

# Safety Rest Area Free Coffee Program Agreement

The following document serves as the application & Permit for non-profit organizations requesting permission to dispense free coffee & refreshments within Washington Safety Rest Areas.

## Application- To be completed by the Volunteer Coffee Group

Organization Name \_\_\_\_\_

Legally registered Non-Profit organizations must provide documentation of status.  
Reference Federal guidelines <https://www.irs.gov/charities-and-nonprofits> and WA State Charitable organizational requirements RCW [19.09.065](#)

Volunteer Group Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name Email Address: \_\_\_\_\_

Contact Name Phone Number: \_\_\_\_\_

Safety Rest Area: \_\_\_\_\_

Requested Dates of Use: \_\_\_\_\_

It is recommended that you provide 2 alternative dates as holidays and weekends are popular and your requested selection may not be available.

Alternative request #1 \_\_\_\_\_ Alternative request #2 \_\_\_\_\_

Once your permit application and documentation requirements have been received, your area coordinator will reach out to you thru email to confirm whether your date is available. It is required that you submit the following with your Free Coffee Program Agreement:

- Proof of legally registered Non-Profit organization
- Safety Rest Area Precheck [For required SRA's]
- Review & Signature by Authorized Group Representative on Agreement

Our organization and I agree that this permit is granted with the specific understanding that the Permittee shall be responsible and liable for all accidents, damages, or injuries to persons or property resulting from the operation of this service. The Permittee shall indemnify and hold harmless the State of Washington, the Washington State Department of Transportation, their officers, agents, and employees, against any loss, injury, damage, claims, suits, or actions resulting from or arising out of the acts, conduct or operations of the Permittee, its agents, or employees in connection with this operation. A copy of this permit must be on-site during the operation of the "Free Coffee" service.

Our group understands that we must comply with the Operating Rules & Regulations of this permit as well as site-specific requirements, and as the signing representative for the said group; I further guarantee that this group is a legally recognized non-profit organization registered with either the internal revenue service or the secretary of state for Washington State.

Non-Profit Group Authorized Representative (Please Print)

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Permit- To be completed by the Area Coordinator**

Not considered a valid permit until the Area coordinator has confirmed the dates of service and provided a signature below.

This permit is granted with the specific understanding that the Permittee shall be responsible and liable for all accidents, damages, or injuries to persons or property resulting from the operation of this service. The Permittee shall indemnify and hold harmless the State of Washington, the Washington State Department of Transportation, their officers, agents, and employees, against any loss, injury, damage, claims, suits, or actions resulting from or arising out of the acts, conduct or operations of the Permittee, its agents, or employees in connection with this operation. A copy of this permit must be on-site during the operation of the "Free Coffee" service.

Safety Rest Area: \_\_\_\_\_

Approved date(s) of service: \_\_\_\_\_

Area Coordinator Information: \_\_\_\_\_

Area Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Rules & Regulations

This popular program was set up for the purpose of Safety to the Traveling Public on Washington State Highways. Only Non-profit organizations are permitted to participate in this program and must be able to verify their 'non-profit status.

For safety rest areas with high volumes of visitors, there is usually a list of groups waiting to participate in the rest area free coffee program and reservations for time slots may be arranged a year or more in advance. Other rest areas with fewer visitors may not have the free coffee program or limit the times when free coffee may be served.

Each rest areas may have specific location provisions such as hours and sign-up methods which can be found in the precheck document provided by reaching out to your program coordinator.

## **Participation Rules:**

- Only Non-profit organizations will be permitted to participate in this program. Organizations must be able to verify their 'non-profit' status as requested.
- Permits and forms shall be in possession of volunteers serving coffee and refreshments.
- Permits are not transferable and may be revoked for noncompliance with state statute, administrative rule, or the terms of the permit.
- When there is a need to relinquish a permit, the organization must provide advanced written notice stating their request to cancel. Failure of an organization to dispense refreshments or notify the issuing office of the cancellation with one week notice prior to the date of the permit, may result in a one-year suspension of eligibility for permits.
- Some Rest Areas will require a Pre-Check at the safety rest area to review specific facility information prior to finalization of planned volunteer date. Some rest areas will provide a checklist for location specific information. Please confirm with your Region Coordinator.
- Any activity is to be carried out solely within the safety rest areas, free from any ramp or surface used for the movement of vehicles.
- Participants under the age of eighteen must always have adult supervision.

- Harassment or confrontation of WSDOT Staff is grounds for immediate denial and future use of rest areas.

### **Reservations:**

Separate permits are issued for each rest area. No telephone reservations will be taken and no telephone information on available dates will be given. Given the uniqueness of Safety Rest Area locations, review specific location information on the [Safety Rest Area checklist](#).

Reservations can be made thru email or by mailing information to your local office or by setting up an appointment to drop off documents at your local office.

### **Health Guidelines**

- Only beverages, including coffee, cocoa, teas, juice, lemonade, or water are allowed to be served. No carbonated drinks or food of any kind are allowed. Per The Randolph Sheppard Act 20 U.S. Code §107a, priority is given to vending machines operated by the Commission for the Blind. A similar, Mini Randolph Sheppard Act exists for WA state RCWA §74.18.010 thru §74.18.903.
- Water for coffee will be obtained from designated Safety Rest Area taps or brought in as directed by the Safety Rest Area Staff.
- Pets are not permitted in the kiosk and coffee serving area.
- If anyone in your group has any signs or symptoms of illness, they should not participate in the Free Coffee program activities.

### **Serving Guidelines**

- The "Free Coffee" service is to be in the area designated. The service must not obstruct access to any building or other structure in the rest area.
- A copy of these rules must accompany the permit. Both must be posted during serving terms.

- WSDOT may provide limited access to water and electricity in the rest area. The organization shall limit electrical use to 120V 20 AMPS.
- The organization is responsible for all equipment and supplies necessary for the service and any extraordinary costs incurred by the WSDOT because of this service.
- Volunteer groups are required to clean up facilities surrounding the attended coffee area throughout your shift and at the end of the shift. This includes, canopy arch, sidewalks, lawn areas. All items must be cleaned up from the designated area at the end of the shift. Coffee grounds, cigarette butts, cups and other debris associated with the coffee drinkers are to be put into plastic bags and placed in garbage. Restrooms are to be kept clean of all dispensed materials.
- 23 U.S. Code § 131 – Control of Outdoor Advertising supports limited signage by nonprofit organizations serving free coffee to individuals traveling on the Interstate System. “Free coffee” shall include coffee for which a donation may be made, but is not required. Coffee and refreshments are offered Free of charge to motorists. Solicitation of voluntary donations is prohibited.
- The serving area must have at least 1 sign on the booth showing the Free Coffee Service and the organization.
- No more than two (2) signs or posters identifying the service and the organization by name only may be used i.e. "Free Coffee--Served By \_\_\_\_\_". The signs are limited to a maximum of 18” x 24” each and placed in the area designated for the service.
- No other advertisement for any organization, activity, or fundraiser will be allowed including additional signs or sandwich boards. Handing out or posting literature is prohibited. Cups or dispensing units may not carry advertising.
- Signs must be removed when the service is closed.
- All lost and found items will be given the Safety Rest Area staff on-site.
- Fires are not permitted. Electric heaters plugged into Safety Rest Area facilities are not permitted.
- In the event of an emergency, dial 911.

**Completed the day of Volunteering:**

The signed agreement must be on-sight and visible. Participating volunteers should list their names and initials after reviewing the agreement.

Volunteer Participants:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_