

# PARK(ing) DAY 2019

## PARTICIPANT GUIDELINES

PARK(ing) Day is a fun opportunity for Seattleites to transform parking spaces into people spaces. Use of the public right-of-way, including the use of on-street parking spaces for PARK(ing) Day, must still follow certain rules and requirements.

**PARKING DAY 2019, FRIDAY SEPTEMBER 20, 2019**

**READ THROUGH THE FOLLOWING GUIDELINES AND SUBMIT YOUR [ONLINE APPLICATION](#) NO LATER THAN AUGUST 26, 2019**

### STEP 1: SELECT YOUR LOCATION

You can have a PARK(ing) Day installation in virtually any parking space.

- **PUBLIC SPACE:** If you are using a parking spot on the street you will need to follow our protocol and complete the PARK(ing) Day application.
- **PRIVATE PROPERTY PARKING:** If you are using a space in a private lot, just [email us](#) 1) the location 2) name and 3) a description and we'll add it to our public map! You may need to coordinate with the owner/manager of the lot beforehand to get permission to use the space.

#### CLUSTERS!

Last year you helped make our **CLUSTERS** amazing – so we're bringing them back! You can opt-in to be located in one of five clusters. This will group multiple PARK(ing) Day installations to make it more fun for hosts and allow visitors to see more pop-up parks. Additionally, participating in a cluster makes things easier for you! Best of all, we will take care of the logistics for you (discussed in Steps 3 and 4).

#### Our pre-designated Clusters will be located in:

Northgate

University District

Capitol Hill

Georgetown

Columbia City

*Once you request to locate in a designated cluster on your application, you will be assigned a more specific parking space.*

## Outside of a designated Cluster

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If you decide NOT to locate in a *designated* cluster, when selecting the location, you must:

- 1) be at least 40 feet from a bus zone
- 2) be 5 feet from a driveway or alley
- 3) follow parking restrictions (e.g. loading zone, or buses 4-6pm),  
and
- 4) include the parking space number on your application if your spot  
is in a paid parking zone – find the parking space numbers on the round metal  
plates on the sidewalk (see image on right) You do not need to pay for parking  
during the event.



## STEP 2: DECIDE ON A CONCEPT

As you think about what activities and items you'll include in your space, consider the following:

### Allowable Items and Activities:

We encourage you to try out some of these activities to help make your pop-up park a comfortable and inviting space:

- Astroturf or sod material (over tarp) and potted plants
- Temporary pavement markings (chalk or tape) that are removed by the end of the day
- Tables, chairs, or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpets, blankets, or similar surface coverings
- Freestanding umbrellas adjacent to the curb –make sure that they don't overhang onto where cars are driving
- Informative signs or displays
- For more ideas, check out our [PARK\(ing\) Day Gallery](#) to see great examples from previous years

### Restricted Items and Activities (this is not an exhaustive list)

We want you to have fun in your park, but we want to keep everyone safe too. Anything that may pose a distraction to drivers, create a nuisance, or pose a safety hazard or mobility impact are prohibited, including:

- Banners, balloons, flashing lights, highly reflective materials
- Blocking the sidewalk
- Canopies, tents, or loose materials
- Loud music
- Grills



## STEP 4: APPLY!

Now that you've completed steps 1 – 3, be sure to apply via the [online application](#) by August 26<sup>th</sup>.

## STEP 5: PREPARE FOR PARK(ING) DAY

### Equipment Delivery

Traffic cones/posts and “No Parking” easels will be reserved and paid for by the Seattle Department of Transportation. They will be delivered to your site prior to the start of PARK(ing) Day on September 20. Once your application is approved we will email you confirmation of receipt. Please confirm that required equipment has been delivered; contact [nora.yao@seattle.gov](mailto:nora.yao@seattle.gov) with any questions or concerns.

**Note that you must use rope, flaggers tape, or similar materials to link the cones or posts together. If you are not located in a designated cluster you will need to provide this.**

A PARK(ing) Day Host Sign will be emailed to you before the event to attach to your installation, to indicate that you are part of PARK(ing) Day.

- Day of event: Bring rope or other material to demarcate pop-up park boundary between cones/posts \**
- Day of event: Print out PARK(ing) Day Host Sign and place at your pop-up park \**

### Hours of Operation

PARK(ing) Day will run from 9 AM – 7 PM on Friday, September 20. All event activity, including set-up and tear-down, must occur within these hours. If your installation will use a parking space on a street with parking restrictions during certain hours of the day, then you will need to conform to these rules (Ex: a parking lane that becomes a travel lane during peak hours). **We will remove any installation that remains set up after 7 PM or during parking-restricted hours at the expense of the applicant.**