

Event Guidelines for PARK(ing) Day 2018 – Friday, September 21

PARK(ing) Day allows groups to create a temporary “pop-up” park in a 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.

Applicants must work with the City to obtain a permit in order to participate. Applicants should familiarize themselves with all of the event requirements prior to designing their park or beginning the permitting process.

All applications must be submitted no later than Friday, August 03, 2018.

ELIGIBLE LOCATIONS

- a) **Location must be on a public street** – It should be located on the street-facing side for a single-space location.
- b) **Spaces should be mid-block** – the first and last parking spaces on the block are not eligible unless protected by a curb bump-out.
- c) **Sites adjacent to the King County Metro bus lanes are not eligible**
- d) **Site will be subject to final approval from City permitting office.**



SITE DESIGN

A sketch of your proposed pop-up park and how it will be laid out will be required with your application (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)
- e) The parking space immediately before the park must be continuously occupied by a parked vehicle or other item, in order to serve as a safety buffer. See page 4 for more information on this requirement.

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 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.** City 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, 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):

- 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.)
- 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
- 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.

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. As an additional safety feature, parks must also be surrounded by a 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.

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 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 tall. 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.

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. The site design should also include the parking space before your park. See page 4 for more information.
- 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.

THE PARKING SPACE BEFORE YOUR PARK

In addition to the barrier and buffer described on the previous page, 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, in order 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 bumpout. (Note – if using a curb bumpout, 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, such as 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 can't 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.

APPLYING

Once you have familiarized yourself with the guidelines and event requirements, you can apply for your park by submitting the application and design concept to RDP@gorenton.com. Your application will be reviewed by the event committee and assistance offered to secure your permitting should your concept be selected.

FOR FURTHER INFORMATION

For any questions regarding event requirements, site designs, or permitting, please contact the Renton Downtown Partnership at RDP@gorenton.com or (425) 430-7271.

Site Design Template – PARK(ing) Day 2018

All site plans should include:

- a) The address of your park
- b) An accurate reflection of the event-day layout of your park
- c) Dimensions, including height, of key elements
- d) 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
- e) 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)**.
- f) The parking space immediately before the park must be continuously occupied by a parked vehicle or other item, in order to serve as a safety buffer. If using an item other than a parked vehicle, describe it in detail.

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.

