



City of Sequim Park Host Program Intake Form

Thank you for your interest in the City of Sequim Park Host Program.

The City of Sequim provides Park Host opportunities without regard to an individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, or disability.

PERSONAL INFORMATION		
Name	Date of Birth	
Address	City/State/Zip	
Home Phone	Work Phone	Cell Phone
Email address	Driver's License No.	

<p>DESCRIBE THE LIVING ACCOMMODATIONS YOU WILL USE AS A PARK HOST: Motorhome, 5th Wheel or Trailer? Year, Make & Model: (NOTE: Units older than 2000 are not acceptable) How many persons will reside on site? List names, ages, and relationships of other persons who will reside on site:</p>						
Please list any accommodations you need to perform Park Host duties:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; padding: 5px;">In case of emergency, who can we notify? This information will be released to first responders.</th> <th style="width: 30%; padding: 5px;">Name Phone number(s)</th> <th style="width: 30%; padding: 5px;">Relationship</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>	In case of emergency, who can we notify? This information will be released to first responders.	Name Phone number(s)	Relationship			
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EXPERIENCE						
Employment and/or Park Host Experience						
Education/Training						
Special Skills or Hobbies						

Please list two references (who are not relatives) we may call on:

Name: Relationship: Phone:

Name: Relationship: Phone:

BACKGROUND CHECK AND PUBLIC DISCLOSURE STATEMENT

NOTICE REGARDING BACKGROUND CHECK: The City of Sequim will conduct a background check of any potential Park Host and the persons who will reside on-site with the Park Host. The background check will be through an approved vendor, the Washington State Patrol, and/or an equivalent federal law enforcement agency. Pursuant to RCW 43.43.834(5) this information will be kept confidential. The City will provide you with the background check results within 10 business days of receipt as required by RCW 43.43.834(4). A conviction record is not necessarily a bar to acceptance. However, the Park Host Contract with the City is contingent upon the City's receipt and review of the background check.

NOTICE REGARDING PUBLIC DISCLOSURE: Pursuant to the Washington Public Records Act, this Intake Form constitutes a public record and is subject to disclosure upon request, with appropriate redactions. Under Chapter 42.56 RCW, the residential addresses and telephone numbers of volunteers are exempt from disclosure; however, Park Hosts are not volunteers.

How did you hear about Sequim's Park Host program?

- Word of mouth/Friend/Relative
- Newspaper:
- Other publication:
- Internet

- Email
- Regular mail
- Display/flyer, location:
- Other means:

Why are you interested in serving as a Park Host?

The undersigned applicant states under penalty of perjury under the laws of the State of Washington:

To the best of my knowledge, the information in this Intake Form is true and complete. I understand and agree that false information or incomplete relevant information is grounds for my dismissal as a Park Host. Further, I give permission for an authorized City representative to conduct a background check in accordance with the requirements of law, and to inquire of individuals about my ability to perform all Park Host services. I release the City of Sequim and those individuals/institutions that provide information from any liability that may arise from providing this information to the City.

Applicant Signature: _____ **Date:** _____

City and State where signed: _____ *[required]*

Mail, deliver, or email completed Intake Form to:

City of Sequim
Attn: Hannah Merrill
152 W. Cedar Street (Civic Center)
Sequim WA 98382
hmerrill@sequimwa.gov

See attached Park Host Services

PARK HOST SERVICES INCLUDE:

- * Being on duty on site in Carrie Blake Community Park during high use periods, i.e. weekends, special events.
- * Greeting and assisting visitors, informing them of (but not enforcing) park and facility rules, answering questions and receiving comments about the park, facility, and surrounding area.
- * Distributing maps, brochures, and facility information.
- * Replenishing restroom supplies as needed, ensuring floors are free of litter, light bulbs are functioning, and pet waste stations are supplied.
- * Promoting care of the park by keeping a clean Host site and maintaining a neat and orderly appearance around the park by performing minor tasks, such as picking up litter and emptying trash bins.
- * Distribution and safekeeping of common use recreational equipment, including but not limited to horseshoes, bocce balls, basketballs, and shuffleboard equipment.
- * Have a visible presence with a sufficient and comfortable knowledge of park and facility rules of use, as well as familiarity with other local amenities and attractions.
- * Watching for and reporting activities within the park that require attention from City personnel.
- * Contacting City parks, public works personnel, or law enforcement when situations arise.
- * Performing all duties in a safe manner, using appropriate personal protective equipment.

Park Hosts are not responsible for enforcing rules.

Examples of general tasks:

- Picking up litter
- Cleaning ash out of picnic area grills
- Brushing off picnic tables; sweeping areas
- Reporting any damage, vandalism, or questionable activities to Park's staff, and (in situations that appear to threaten public safety) to law enforcement
- Parking assistance for events
- Monitoring trash accumulations throughout the park; emptying smaller cans into centralized dumpsters as necessary
- Regular presence patrolling
- Maintaining a logbook of activities
- Opening and/or closing park gates or facility entrances
- Relocating or cleaning up around garbage cans
- Sweeping cobwebs off buildings
- Keeping bulletin board information up to date
- Placing and removing temporary signs as needed