



## Island County Public Works

*Connie Bowers, P.E., Director and County Engineer*

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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 right-of-way for events and the Sponsor(s) must have completed an “Acknowledgement 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, ect. 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 & 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 the Island County Engineering Department, 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,

Connie Bowers, P.E.  
Director/County Engineer  
Island County Public Works

**RELEASE OF LIABILITY**

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

WITNESSETH:

WHEREAS, the Grantor represents and warrants that it is the owner of certain road right-of-way  
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 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





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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