

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Canyon of Lights Parade Parking Lot Use Agreement and Insurance

Requested by: Ashley Oliphant

Meeting Date: Personnel Committee on 8/26/2025

Background:

To facilitate the annual [Canyon of Lights Parade](#), the City's Tourism Department is requesting permission to use the Richland Hospital parking lot for parade staging. This request is part of the standard coordination efforts for the event. The hospital has granted approval, contingent on two conditions:

1. The execution of a formal Parking Lot Agreement.
2. The City listing Richland Hospital as an additional insured for the event.

Therefore, the requested action is to authorize the execution of the Parking Lot Agreement and to add Richland Hospital as an additional insured. This will allow the use of their parking lot for parade staging on October 4, 2025. The cost for the additional insured request is expected to be \$25.00.

Requested Action:

Motion to authorize the City Administrator to execute a Parking Lot Agreement with Richland Hospital and to add the hospital as an additional insured for the use of its parking lot for staging the Canyon of Lights Parade on October 4, 2025.

Attachments: Richland Hospital's Parking Lot Agreement