



## When is a Commercial Permit Needed?

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Commercial Permits are required for individuals/organizations/businesses wishing to utilize a MPT park for commercial business purposes. Commercial business purposes include, but are not limited to, organized camps, exercise classes, fitness boot camps, soccer camps, instructional classes, tennis instruction, personal training, eco tours, etc. for which a fee is collected by the event organizer, sponsor or producer. The individual/organization/business may not operate in a park until a permit for commercial usage is issued. No advertising/marketing or staking of any kind is allowed in the park.

No changes can be made to this application once it has been submitted. If additional items are needed at a later date, a new Commercial Permit for Park Usage application and an additional processing fee may be required.

Any misrepresentation in application materials or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the event, and possible loss of privilege to conduct business in the future on MPT property. Application and permit fees are non-refundable.

## Commercial Permit Application Process

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**Step 1:** Contact the Rentals, Permits and Visitor Services Unit at 253.305.1006 to request an application or download at <http://www.metroparkstacoma.org/commercial-app-process/>

**Step 2:** Send in a completed \*application, a \$25 non-refundable application fee and the following documents no later than 30 days prior to the start of the proposed first class/program date. Non-complete applications will not be considered. \*Each park requires a separate application/fee and park fees.

The following items are also required at the time of application submission:

- \$25 non-refundable application fee
- City of Tacoma Business License
- Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence, naming Metro Parks Tacoma as additional insured using CG20120509 Permits, CG2011 – leases/facility use or equivalent
- Class/program flyer/advertisement

\*MPT reserves the right to increase the limits of liability coverage required in accordance with level of risk presented by the proposed use

**Step 3:** Once the information has been submitted in Step #2, it will be reviewed by staff and routed to the appropriate departments for review/approval.

**Step 4:** Once the review has been completed, the application may be approved, denied or, if required, sent back to applicant for additional information.

**Step 5:** If approved, the remaining fees are due from the applicant within 3 days before a Commercial Permit for Park Usage can be issued.

**Step 6:** A Commercial Permit for Park Usage will be issued to applicant no later than 2-5 days prior to the start of the class/program.



## Applicant & Individual/Organization/Business Information

*The following information pertains to the person applying for the Commercial Use Permit*

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Does the applicant submitting the application have the legal authority to take responsibility for the individual/organization/business wishing to obtain the Commercial Usage Permit?

Yes    No

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### COMMERCIAL USE PERMIT FEES

<b>Non – Refundable Application Fee (Per Park Application Submitted)</b>	<b>\$25</b>	<input type="checkbox"/>	<b><u>\$25</u></b>
<b>1-Month Commercial Usage Park Permit</b> <b>(2)</b> days per week, Monday – Friday Up to 4 hours per day and Up to 50 participants	<b>\$50</b> <b>per park</b>	<input type="checkbox"/>	\$ _____
<b>1-Month Commercial Usage Park Permit</b> <b>(3-5)</b> days per week, Monday – Friday Up to 4 hours per day and Up to 50 participants	<b>\$75</b> <b>per park</b>	<input type="checkbox"/>	\$ _____
<b>3-Month Commercial Usage Park Permit</b> <b>(2)</b> days per week, Monday – Friday Up to 4 hours per day and Up to 50 participants	<b>\$150</b> <b>per park</b>	<input type="checkbox"/>	\$ _____
<b>3-Month Commercial Usage Park Permit</b> <b>(3-5)</b> days per week, Monday – Friday Up to 4 hours per day and Up to 50 participants	<b>\$300</b> <b>per park</b>	<input type="checkbox"/>	\$ _____
<b>Additional 2-4 hours OR Saturday/Sunday</b>	<b>Additional \$25</b>	<input type="checkbox"/>	\$ _____
		<b>TOTAL FEES</b>	\$ _____



## COMMERCIAL USAGE SCHEDULING

<b>Requested Park/*Tennis Court Location</b>	
<b>Date(s)/Session(s) Include start &amp; end dates</b>	
<b><u>1-Month</u> 2 Days/Per Week</b>	<i>Please check requested days:</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> *Saturday <input type="checkbox"/> *Sunday <i>*\$25 addt'l fee applies</i>
<b><u>1-Month</u> 3-5 Days/Per Week</b>	<i>Please check requested days:</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> *Saturday <input type="checkbox"/> *Sunday <i>*\$25 addt'l fee applies</i>
<b><u>3-Months</u> 2 Days/Per Week</b>	<i>Please check requested days:</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> *Saturday <input type="checkbox"/> *Sunday <i>*\$25 addt'l fee applies</i>
<b><u>3-Months</u> 3-5 Days/Per Week</b>	<i>Please check requested days:</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> *Saturday <input type="checkbox"/> *Sunday <i>*\$25 addt'l fee applies</i>

\*Tennis court reservations are limited to parks in which a minimum of (2) courts exist so that (1) court remains open and available to the public.

Class Title: \_\_\_\_\_

Onsite Instructor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Estimated number of participants: \_\_\_\_\_

**Activity/Equipment Description:**

Please describe the activity in detail and any equipment used on-site. Use additional paper if necessary. A site map of the requested area is required.

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**Permit Conditions**

You agree to defend, indemnify and hold harmless the District, its agents, employees, volunteers, and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the District.

The applicant whose signature appears below agrees to abide by the Commercial Usage Permit conditions resulting from the approval of this application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_