before Submitting Application

A. Park Concept	<ul style="list-style-type: none">✓ A description of the location of your park and how it is an “eligible location”✓ 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). All parks must have a continuous barrier.
B. Site Design	<ul style="list-style-type: none">✓ Proposed address for the park.✓ Provide a sketch of your proposed park and how it will be laid out based on the template (<i>found at the end of this document</i>).✓ Include any items or design elements that will be placed on the site and allow for a two (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.✓ The site design should also include the parking space before your park and description of what you are using to meet this requirement.
C. PARK(ing) Day Release Form	<ul style="list-style-type: none">✓ 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. <i>A copy of the release form can be found at the end of this document</i>
D. Certificate of Liability Insurance	<ul style="list-style-type: none">✓ Proof of general liability insurance is required, naming the GOVERNMENT OF THE DISTRICT OF COLUMBIA as an additional insured and shall contain a waiver of subrogation. <i>More information on insurance requirements can be found at the end of this document.</i>
E. Apply for TOPS Permit	<ul style="list-style-type: none">✓ See TOPS Application Guidelines
F. Email DDOT	<ul style="list-style-type: none">✓ Email Park(ing) Day Coordinator with the TOPS Permit Tracking Number Kimberly Vacca, DDOT Transportation Planner, kimberly.vacca@dc.gov

A. Park Concept

Eligible Locations Guidelines

Parks must be on a metered street

You will need the eight-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

Spaces should be mid-block

The first and last parking spaces on the block are not eligible unless protected by a curb bump-out.

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, Mon-Fri) cannot host a park.

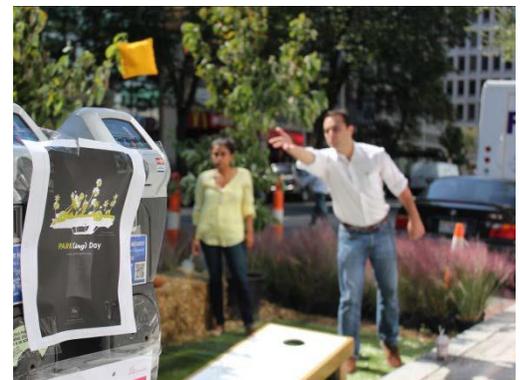
Sites adjacent to the DC Streetcar are not eligible

Site will be subject to final approval from DDOT

General Park Activity Guidelines

PARK(ing) Day is about having fun and exercising your creativity. Your 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. 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 nuisance to pedestrians, so please keep everything in the park.
- **Park 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.** 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 next page).



Approved Items:

- Potted plants
- Park-like activities
- Tables, chairs, or benches
- Free food, water, non-alcoholic beverages
- Arts and crafts, educational or 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 parks across the sidewalk to an outlet
- Games that have the potential for their objects to go into vehicular travel lanes are prohibited. This includes, but is not limited to, miniature golf and table tennis.

B. Site Design

A design and layout of the proposed park will be required with your application in TOPS. *A copy of the template can be found at the end of this document.* In addition to the address location, the following information should be shown in your design:

- An accurate reflection of the event-day layout of your park. Include any items or design elements that will be placed on the site, including dimensions, including height, of key elements;
- 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;
- A two (2) foot park 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 (*see Park Barrier and Buffer below*); and
- The parking space immediately before the park must be continuously occupied by a parked vehicle or other item, to serve as a safety buffer (*see The Parking Space Before Your Park below*).

Park Barrier and Buffer

For safety reasons, it is very important that each park has a barrier around its edge. This barrier serves several purposes: it creates a sense of enclosure, it marks the boundaries of the park, and it separates participants from traffic.

PARK(ing) Day is a creative event, and many items could potentially be used as a barrier. Applicants should observe the following rules while creating their park:

The barrier can be made from a variety of items	Including but not limited to: potted plants, fences, railings, boxes, pallets, milk crates, traffic cones or poles, straw bales, or other design element. Movable folding chairs are not an appropriate item to include in the buffer.
The barrier must be continuous, and cannot have any gaps in it.	Barrier objects may be spaced apart, with a two (2) foot maximum space between barrier objects. If barrier objects are spaced apart, they must be linked by rope, bungee cords, chains, tape, or some other similar item.
The barrier should be at least one foot tall, and no taller than five feet.	Individual barrier elements may be taller than five feet, but they should be used selectively. Drivers, bicyclists, and pedestrians must have a clear line of view to see other drivers, bicyclists, and pedestrians.

As an additional safety feature, parks **must also be surrounded by a two (2) foot buffer** that separates the park from the adjacent travel lane and neighboring parking spaces. This buffer must be clear of all items, including the park's barrier.

The Parking Space Before Your Park

In addition to the barrier and buffer described on the above, you will also be required to reserve the parking space immediately before your park.

- This space must be continuously occupied by a parked vehicle or other item, to serve as a safety buffer.
- In addition to a parked vehicle, other items that could be used include a bike rack, large crates, large planters, or a curb bump out. (Note – if using a curb bump out, you will not have to reserve the extra parking space.) You cannot use any item that could reasonably be used as seating or gathering spaces (chairs, benches, or tables).
- Whatever item you choose, it should be large enough to slow or stop an errant vehicle from entering your park.
- The parked vehicle or other item must remain in place for the entire time span of your permit. So if you choose to use a parked vehicle, you cannot move it until PARK(ing) Day is over.
- Please include a description of what you are using to meet this requirement in your site design and/or your park concept.

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 GOVERNMENT OF THE DISTRICT OF COLUMBIA as an additional insured and shall contain a waiver of subrogation. More information on insurance requirements can be found at the end of this document.

E. TOPS Application

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 permitting fees and any meter fees associated with the parking spaces. A step-by step guide for navigating the TOPS permit application can be found at <http://ddot.dc.gov/page/parking-day>.

NOTES:

*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.*

*The occupancy permit allows Applicants to begin **occupying the permitted parking space(s) on Friday, September 17, 2021 at 9:00 AM and not before the permitted time.** Applicants are required to **remove park elements and vacate the parking space(s) by 4:00 PM on Friday, September 17, 2021.***

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.**

F. Contact DDOT PARK(ing) Day Coordinator

Once you have submitted an application on TOPS, please contact DDOT's PARK(ing) Day Coordinator (see below) and **include your TOPS Permit Tracking Number.**

FOR FURTHER INFORMATION

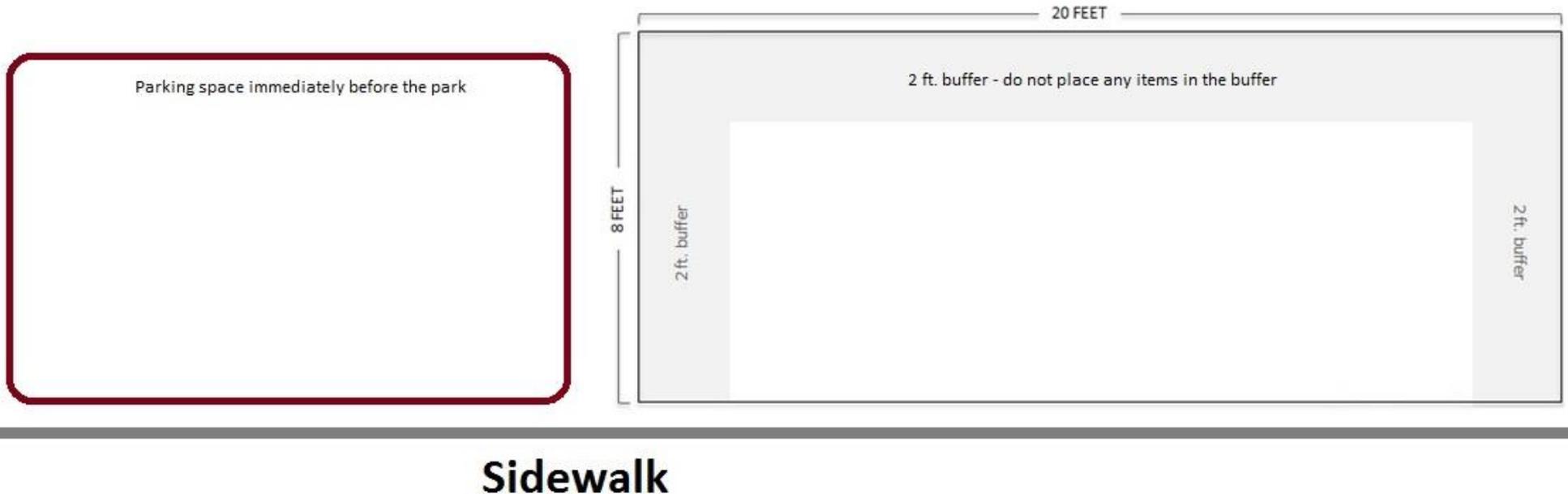
For any questions regarding event requirements, site designs, or permitting, please contact Kimberly Vacca, DDOT Transportation Planner, at kimberly.vacca@dc.gov or (202) 905-1152.

Site Design Template - PARK(ing) Day 2021

All site plans should include:

- The address of your park;
- An accurate reflection of the event-day layout of your park. Include any items or design elements that will be placed on the site, including dimensions, such as height, of key elements;
- 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
- A two (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**); and
- The parking space immediately before the park must be continuously occupied by a parked vehicle or other item, to serve as a safety buffer. If using an item other than a parked vehicle, describe it in detail.

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



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

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 17, 2021 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)

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.

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