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CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-12-02 LGL 2012-0056
TITLE: CAMPING OR OTHER OVERNIGHT USE CRITERIA – RIVERFRONT PARK	
EFFECTIVE DATE: April 10, 2003	
REVISION EFFECTIVE DATE: June 11, 2012	

1.0 GENERAL

1.1 The purpose of this policy is to establish criteria for camping or other overnight use in Riverfront Park.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to Riverfront Park.

3.0 REFERENCES

City Charter - Section 48. Park Board -- Powers
Park Board Rules - Section 14. General Operating Policies and Procedures,
Ruling and Appeals

4.0 DEFINITIONS

4.1 "Board" means the Spokane Park Board.

4.2 "Department" means the City of Spokane Parks and Recreation Department.

4.3 "Director" means the Director of the City of Spokane Parks and Recreation Department.

4.4 "Park" means the City of Spokane Riverfront Park.

5.0 POLICY

5.1 Camping or other overnight use must be directly linked to a major public special event held on the grounds of Riverfront Park, and not simply a by-product or matter of convenience.

5.2 A camping or other overnight use may not be concurrent with other significant events.

5.2 Fees for camping or other overnight use will be set according to a modified rate structure that addresses "after normal business hours" type services. Normal fees will be charged as outlined in the Riverfront Park User's Guide, plus an amount completely covering the cost of Riverfront Park's administrative time, labor overtime, and the cost of disruption of services to the general public.

6.0 PROCEDURE

6.1 Camping Availability.

6.1.1 Camping or other overnight use is permitted May through September.

6.1.2 Camping or other overnight use is limited to one (1) event per month maximum, three days (3) maximum.

6.1.3 The Spokane Park Board must approve all camping or other overnight use sixty (60) days in advance.

6.2 Damage Deposit / Fees.

6.2.1 A refundable damage deposit of one thousand dollars (\$1,000.00) per use will be charged.

6.2.2 Upon written request from the sponsor or applicant, requests for reduced rates for park fees and charges may be considered if the camping or other overnight use is co-sponsored by Riverfront Park and a portion of the proceeds goes to either Riverfront Park or to the Spokane Parks Foundation.

6.2.3 Park management may require a turf restoration fee if necessary.

6.3 Rights of Park Management.

Park management will have the right to:

6.3.1 Deny specifically requested camping locations within Riverfront Park based on grounds use patterns and their anticipated condition.

6.3.2 Require extra portable toilets and a solution to potable water unless camping is adjacent to the North Bank shelter, Gondola meadow, or Forestry Shelter. All amenities will be the responsibility of the event promoter.

6.3.3 Require portable tower lights to be stationed in dark areas that could be quickly powered up in the event of an emergency. Lights and their cost are the responsibility of the event promoter.

6.4 Security.

6.4.1 Park management may require off-duty uniformed police officer(s) to be hired by the promoter to patrol the Park and address any law enforcement issues occurring between the hours of 8:00 p.m. and 6:00 a.m. Police will be necessary to enforce the Park Curfew to everyone not participating in the event. This cost will be the responsibility of the event promoter and will be negotiated between the Spokane Police Department and the event promoter.

6.4.2 Park management may require additional security measures such as fencing and private security or volunteer staffing to monitor vehicle access in / out privileges at the sole cost of the event promoter.

6.4.3 Park management may require a "detailed" security plan and map, produced by the promoter, including, but not limited to:

- Number of staff and their duties
- Description of uniforms
- Method of transportation and communication
- Contingency plans
- First Aid providers
- Evacuation plan
- Method to account for all participants, at all times
- Method to manage the risks associated with the Spokane River.

6.5 Insurance.

Park management may require a certificate of insurance, that must be approved by the City of Spokane Risk Manager.

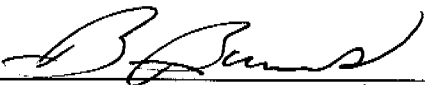
7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy and procedure.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)

6-11-12

Date



Director - Parks and Recreation

6/11/12

Date

Policy Approved by the Spokane Park Board: April 10, 2003