

# ISLAND COUNTY PUBLIC WORKS DEPARTMENT

P.O. Box 5000  
Coupeville, WA 98239-5000



Phone: 360/679-7331  
From Camano: 360/629-4522  
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## ROADS DIVISION

William E. Oakes, P.E., Director/County Engineer      Steve P. Marx, Asst. Director      Connie Bowers, P.E., Asst. County Engineer

TO: Event Sponsors

RE: Policy for Events on County Roads

### **Background:**

It has been the policy of Island County Engineering to allow the use of County right-of-way for sponsored events under certain circumstances. Prior approval has been required prior to being able to use county rights-of-way for events and the Sponsor(s) must have completed an "Acknowledgment of Requirements" and "Release of Liability" forms and have them on file with the County Engineer. In addition, it has been 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) vest and paddles. In the event a Sponsor would require barricades or signs it will be their responsibility to obtain this equipment from a rental or construction company. 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 the Island County Engineering Department, in writing, of their contact with appropriate agencies in compliance with the "Acknowledgment 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.

Sincerely,

WILLIAM E. OAKES, P.E.  
Director/County Engineer

# ACKNOWLEDGMENT OF REQUIREMENTS

ACTIVITY: \_\_\_\_\_ SPONSOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

As the Sponsor responsible for referenced activity which will be held on County roads/Parks property 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 signing prior to the event date, and has attached hereto a map depicting the event route. Event signs shall be placed where they are visible at all intersections, where they will not interfere with traffic flow. Advance 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) Island County will provide, at the Sponsor's request, an "Event Package", which includes: (10) each - Vests, Paddles & Signs or a "Bicycle Event Sign Package", which includes up to (8) "Bikes Crossing Roadway", (8) "Bikes on Roadway" and (16) aluminum sign stands. Please denote below whether you wish to reserve the either package for the event date. The Sponsor is financially liable for return of the complete package.
- 3) Sponsor will maintain flagging personnel at all County road/State highway intersections and major event access points to county roads.
- 4) 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 one time. Staging area - If along a county road certified flaggers must be placed at each end.
- 5) 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, or picking up other material will be billed to the sponsor.
- 6) Sponsor shall be responsible for insuring that all participants obey traffic regulations and do not interfere with the normal flow of traffic EXCEPT as provided in condition #4 above. SPONSOR IS RESPONSIBLE FOR NOTIFYING PARTICIPANTS OF ALL REQUIREMENTS.
- 7) 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.
- 8) 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) 679-7310, (360) 321-5111 ext. 7310 or (360)629-4522 ext. 7310, as soon as possible.
  - c) Publish in the local paper or contact the neighborhood of any road closure.  
Stanwood/Camano News (360) 629-2155, Whidbey News Times (360) 675-6611, South Whidbey Record (360) 221-5300, Coupeville Examiner (360) 678-8060.

DO YOU WISH TO USE THE COUNTY'S EVENT PACKAGE: \_\_\_\_\_ Yes \_\_\_\_\_ No

DO YOU WISH TO USE THE COUNTY'S BICYCLE SIGN EVENT PACKAGE: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

SPONSORING AGENCY: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

RELEASE OF LIABILITY

THIS AGREEMENT made by and between \_\_\_\_\_ hereinafter called the "Grantee", and ISLAND COUNTY, WASHINGTON, hereinafter called the "Grantor":

WITNESSETH:

WHEREAS, the Grantor represents and warrants that it is the owner of certain road right-of-way/parks property described as follows:

(list roads/park property) \_\_\_\_\_

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 that the Grantee acknowledges, and will perform, the requirements and stipulations annotated on the attached "Acknowledgment of Requirements" form.

IN WITNESS WHEREOF \_\_\_\_\_ has hereunto set his hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SPONSOR (signature)

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 \_\_\_\_\_ executed the within instrument and acknowledged to me that \_\_\_\_\_ signed and sealed the same as \_\_\_\_\_ free and voluntary act and deed for the uses and purposes therein 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

ISLAND COUNTY GENERAL SERVICES ADMINISTRATION  
RISK MANAGEMENT DIVISION

PO Box 5000 / 1 NE 7<sup>th</sup> St.  
Coupeville, WA 98239-5000



Elaine Marlow, Director

Phone: (360) 679-7378 From Camano: 629-4522 x7374 From S. Whidbey: 321-5111 x7374 Fax: (360) 240-5551

Attachment To Island County Permit  
Use of County Rights-of-Way

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:

" \_\_\_\_\_ "

to be held on \_\_\_\_\_, 20\_\_.

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/Sponsor