



TRAIL USE APPLICATION

Thurston County Recreation Services schedules the use of Thurston County Parks trail system. Enclosed you will find all the necessary paperwork to reserve a portion of the trail. To ensure a successful reservation process, please complete the following steps:

STEP 1 Complete the Trail Use Request Packet

STEP 2 Return completed information to:
Thurston County Parks
9605 Tilley Rd SW
Olympia, WA 98512

STEP 3 Prior to the start of your activity submit the following:

A. Copy of liability insurance

Liability insurance must name the Thurston County Parks as additionally or also insured. Minimum liability amount of \$1,000,000 per occurrence, \$2,000,000 aggregate.

B. Fee:

There will be a minimum fee based on the specifics related to your event. Trail preparation, public notification, or administrative services relating to your event will determine the total amount of your trail use fee.

For more information or if you have questions, please call Thurston County Parks: 360-786-5595.





THURSTON COUNTY PARKS

Trail Use Request Form

Complete this form and return to: Thurston County Parks

9605 Tilley Rd SW

Olympia, WA 98512. For more information or additional forms, call the Thurston County Parks office at (360) 786-5595 or visit our website: www.thurston-parks.org

Organization: _____

Event Representative: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ E-Mail: _____

Event Name: _____ Event Date: _____

Trail to be used: _____ Specify section to be used: _____

Start Time: _____ End Time: _____ Expected Attendance: _____

Description of Event: _____

Will you be collecting participation fees? _____ If yes, amount \$ _____ per: _____

Will be having vendors participate? _____ If yes, please describe: _____

TRAIL USE REQUIREMENTS

✚ FEES: There will be a minimum fee based on the specifics related to your event. Any additional expenses incurred by the Parks Department for trail preparation, public notification, or administrative services relating to your event will determine the total amount of your trail use fee.
All event fees must be paid in full 10 working days prior to your event.

✚ You are required to provide proof of insurance coverage. A certificate of Insurance showing Commercial General Liability Coverage of not less than \$1,000,000 per occurrence which names Thurston County, its officials, officers, employees, agents and volunteers must be named as additionally insured. Your insurance coverage shall not exclude any activity that will occur during your event on the County Property listed above. Your organization may be required to provide security, Sanicans, and other support services for your event.

✚ The event representative named above shall comply with all local, state, and federal laws and regulations in its use of the property, and shall be responsible for requiring all its members, guests and participants comply with all laws, not limited to those governing noise, traffic, littering, fire safety, and consumption of alcohol.

✚ The trail is to remain open to public use throughout your approved event. At no time will your organization be granted sole use of the property.

AGREEMENT: The undersigned certifies that the information given on this form is correct and further states that he/she has the authority to make this request on behalf of the organization.

Signature _____ Date _____

Office Use Only

Approved: _____ Fee: _____ Paid: _____ Insurance: _____ 01/14



TRAIL USER GROUP RESPONSIBILITIES

All user groups are required to abide by and enforce these guidelines and regulations with participants, coaches, fans and officials.

1. All user groups are responsible for informing their members of current guidelines and rules. Organizations are expected to take reasonable measures to ensure compliance during their events. Violations may result in the suspension or cancellation of that association's Contract.
2. Thurston County sponsored functions and activities shall have priority over other requests regardless of prior approvals or the date of application.
3. TCP (Thurston County Parks) reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the Department.
4. Authorization for the use of facilities shall not be considered an endorsement or approval of any user group, nor the purposes they represent.
5. Sponsoring organizations or individuals requesting the use of TCP facilities and/or equipment shall not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or physical or mental disabilities.
6. Sponsoring organizations shall have sufficient competent adult and/or special supervision. The amount of adequate supervision shall be agreed upon at the time a use permit is granted.
7. The purpose of the use must be that stated on the application. Deviation will be considered a breach of contract and may result in the permit being terminated.
8. TCP reserves the right to reject any application when it believes a commercial facility would be more appropriate.
9. All applicants may be held responsible for any expenses incurred by TCP arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay TCP invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
10. Facilities will not be made available for any use that might result in undue damage or wear.
11. TCP shall have the right to monitor all user events and may require termination of any event that does not comply with County policy, or is contrary to the law.
12. Organizations will schedule and use only those facilities that have been allocated to them in writing by TCP. The time requested is the time the facility will be available. Early arrival or late use will not be permitted.
13. At all activities, a legally responsible agent for your organization must be present to supervise participants, monitor safety conditions and ensure compliance with all facility use guidelines.

(Officials and/or registered coaches may be designated).

- 14. No organization or group may charge or require entrance fees or parking fees for events. Sales or distribution of t-shirts, foods, and other items are prohibited without prior written approval from TCP.
- 15. Vehicles must park in designated legal parking lots or stalls. Parking or driving on fields, medians, sidewalks, bike lanes, paths, or other unauthorized areas is strictly prohibited.
- 16. Overnight camping is prohibited at all sites without prior written approval.

I, _____, have applied for trail use as a legal representative of _____. I hereby certify, on behalf of my organization, that we understand and agree on the above mentioned responsibilities.	
Signature _____	Date _____
10/15	