

# Park(ing) Day Seattle

Friday, September 19<sup>th</sup>, 2008

Park(ing) Day is a one-day, global event to highlight the need for more urban open space, rethink the way green space can happen, and improve the quality of urban human habitat...at least until the meter runs out! The San Francisco art collective REBAR first created "PARK(ing)" in 2005 to re-imagine the potential of the metered parking space. In 2006, in collaboration with The Trust for Public Land (TPL), REBAR founded "PARK(ing) Day:" a global exploration of the creative potential of streets.

We welcome all who want to create their own unique park in Seattle and join groups all over the world to celebrate green space<sup>1</sup>.

While Park(ing) Day is a fairly simple event, there are important items to keep in mind:

## Location

Choose an area that will have the most impact: high foot traffic, easily visible, in a park-poor area, in a parking space.

## Permits

According to the Seattle Department of Transportation (SDOT), a parking permit is required to occupy a space with anything other than a vehicle. All parks will need a permit regardless of the length of stay or location or else parking enforcement officers will close down the park. Permitting can take time, so start early. There are two types of permits you will need:

- Meter hood permit<sup>2</sup>: This permit reserves the parking space for you for the day and SDOT requires it even if you will only be there for a couple of hours. We were required to reserve an extra space for our trucks last year.
- Street Use Permit: This permit is used for special events and required when using public space for private purposes. The application and more information about Street Use Permits can be found at [www.seattle.gov/transportation/stuse\\_special.htm](http://www.seattle.gov/transportation/stuse_special.htm).

To apply for the meter hood permit, you will need to know the numbers for the parking spaces. In a metered spot, this number is on a small circular placard on the sidewalk about two feet from the curb. For non-metered spaces, just give the street number of a building by the space. Also for non-metered locations, you will need to rent "No Parking" easels from National Barricade and place them in the space yourself.

National Barricade is located at 6518 Ravenna Ave NE and their number is (206) 523-4045.



*The Trust for Public Land  
conserves land for people to enjoy  
as parks, gardens, and other natural places,  
ensuring livable communities  
for generations to come.*

[www.tpl.org](http://www.tpl.org)

<sup>1</sup> If you participate with The Trust for Public Land (TPL), you are asked to honor the terms of the license given by the inventors of Park(ing) Day, the artists collective named REBAR by (i) working with TPL to give REBAR credit in any materials you display or distribute, and (ii) not making a commercial use of this celebration in the form of sales or services in the park. If you create a park independent of The Trust for Public Land and you are a commercial entity, please contact REBAR at [participate@parkingday.org](mailto:participate@parkingday.org) to arrange for permission to do so under REBAR's Creative Commons License.

<sup>2</sup> Called this even where the meters have been replaced by ticket dispensers.



Kelly Rench

# THE TRUST *for* PUBLIC LAND

CONSERVING LAND FOR PEOPLE

2008 NATIONAL  
PARK(ing) DAY

While you can apply for these permits on your own, we are happy to help, and as a non-profit, TPL qualifies for a special reduced rate for meter hood permits. Provided that we get reimbursed, we can apply for you for that rate.

## Materials

You can make your park look pretty much any way that you want. Actually, the more creative, the better. A space that is inviting is key.

A basic park design includes sod, a bench or two, a tree, and some safety cones. For each parking space we occupied last year, we used 8' x 20' of sod with each roll weighing around 20 lbs.

You must create a buffer to separate the pedestrians from the road. SDOT will only issue permits if such safety measures are in place.

Signs are important. TPL's National office creates signs that you can download and print out yourselves from [www.tpl.org/parkingday](http://www.tpl.org/parkingday). If you need help printing them, let us know and we can get you one. We also found that a double-sided sign is better.

Please determine beforehand what you will do with your materials after the day's done. Donating them to local organizations or groups is a great idea. If you get materials donated to you, please be sure to thank the donors and give them recognition for their generosity (some places may not want publicity, so please check first).

You must leave your parking space as clean or cleaner than you found it. Sod is messy but laying down tarps first plays the twin role of protecting the sod and making the clean up easier. Brooms and dustpans also help. SDOT will charge you if the space is dirty/messy when you leave.

## The Event

You will have to physically get the materials to and from your site. Pickup trucks are an obvious option and the easiest to coordinate. In many cities, though, the parks have been moved either exclusively or partially by bicycle. REBAR suggests 6-10 people on bikes with trailers to move the parks depending on the sizes of the trailers and the complexity of the parks.

Setup and break down is easier than it may seem. A team of 4-6 people is sufficient, again depending on the scale and complexity of the design. Potted trees are heavy and require at least two strong people to lift and move. Please also take into account that there is generally a lot of downtime after the park is setup, so bring something to do!

Please take loads of photos of your park. After the event you can send them to our National Office (contact listed on [www.tpl.org/parkingday](http://www.tpl.org/parkingday)) and we can post them for you. Or you can post them yourself on our Park(ing) Day Flickr site (info online as well). It is also a great idea to contact media representatives and send out press releases prior to the event to help ensure coverage, photos, and recognition.



*The Trust for Public Land  
conserves land for people to enjoy  
as parks, gardens, and other natural places,  
ensuring livable communities  
for generations to come.*

[www.tpl.org](http://www.tpl.org)

Catherine Anstett





## Event Checklist

2008 NATIONAL  
PARK(ing) DAY



8 weeks prior:

- Decide how many parks you want, how many times you want each park to move, and where you want it all to happen
- Contact us if you want our help with the permits

7 weeks prior:

- Design your park
- Start locating materials that can be donated, lent, or borrowed

6 weeks prior:

- If you'd like some publicity, draft a press release and send it to local journalists and/or notify TPL of your plans
- Finalize the materials you will need and where you're going to get them
- Decide how you will transport your materials

3-5 weeks prior:

- Place orders for items that must be shipped or specially ordered
- Talk with staff and friends about volunteering for your park

2 weeks prior:

- If you have sent out a press release, follow-up with your favorite local media
- Keep working on gathering materials and making sure you will have everything you need
- Create talking points if you have any for staff and volunteers

1 week prior:

- Order sod (if you're using it)
- Confirm volunteer and staff help
- Call your media contacts to check if they are going to come see your park
- Print out fliers and posters
- Pick up permits from us if they're ready
- Confirm that any items you have ordered are being sent
- Think about how you're going to photograph or film your park
- Determine who will be the spokesperson from your group at your park

Week of event:

- Collect materials (purchased, borrowed, or lent) and bring to central location
- Pick up permits from us if you have not already
- Do a dry-run of your park with key people
- Discuss final details of the event with key people, including talking points
- Get quarters from the bank if you need to or want to pay the meter
- Reconfirm with volunteers and staff if needed about their help

The event:

- Have fun and take lots of photos

Week after event:

- Send us your photos or post online. When you send us your photos, please name them so we know which park it is and who took the photos, e.g. Seattle 5<sup>th</sup> Ave Jane Smith
- Send thank-yous to key people

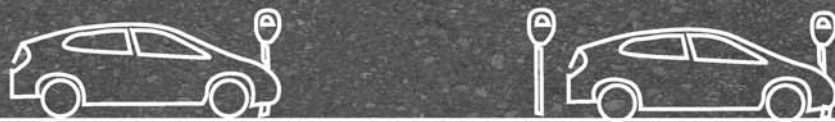


*The Trust for Public Land  
conserves land for people to enjoy  
as parks, gardens, and other natural places,  
ensuring livable communities  
for generations to come.*

# 2008 NATIONAL PARK *(ing)* DAY

## INSTRUCTIONS:

**1** *find a parking spot*



**2** *insert coins into meter*



**3** *set up park*



**4** *enjoy!*



*Friday, September 19*

Join this annual celebration of transforming parking spaces into temporary public parks.

- Build your own park
- Help others build parks
- Visit Park(ing) Day parks near you

[tpl.org/parkingday](http://tpl.org/parkingday)

The Trust for Public Land  
conserves land for people to enjoy  
as parks, gardens, and other natural places,  
ensuring livable communities  
for generations to come.

[www.tpl.org](http://www.tpl.org)

THE TRUST *for* PUBLIC LAND  
CONSERVING LAND FOR PEOPLE

