



Title/Subject: Youth Activity Fundraising Program at the Port of Ketchikan Policy

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PURPOSE

The goal of the Youth Activity Fundraising Program at the Port of Ketchikan is to give local youth groups and organizations an opportunity to raise funds by interacting with visitors to Ketchikan at a designated location on the Port of Ketchikan. The program was created by the Ketchikan City Council in 2023 and is outlined in Section [13.09.050](#) of the Ketchikan Municipal Code.

I. ELIGIBILITY

Applicants must meet all the following eligibility criteria:

- a) Recognized school sponsored student groups (grades K-12) and nonprofit organizations for student groups (grades K-12) based in the Ketchikan Gateway Borough.
- b) Fundraising activities must directly benefit the student organization.

II. PERMITTED ACTIVITIES AND ITEMS AUTHORIZED FOR SALE

- a) Clothing or souvenir items with the organization/group logo.
- b) Commercially prepared or pre-packaged foods such as candy bars, snack packs, and bottled beverages (no home-baked or prepared items allowed).
- c) Sales of handcrafted items or other youth-made products.
- d) Information showcasing youth organization projects, achievements, or community service initiatives.
- e) Raffles or other games of chance. It is the responsibility of the organizations' primary group contact to ensure that all necessary gaming permits are valid and current for charitable gaming activities, and this information is provided on the application.

III. PROHIBITED ACTIVITIES

- a) Activities that disrupt port operations, create safety hazards, or cause pedestrian or traffic congestion.
- b) Any activities that are not directly related to the fundraising activities allowed under this policy.
- c) Consumption or sale of alcohol or tobacco products.
- d) Conducting polls or surveys of any kind and circulating petitions.
- e) Sales of tours or excursions.

IV. BOOTH ALLOCATION

- a) The booth is located on Berth II, south of the Ketchikan Visitors Bureau Information Center.
- b) Applications for fundraising booth will be reviewed and approved on a first-come, first-served basis.

V. USAGE

- a) The booth is available free of charge for authorized groups for three-hour blocks of time.
- b) The booth is only available by reservation in advance for times given that there is at least one ship docked at Berths I-III.
- c) The booth is a fixed structure with a large window opening for interaction with the public. The booth does not have seating, electricity, internet access, heat or water.
- d) The booth is completely outdoors. Users accept the risk of poor weather and are recommended to prepare appropriately.

VI. INSURANCE, LIABILITY AND INDEMNIFICATION

- a) Participating youth organizations must possess broad form comprehensive general liability insurance with limits of not less than One Million Dollars (\$1,000,000.00), combined single limit. The policy shall name the City of Ketchikan and its officers, agents and employees as additional named insureds. The policy shall not contain any self-insured retention on deductible in excess of one thousand dollars (\$1,000.00).
- b) The City of Ketchikan assumes no liability for any accidents, injuries, or property damage arising from youth organization fundraising activities.
- c) All groups shall indemnify, defend and hold harmless, the City, its employees, officers, agents, and contractors from and against any and all loss, damage, cost, expenses, injuries, deaths, and claims arising from or relating to any act or omission of the user group, its agents, officers, employees, invitees, customers, affiliates or contractor. The user group shall be responsible for the entire cost of repairing, remodeling, rebuilding, or restoring any damage to City facilities or property arising from or related to the acts or omissions of the user group, its officers, employees, invitees, agents, customers, employees, affiliates or contractors.

VII. NO WARRANTIES OR REPRESENTATIONS

- a) The City makes no warranties or representations that the booth area will be suitable or profitable for the user group's intended uses. The City may at any time and without notice or liability, close, or restrict use of any street, docks, access ways or dock space. Nothing in the Agreement shall be deemed to limit the City's right to permit any other use of the dock facility and nothing shall grant the user group any exclusive rights to use the booth area.
- b) Under no circumstances shall the City be liable to the user group for any damages, losses, or cost of any sort arising from or related to the use of the booth area.

VIII. COMPLIANCE, ENFORCEMENT AND DISCRETIONARY TERMINATION

- a) Failure to comply with this policy may result in revocation of the booth use, and potential denial of future requests, revocation or denial maybe appealed to the City Manager or designee.
- b) The City reserves the right to terminate this program at any time, at its sole discretion. In the event of termination, the City will provide 7 days written notice to program participants and a public announcement explaining the reason for termination, if applicable. The City will conduct a program review every year to assess its effectiveness and consider modifications or continuation.

IX. APPLICATIONS

- a) Groups requesting space must submit a completed application form at **least two weeks** prior to the desired date.
- b) Only one group will be allowed to operate in the booth per scheduled time block, groups may only sign-up for one-time block per day and are limited to one time block every two weeks.
- c) Groups requesting use of the booth must submit a completed online application form at least two weeks prior to the desired date.
- d) To apply go to www.ketchikan.gov/ports/youthfundraisingbooth.

X. ADDITIONAL INFORMATION:

For further information, contact the Tourism Department at (907) 228-5661.

XI. YOUTH GROUP FUNDRAISING BOOTH PROGRAM RULES AND REGULATIONS

All student groups and nonprofit organizations for youth activities must comply with the following:

- a) The adult group sponsor is responsible for ensuring all persons participating in the program comply with this policy.
- b) Groups may sign up for three-hour blocks of time any day of the week from June 1 through September 1, given that there is at least one ship docked at Berths I-III.
- c) Student groups and nonprofit organizations that sign up for a booth shift must include at least one youth program participant to be present at the booth. There must be at least one adult present for every two minors at the booth. The "booth area" is defined as the vendor booth

plus an area designated outside the booth encompassing a six-foot area beyond the perimeter of the booth.

- d) Only adult authorized representatives of the organization may reserve a booth shift.
- e) The booth must be staffed at all times during the assigned shift. Groups that fail to show up or vacate the booth prior to the shift ending will be ineligible for future shifts. Notice of absence must be given as soon as possible and no later than 7:30 a.m. on the assigned day. Groups must submit their notice of absence by email to ktnharbors@ketchikan.gov.
- f) Groups are responsible for maintaining required permits, licenses, and certifications for all products they sell.
- g) Groups are permitted to sell only items that were approved upon application.
- h) The City of Ketchikan will not be financially or legally responsible for consumer illness or dissatisfaction with group products.
- i) Groups must conduct themselves in a courteous and professional manner and treat visitors, staff, and fellow booth vendors with respect.
- j) Inaccurate, inappropriate, threatening, or harassing words or statements construed as disparaging or harmful to visitors, residents, the City of Ketchikan, or the Port of Ketchikan personnel are prohibited and can be grounds for termination.
- k) Groups must represent their products in an honest manner, whether written or verbal.
- l) Transactions between customers and group users may only occur within the designated booth area.
- m) All activities to promote, advertise or make fundraising sales by the group participants, including but not limited to verbal solicitation, verbal advertising or fundraising sales shall occur within the designated "booth area". All sales or potential sales shall be predicated upon the inquiring of a potential buyer. Group participants shall not verbally solicit, verbally promote or verbally advertise until after a potential buyer inquires about the fundraiser. Verbal greeting is allowed but verbal solicitation is prohibited until the person enters the "booth area". Verbal solicitation to the general public is prohibited.
- n) No music is allowed.
- o) No disruptive or aggressive promotion is allowed.
- p) Absolutely no use of profanity, insults, or other language that may be considered offensive or harassing.
- q) No lewd behavior, including engaging in any form of sexual conduct, advances, or inappropriate gestures. No suggestive clothing, including attire that is revealing, provocative, or otherwise deemed unsuitable for a professional environment.
- r) Groups are responsible for keeping their area clean during their shift and cleaning the booth after the shift is over. Unsold products, trash, and packing boxes must be carried off-site.
- s) Natural gas and propane use at the booth is prohibited.
- t) Groups shall not have animals within the designated booth area other than those allowed under the Americans with Disabilities Act.
- u) Smoking and vaping at the booth are prohibited, including within ten feet of the booth.
- v) No booth user may be under the influence of any drugs or alcohol or use prescription or over the counter medicines that impair their ability to operate the booth safely and professionally.
- w) Distribution of samples of food or drink is prohibited.
- x) Equipment and signage must not exceed the parameters of the booth. No additional equipment or signage will be allowed outside the booth, including canopies, tents, umbrellas, sandwich boards, tables, and chairs.

- y) Parking: Individuals are responsible for following and complying with all parking requirements and restrictions of the City of Ketchikan. Non-compliance or tickets received by users are the responsibility of the individual.
- z) Group participants are responsible for following the Port Rules set forth in KMC section 13.09.010.

**Youth Activity Fundraising Program at the
Port of Ketchikan Version 1.0**

City Manager Approval



Delilah A. Walsh, City Manager

06/04/2024

X. REFERENCES

Ketchikan Municipal Code Section [13.09.050](#)

XI. REVISION HISTORY:

Date:	Explanation of Change:
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