



## 2012 FACILITY USE PERMIT APPLICATION

City of Liberty Lake

22710 E. Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6726 Fax: (509) 755-6713

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

The City of Liberty Lake requires any group/organization requesting private use of a City Facility or City Park to obtain a Facility Use Permit. If you have any questions about this process, or the application, please call (509) 755-6726.

### **Facility Use Permits are required for activities, functions, or events requesting scheduled use of:**

1. Council Chambers at City Hall
2. Little House at City Hall
3. The Picnic Structure at Pavillion Park.
4. Any Sports Field at Pavillion Park.
5. The Baseball Diamond at Pavillion Park.
6. The Picnic Structure at Rocky Hill Park.
7. Any Sports Field at Rocky Hill Park.
8. Trailhead Banquet Room at Trailhead Golf Course

### **Exceptions:**

1. General non-scheduled use of City Facilities
2. Other activities as determined by the Director

*\*Please note that general use of City Facilities is subject to scheduled activities, functions, or events.*

### **Other Requirements:**

The City of Liberty Lake may require additional permits, insurance, and/or deposit for certain activities, functions, or events. Please refer to City Ordinance No. 142 or call City Hall for more information.

### **Damage to City Facilities:**

The City of Liberty Lake requires that any damage to municipal facilities will be promptly repaired at the user's expense. Damage or excess clean up will be billed to user at actual replacement cost. There are NO EXCEPTIONS. The user hereby guarantees that the public property will be cleaned and returned to the condition in which it was found. If upon arrival user identifies a problem with the facility, please contact maintenance staff at (509) 755-6723 to report the issue.

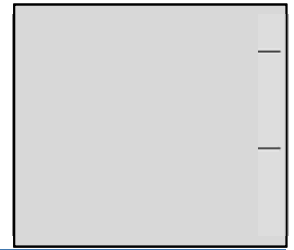
All Facility Use Permit Applications must be submitted to the City of Liberty Lake at least fifteen (15) days before the scheduled event date. The applicant will be notified in writing of approval or disapproval no later than seven (7) days prior to the event.

Application may be submitted in person, by fax, email, or mailed to City Hall.

City of Liberty Lake  
22710 E. Country Vista Drive  
Liberty Lake, WA 99019  
Phone: (509) 755-6726  
Fax: (509) 755-6713  
Email: [mgriffin@libertylakewa.gov](mailto:mgriffin@libertylakewa.gov)



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## Facility Requested

- |  |   |
|--|---|
| <input type="checkbox"/> City Hall – Council Chambers                | <input type="checkbox"/> City Hall – Little House                       |
| <input type="checkbox"/> Pavillion Park – Picnic Structure           | <input type="checkbox"/> Rocky Hill Park – Picnic Structure             |
| <input type="checkbox"/> Pavillion Park – Sports Field (Field #____) | <input type="checkbox"/> Rocky Hill Park – Sports Field (Field #____)   |
| <input type="checkbox"/> Pavillion Park – Baseball Diamond           | <input type="checkbox"/> Trailhead Banquet Room – Trailhead Golf Course |

**Contact Name:** (must be 21+ years old) Last: \_\_\_\_\_ First: \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_  Mail  Home Phone  Work Phone  Cell Phone  Email  
*(Preferred method of contact)*

## Event Information

**Event Date(s):** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_ to \_\_\_\_\_

(Includes setup/teardown)

**Event Name:** \_\_\_\_\_

**# of people:** \_\_\_\_\_

Please provide us with a detailed description of your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Picnic Structure reservations include access to electricity, water, restrooms, and picnic tables when available. City staff will do their best to accommodate any requests, but note that special requests are not guaranteed.*

# APPLICATION – PART 2

**THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:**

- APPLICATION FORM**  
Submit completed application form with signature.  
*(Acceptance of the application does not guarantee approval of the Facility Use Permit).*
  
- SPECIAL EVENT PERMIT (required for certain events. See ordinance no. 142 for more information)**

This completed Facility Use Permit Application may be submitted by mail, fax, email, or in person at City Hall.

City of Liberty Lake City Hall  
22710 E Country Vista Drive  
Liberty Lake, WA 99019

Phone: (509) 755-6726  
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Email: mgriffin@libertylakewa.gov

**ADDITIONAL PERMITS MAY BE REQUIRED FOR CERTAIN EVENTS  
POST THE FACILITY USE PERMIT AT THE LOCATION OF YOUR EVENT**

*I have reviewed the City of Liberty Lake Facility Use Policies and Ordinances 115 and 142 and agree to abide by the terms listed. If upon arrival, I identify a problem with the facility, I will contact maintenance staff at (509) 755-6723 to report the issue. I assume responsibility for any damage caused or any excessive clean up needed and I agree to pay for any damage or excess clean up which will be billed to me at actual replacement cost. I agree to clean up after my event and return the facility to the condition in which it was found. I agree to provide required permits and/or proof of insurance to the City at least 10 days prior to my event, and post required permits at my event. I hereby make application to the City of Liberty Lake for use of City facilities/property and certify the information given in this application and supporting material is correct. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.*

Signature of applicant: \_\_\_\_\_

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

*For Office Use Only:*

APPROVED	
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DENIED	
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Comments:
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This Facility Use Permit Application was reviewed by:

City Staff Signature: \_\_\_\_\_

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