

PARK(ing) Day 2016 Guidelines

About the parking spaces:

- Your safety is very important to us. That is why MCDOT has made two adjoining parking spaces available to each participant. This will provide you with plenty of space for your creation, but also include a large safety buffer between you and other bordering parking spots.
- Your parking space plan must include an unused safety buffer of 5 feet next to each of the neighboring parking spaces and two feet next to the road. See [sketch](#) under Step 3: Design Your Space.
- The available parking space options are all metered parking spaces maintained by Montgomery County and located along County roads.

What you can and can't do:

- All activities must be conducted within the parking space. The sidewalk cannot be used.
- Selling items or promoting a business or cause is prohibited. However, distribution of free samples will be allowed.
- The following table provides examples of the types of items that may and may not be used when developing your parking space design. This is not an exhaustive list:

Approved Items:	Prohibited Items/Participants (not an exhaustive list):
<p>Potted plants</p> <p>Park-like activities</p> <p>Tables, chairs, or benches</p> <p>Arts and crafts, games, or other cultural activities</p> <p>Art displays or easels</p> <p>Rugs, carpets, blankets, or similar surface coverings</p> <p>Informative signs or displays (non-commercial)</p>	<p>Anything that may cause a distraction to drivers such as banners, balloons, flashing lights, canopies, free-standing tents, etc.</p> <p>Charcoal and gas grills (open flame of any kind)</p> <p>Vending or merchandise display, commercial advertising, or signs</p> <p>Amplified sound</p> <p>Loose or uncovered material (sand, gravel, mulch, stone, etc.)</p> <p>Free-standing umbrellas</p> <p>Activities that are inherently dangerous</p> <p>Physical structures that damage the road surface, impede public space, or create a hazard (trip hazard, slip hazard)</p> <p>Children under the age of 6</p>

- You are prohibited from using your space for:
 - The manufacture, storage, dispensing, sale, or drinking of intoxicants;
 - The use or sale of any illegal drugs or substances; and
 - Gambling or any illegal practices.

Your responsibilities on PARK(ing) Day:

- The applicant (if an individual) or a staff member of the applicant (if an organization) must be present at the parking space at all times during the event with application approval email.
- Use of the parking space will be limited to 9 a.m. to 3:30 p.m., including set up and tear down.
- Follow your approved site design concept.
- At the end of the day, remove all materials from the site and appropriately dispose or recycle them. We encourage the use of reusable materials to minimize waste production.
- Return the space to the condition in which you found it.

I have read and understood these guidelines and agree to abide by them on PARK(ing) Day.