



CITY OF SHELTON  
PARKS AND RECREATION

FACILITY RESERVATION FORM



**RESERVATIONS ARE NOT CONFIRMED UNTIL COMPLETED FORM AND FEE HAVE BEEN RECEIVED**

FACILITY: \_\_\_\_\_

ACTIVITY DESCRIPTION: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ REQUESTED TIME OF USE: \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ AMOUNT DUE: \$ \_\_\_\_\_

- Vendors will be present at the above event  yes  no  
 Do you need electricity  yes  no  
 Do you need water  yes  no

I hereby certify that I am the authorized and responsible representative of this organization; that the above statements are true to the best of my knowledge; that I have received a copy of the rules and regulations governing ballfield/picnic shelter use; and that I am familiar with and will comply with the regulations, policies, and fee schedule governing use of the facilities.

In making this application, the organization/group/individual above stated agrees to defend, indemnify, and hold harmless the City of Shelton, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented ballfield/picnic shelter except to the extent any such claims may arise from any act or omission of the City of Shelton. **I have read and agree to the regulations on the front and back of this form.**

APPLICANT NAME (PRINT): \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Return form with payment to: Shelton Parks and Recreation  
525 Cota Street  
Shelton, WA 98584  
360-432-5194 or mziegler@ci.shelton.wa.us

|                    |
|--------------------|
| Office use only:   |
| Approved by: _____ |
| Date: _____        |
| Rcpt#: _____       |
| Amount: _____      |

|   |
|---|
| Fees*:  |
| <u>PARK SHELTERS</u> <u>SPORTS FIELDS</u>   |
| \$10.00 per hour      \$10.00 per hour / \$15.00 field prep   |
| * Other fees may apply to the rental based on impact and number of participants. i.e. extra garbage service, damage/cleanup repair, restroom service. |

Please see reverse side for use policies

## CITY OF SHELTON PARKS AND RECREATION FACILITY RESERVATION FORM

The City of Shelton's Parks and Recreation facilities are available to all citizens of the community. They are operated and maintained by the city as an integral part of the public recreation program.

Due to the extremely heavy use of shelters and ballfield areas by the public, certain restrictions have been placed on their use to help achieve maximum use efficiency. No group will be refused use of facilities if the planned program is of community-wide interest and the time and/or facility is available.

Scheduled events in City park facilities may be canceled by the City of Shelton at any time if the facility is deemed unsafe or the ballfield playing surface is damaged severely.

Proof of liability insurance may be necessary for competitive/league play, fairs, carnivals, or special events.

Inflatable (bounce houses) structures, water slides, pools, slip n' slides, etc. must obtain prior approval. Proof of insurance and Washington State certification must be submitted to the city in advance. Locations and sites will be limited and/or excluded based on impact to park or facility.

**Large Group/Public Events:** For all events larger than 100 people and or open to the public, a special event permit application may be required and approved. No person shall use a city park for a public event with or without permit.

**Cancellations:** Cancellations must be made within 14 days prior to the reservation to be eligible for a refund. No refunds will be made due to inclement weather for picnic shelter reservations.

|                         |                                     |  |
|-------------------------|-------------------------------------|--|
| <b>Contact numbers:</b> | Parks and Recreation administration | 432-5194 – scheduling, use regulations, etc. |
|                         | Parks maintenance staff             | 432-5188 – electrical problems, damage, etc. |
|                         | Emergencies                         | 911 – life threatening emergencies           |

### PARK RULES AND REGULATIONS

- Park Hours: **8:00AM – Dusk.** All activities must be completed during posted hours.
- Facilities used must be cleaned by the renter immediately upon conclusion of their program or activity.
- Any renter who damages property through misuse will be responsible for reimbursement of costs associated with repair including materials and labor.
- **NO ALCOHOLIC BEVERAGES PERMITTED.**
- **NO SMOKING**
- No open flames. Barbecues are permitted. Renter is responsible to dispose of coals off of park property.
- No dogs permitted in any city park.
- Reservations for shelters must be done during normal business hours of Monday-Friday 8:30 AM – 4:30 PM.
- Reservations must include set-up and clean-up time.
- Reservations are not final until approved by the City of Shelton.
- Renter must have the Facility Reservation Form present at the time of rental.
- Full disclosure of event is required, including estimated attendance, nature of event, set-up, and equipment use.
- Renter must provide general adult supervision and control over all activities to prevent injury or damage.
- Tents or canopies must receive City approval and must be weighted down. Digging and/or driving stakes into the ground is prohibited
- Decorations/signs are restricted to the picnic shelter only and must be affixed with tape or string only. Nails, staples, bungee cords etc. are not permitted.
- Vehicles may be driven or parked on sidewalks, paths, or grass except to load and unload, which time may not exceed 15 minutes.

The City of Shelton does not discriminate against any person on the basis of gender in the operation, conduct, or administration of community athletics programs for youth or adults. For questions regarding this or other policy content related to field use, please contact Mark Ziegler, Parks and Recreation Director, at 432-5194.

Please complete information on reverse side 