



Island County Public Works

Ed Sewester, P.E., County Engineer

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: Ed.Sewester@islandcountywa.gov | www.islandcountywa.gov

To: Event Sponsors

Re: Policy for Events on County Roads

Background:

Island County Public Works allows the use of County Right-Of-Way/Parks for sponsored events under certain circumstances. Approval is required prior to being able to use County Right-Of-Way/Parks for events; the sponsor(s) must complete the “Acknowledgement of Requirements” form, “Release of Liability” form, “Attachment to Island County Permitted Use of County Right-Of-Way” form, provide applicable event maps, provide a short narrative describing the event, and have the documents on file with the County Engineer. In addition, it’s the sponsor’s responsibility to ensure all requirements are met before and during the actual event.

Policy:

Road closures or partial road closures, including “road closed to thru traffic” or closing one lane, etc. will NOT be permitted. **EXCEPTION** to the policy of not allowing roads to be closed for any event may be granted with prior approval from the County Engineer.

- 1) Island County will provide, at the sponsor’s request, an “Event Package”, which includes: (10) each – vests, paddles, and signs. In the event a sponsor would require barricades or additional signs it will be their responsibility to obtain this equipment from a rental or construction company. Traffic signs and barricades **will not** be provided by Island County.
- 2) Full liability for any accident, as the result of an event taking place on a county road, will be assumed by the organization conducting the event. At no time will Island County be held responsible or liable.
- 3) It will be the responsibility of the sponsor to ensure all flaggers used to control traffic are certified flaggers. Obtaining certified flaggers will be the responsibility of the sponsor.
- 4) The sponsor will be responsible for notifying Island County Public Works, in writing, of their contact with appropriate agencies in compliance with the “Acknowledgement of Requirements.”

Review of all events will be completed by the County Engineer and a letter of approval/denial will be issued after the review process.

Respectfully,

Ed Sewester, P.E.
County Engineer
Island County Public Works

RELEASE OF LIABILITY

THIS AGREEMENT made between _____,
(sponsoring agency)

hereinafter called the “**Grantee**,” and **ISLAND COUNTY, WASHINGTON**, herein called the “**Grantor**.”

WITNESSETH:

WHEREAS the **Grantor** represents and warrants they are the owner of certain road right-of-way / parks property described as follows:

(list roads) _____

WHEREAS the **Grantee** is responsible for supervising and/or sponsoring an activity, to wit:

(event name, date, & time) _____

WHEREAS said activity is to be carried out on, adjacent to, in the vicinity of, or abutting the above-described road right-of-way / parks property belonging to said **Grantor**.

NOW, THEREFORE, IT IS HEREBY AGREED that the **Grantee** will indemnify and save Island County harmless from and against any and all loss, damage, injury, liability, and claims therefore, howsoever caused, resulting directly or indirectly from said activity supervised and/or sponsored by the **Grantee**.

IT IS FURTHER AGREED the **Grantee** acknowledges, and will perform, the requirements and stipulations annotated on the attached “Acknowledgment of Requirements” form.

IN WITNESS WHEREOF _____
(sponsoring agency’s representative)

has hereunto set his hand this _____ day of _____, 20_____.

SPONSORING AGENCY’S REPRESENTATIVE (signature)

(notary to complete next page)

STATE OF _____)

COUNTY OF _____) ss

On the _____ day of _____, 20_____, before me, a Notary Public, in and for the State of Washington, duly commissioned and sworn, personally came

_____, to me known to be the individual described in and
(sponsoring agency's representative)

_____ executed the within instrument and acknowledged to me _____ signed and
(he/she/they) (he/she/they)

sealed the same as _____ free and voluntary act and deed for the uses and purposes therein
(his/her/their)
mentioned.

WITNESS my hand and official seal the day and year first above written.

NOTARY PUBLIC in and for the State of
Washington, residing at

SEAL

ACKNOWLEDGEMENT OF REQUIREMENTS

EVENT NAME: _____ LOCATION: _____

SPONSORING AGENCY: _____ DATE OF EVENT: _____

As the sponsor's representative responsible for referenced activity, which will be held on Island County Right-Of-Way/Parks as described in the attached "Release of Liability" form, I fully understand and will comply with the below-listed requirements:

1. Sponsor shall be responsible for setting up proper signage prior to the event date and has attached hereto a map depicting the event route/layout. Event signs shall be placed where they are visible at all intersections, where they will not interfere with traffic flow. Advanced warning signs for the event shall be located at convenient (key intersection) locations so as to allow motorists to detour along an alternate route. Marking of the pavement is not permitted.
2. Sponsor shall provide a narrative, describing the proposed event in as much detail as possible.
3. Island County will provide, at the Sponsor's request, an "Event Sign Package", which includes: (10) each – vests, paddles, and signs. Or Island County will provide, at the Sponsor's request, a "Bicycle Event Sign Package", which includes up to (8) "Bikes Crossing Roadway", (8) "Bikes on Roadway," and (16) aluminum sign stands. Please denote whether you wish to reserve either package for the event date. The sponsor is financially liable for return of the complete package.
4. Sponsor will maintain flagging personnel at all County Right-Of-Way / State Highway intersections and major event access points to County Roads.
5. Road closures or partial road closures – including, "Road Closed to Thru Traffic" or closing one lane, etc. – will NOT be permitted, UNLESS the flagging personnel are uniformed law enforcement officers equipped for radio communication and the closure does not exceed 10 minutes at any given time. Staging area: if along a County Road, certified flaggers must be placed at each end.
6. Sponsor shall be responsible for cleaning up along the road/park areas when the activity is completed. Time spent by the county collecting signs, cleaning off pavement markings, and/or picking up other material will be billed to the sponsor.
7. Sponsor shall be responsible for ensuring all participants obey traffic regulations and do not interfere with the normal flow of traffic, EXCEPT as provided in condition #5 above. SPONSOR IS RESPONSIBLE FOR NOTIFYING ALL PARTICIPANTS OF ALL REQUIREMENTS.
8. If any private property is involved, the sponsor shall be responsible for obtaining permission from the landowner(s) involved. COUNTY APPROVAL OF ACTIVITY DOES NOT

CONSTITUTE APPROVAL BY ANY OTHER GOVERNMENT AGENCY OR
PRIVATE PARTIES.

9. Sponsor is responsible for notifying the following agencies of the activity prior to the date
said activity will be held:

- a. (if applicable) City/Town of _____
- b. Island County Sheriff, to arrange for traffic control support - phone (360) 678-4422
- c. Publish in the local paper and/or contact the neighborhood of any road closure.
Stanwood/Camano News (360) 629-2155, Whidbey News Times (360) 639-7148,
South Whidbey Record (360) 675-6611

DO YOU WISH TO USE THE COUNTY'S EVENT PACKAGE:

_____ Yes _____ No

DO YOU WISH TO USE THE COUNTY'S BICYCLE SIGN EVENT PACKAGE:

****Cost for bicycle sign event package will be included in approval letter****

_____ Yes _____ No

SPONSORING AGENCY: _____

SPONSORING AGENCY'S REPRESENTATIVE (signature)

Name & Title

Email

Phone

Mailing Address:

Street No.

City

State

Zip

ATTACHMENT TO ISLAND COUNTY PERMITTED USE OF COUNTY RIGHT-OF-WAY

Today's Date: _____

SPONSORING AGENCY: _____

To the fullest extent permitted by law, Sponsoring Agency shall indemnify, defend, and hold harmless Island County, its officers, officials, employees, and volunteers from and against all claims arising out of or resulting from the activity:

“ _____ ”
(event name)

to be held on _____, 20_____.
(month & days)

Prior to the event the sponsoring agency shall submit to Island County a certificate of insurance and an endorsement naming Island County as an additional insured in the specific limits identified below:

General Liability: \$1,000,000 Each Occurrence
\$2,000,000 General Aggregate

Sponsoring Agency's insurance shall be primary insurance as respect to the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the county, its officers, officials, employees, or volunteers shall be excess of the sponsoring agency and shall not contribute to it.

Accepted: _____
Agent / Sponsoring Agency's Representative Signature