



CITY OF LIBERTY LAKE FACILITY USE POLICIES



22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

Reservation Procedures

All Facility Use Permit Applications must be submitted to City Hall via mail, fax, email, or in person at City Hall at least fifteen (15) days before the scheduled event date. Reservations CANNOT be made over the phone. Applications will be date stamped as they arrive. Reservations are scheduled on a first-come, first-served basis. In the event of a scheduling conflict, all parties will be notified and the application approved first will be the confirmed reservation. All reservations require the following: 1) A completed and signed Facility Use Permit Application; 2) Applicant must be 21 years or older and present during the event. Facility Use Permit Applications must be approved by the City of Liberty Lake before a reservation is confirmed. For hours and availability, please contact City Hall.

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.

Any damage caused to sidewalks, grass, irrigation system, facilities, or equipment will result in the cost of repairs being billed to the user. During back-to-back scheduled events, it is the applicants' responsibility to report any damage or excessive mess to City Hall before setting up for the event. During after hours, a voicemail may be left to avoid being penalized for damage not caused by the applicants' event.

The applicant shall not arrive before their scheduled time and shall depart at their scheduled time as reservations are often booked back-to-back. If there is any uncertainty to an exact ending time of an event, the applicant should schedule extra time to avoid any potential conflict.

Once a reservation is approved, the applicant will be notified by phone or e-mail. Confirmed reservations will be sent an official Facility Use Permit. The Facility Use Permit must be posted by the applicant or organization at the event to show proof of their reservation. All reservations may be canceled or altered by the City to accommodate any official City business, meeting, or City Event. For applicants or organizations requesting multiple reservations, the City may limit the length or number of total reservations.

All facilities must be returned to their original or better condition. Please return all furniture, tables, chairs, and garbage cans to their original positions, turn off all lights, and lock any doors if necessary when leaving. Food and beverages may be served with approval from Recreation Services. No alcoholic beverages will be allowed without a Special Event Permit and Banquet Permit. All events where alcoholic beverages have been permitted by the City are required to have an area physically separate, such as being roped off, from the event and must be monitored by a designated adult at all times. The only alcoholic beverages that may be served and consumed are wine and beer. Smoking is not allowed at any city-owned park, or inside any facility. Smoking outdoors must comply with Washington State Law. Use of tape, tacks, nails, or other means of affixing paper or objects to walls or objects is prohibited. Pets are not allowed inside City facilities. Sound may not be amplified to produce a volume audible at a distance of over 30 feet, except by a Special Event Permit. Children must be supervised by an adult at all times.

Special Event Permits are required as set forth in Ordinance No. 142 for any function or event where fifteen (15) or more people are estimated to attend the event. Special Event Permits are also required for any event where alcohol may be present, events where the public is invited to attend, or other events as determined by the City. While the City of Liberty Lake recommends insurance for all events, insurance is required for those events required to obtain a Special Event Permit, or other Special Events as determined by the City. Insurance may be obtained through a personal insurance agent, homeowners insurance, or other insurance programs. The City of Liberty Lake shall be named as an additional insured on the General Liability Insurance Policy. This policy shall be written with limits of no less than \$1,000,000.00 per occurrence. Proof of insurance is required at least ten (10) days in advance. Informal gatherings of people, family picnics, practices for sporting events, or other small recreational groups may be exempt from this paragraph.

General Park Rules

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| Hours of Operation | Dawn to dusk unless other arrangements have been made for special events approved by the City. |
| Alcoholic Beverages | Prohibited at all times, except with an approved Special Event Permit from the City and a Banquet Permit from the WA State Liquor Control Board. All alcohol consumed must be in designated areas physically separated from general park users and monitored. The only alcoholic beverages that may be served and consumed are wine and beer. |
| Amplified Music/Sound | Prohibited except for City events or by Special Event Permit. |
| Animals | Household pets are allowed in City Parks. All other animals are prohibited except for pre-approved events. Pets must be leashed or otherwise appropriately restrained and licensed as required by law. Owners are required to clean up after their pets. |
| Barbequing | Use of portable barbeques is permitted in City owned parks provided the barbeque is at least 6 inches off the ground. Please clean up and dispose of any mess left behind. Barbequing is prohibited on picnic tables, wood ledges, tennis courts, basketball courts, in any area obstructing a walkway, or near vegetation. Barbeques are not provided at Pavillion Park, but are available for use at Rocky Hill Park during normal park hours. |
| Bicycles, Skateboards, Scooters, Etc. | Are only allowed on sidewalks or at the Pavillion Park Skate Park. |
| Commercial Activities | Prohibited except by Special Event or Vendor Permit. |
| Firearms & Weapons | Prohibited |
| Fireworks | Prohibited |
| Group Reservations | May be made for the Picnic Structure, Sports Fields, and Baseball Diamond at Pavillion Park and for the Picnic Structure or Sports Fields at Rocky Hill Park. All other areas of a City park are first-come, first-served and open for public use. Please note that parks may not be ideal for large events such as weddings. |
| Motorized Vehicles | Prohibited on sidewalks, grass, and other park areas, but allowed in parking lots or streets. |
| Other Activities | The City of Liberty Lake may require you to show proof of Liability Insurance before allowing certain activities at the park. No bounce houses or similar inflatable's are allowed on City property. |
| Outdoor Fires | Prohibited |
| Overnight Camping | Prohibited |
| Parking | The parking lot must remain open to public use at all times. Reserving parking spaces is prohibited at all times, except for City events. If excessive parking will be needed, please park on surrounding surface streets. |
| Performances: Theatrical, Musical, Ceremonial, Other | Prohibited except by Special Event Permit. |
| Restroom Facilities | ADA restroom facilities are available at Pavillion Park and Rocky Hill Park. Closure of facilities is weather dependant, and it is the responsibility of the applicant to confirm restroom availability. Facilities may be intermittently closed for maintenance or cleaning. |
| Signage | All signage including but not limited to banners, a-frame, free standing, temporary, etc is prohibited by City ordinance, unless a signage application has been approved. Signage applications may be obtained at City Hall, and must be approved before any type of signage is permitted. Use of tape, tacks, nails, or other means of affixing paper or objects to walls, buildings, railings, picnic tables or other objects is prohibited. |
| Special Considerations | While the City of Liberty Lake will make an effort to accommodate an event in every way possible, special requests are not guaranteed to be met. |
| Spray Park | The spray park at Pavillion Park is operated seasonally usually from Mid-May until Mid-September, weather permitting. |
| Stakes | Staking of tents or other equipment is prohibited at City parks. Please use other alternatives such as tying down a canopy to large buckets, or using large rocks. |
| Time | Setup/teardown, and clean up must be included in your time frame for reservation. |
| Tobacco Products | Prohibited at all City parks. |
| Vending & Soliciting | Prohibited except by Special Event or Vendor Permit. |

Failure to comply with the above rules may result in the denial of future use. Failure to meet these rules may result in termination of your reservation, and potential damage costs. The City reserves the right to limit or alter reservations.

For further information please refer to City Ordinance No. 115.



CITY OF LIBERTY LAKE SPORTS FIELD RULES & REGULATIONS



22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

The City of Liberty Lake accepts seasonal reservations for designated practice Sports Fields at Pavillion Park and Rocky Hill Park. Daily use of a Sports Field is first-come, first-served, unless reserved for the season. All Sports Fields are open for public use during normal park hours, unless reserved during a stated time. Designated practice Sports Fields are available for reservation free of charge on a seasonal basis. All fields at Pavillion Park are sized approximately 30 x 50 yards (field #2 is sized slightly smaller) and fields at Rocky Hill Park are sized approximately 25 x 50 yards.

To reserve a field, a group/organization must submit an official Facility Use Permit Application to City Hall. The Application will then be reviewed by the City of Liberty Lake. Applications must be filled out for each Sports Field Use and cannot be combined on one form.

Applications are available online at www.libertylakewa.gov or at City Hall: 22710 E. Country Vista Drive.

All Facility Use Permit Applications must be submitted to City Hall via mail, fax, e-mail, or in person at City Hall at least fifteen (15) days in advance. Reservations CANNOT be made over the phone. Applications will be date stamped as they arrive. Reservations are scheduled on a first-come, first-served basis. In the event of a scheduling conflict, all parties will be notified and the application approved first will be the confirmed reservation. Applications must be approved by the City of Liberty Lake before a reservation is confirmed. For hours and availability, please contact City Hall.

Once a reservation is approved, the group/organization will be notified. All confirmed reservations will be sent an official Facility Use Permit. The Facility Use Permit must be posted by the applicant or organization at the event to show proof of their reservation. All reservations may be canceled or altered by the City to accommodate any official City business, meeting, or City event. Preference may be given to groups requesting seasonal use of a Sports Field over groups requesting a one-time use. For groups/organizations requesting multiple field reservations, the City may limit the length or number of total reservations.

Groups/organizations shall not arrive before their scheduled time and shall depart at their scheduled time as reservations are often booked back-to-back.

Please be courteous to everyone using the park. The Facility Use Permit gives the group/organization full use of the specified area during the specified time. If another group/organization is using the specified area during the scheduled time, please politely ask them to move to another area of the park.

Please note that all areas in the northern half of Pavillion Park are designated as multi-use fields as stated in the City of Liberty Lake Parks, Recreation, Open Space, and Trails Plan. There are seven designated Sports Fields, and one Baseball Diamond suited for youth play or practice only. Both the Sports Fields and the Baseball Diamond may be reserved and in-use at the same time. Baseball Diamond reservations will be handled on a case by case basis. Groups requesting private use of the Diamond must comply with the City of Liberty Lake Baseball Diamond Reservation Guidelines.

The City of Liberty Lake prohibits discrimination on the basis of gender in order to provide equal access to all community athletic programs and sports facilities. For more information, please see the City of Liberty Lake Non-Discrimination Policy for Community Athletic Programs available on our website or at City Hall.

Failure to comply with the above regulations may result in the denial of future use. Failure to meet these regulations may result in termination of a reservation. The City reserves the right to limit or alter reservations.

For reservations at Liberty Lake Elementary, please contact the Central Valley School District.

For further information or inquiries, please call City Hall at (509) 755-6726.



CITY OF LIBERTY LAKE BASEBALL DIAMOND RESERVATION GUIDELINES



22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

The baseball diamond is generally closed for use from March 1st – May 31st between 4:00pm – 8:00pm due to Sports Field reservations, but may be reserved when available. The City of Liberty Lake accepts reservations for the Baseball Diamond at Pavillion Park only. The Baseball Diamond is available for reservation free of charge beginning January 5th. To reserve the Diamond, a group/organization must submit an official Facility Use Permit Application to City Hall. The Application will then be reviewed by the City of Liberty Lake.

Applications are available online at www.libertylakewa.gov or at City Hall: 22710 E. Country Vista Drive.

All Facility Use Permit Applications must be submitted to City Hall via mail, fax, e-mail, or in person at City Hall at least fifteen (15) days in advance. Reservations CANNOT be made over the phone. Applications will be date stamped as they arrive. Reservations are scheduled on a first-come, first-served basis. In the event of a scheduling conflict, all parties will be notified and the application approved first will be the confirmed reservation. Applications must be approved by the City of Liberty Lake before a reservation is confirmed. For hours and availability, please contact City Hall or visit our website.

A group/organization must meet all of the stated guidelines in order for a reservation to be approved. If the reservation is approved, the group/organization will be notified. All confirmed reservations will be sent an official Facility Use Permit and a copy of their Application. The Facility Use Permit must be posted by the applicant or organization at the event to show proof of their reservation.

All reservations may be canceled or altered by the City to accommodate any official City business, meeting, or City Event. For groups/organizations requesting multiple reservations, the City may limit the length or number of total reservations. There will be no priority given to any private groups/organizations.

If a field is reserved, it is closed to public use during the stated time. The group/organization shall not arrive before their scheduled time and shall depart at their scheduled time.

Please be courteous to everyone using the park, especially those using the Sports Fields. The Facility Use Permit gives the group/organization full use of the Baseball Diamond during the specified time. If another group/organization is using the Diamond during the scheduled time, please politely ask them to move to another area of the park.

Please note that all areas in the northern half of Pavillion Park are designated as multi-use fields as stated in the City of Liberty Lake Parks, Recreation, Open Space, and Trails Plan. There are seven designated Sports Fields, and one Baseball Diamond suited for youth play or practice only. Both the Sports Fields and the Baseball Diamond may be reserved and in-use at the same time.

Below is the list of guidelines that a group/organization must meet in order to reserve the Baseball Diamond:

- The Baseball Diamond is an official Little League Baseball Regulation sized diamond, and may only be used by groups/organizations in which the size is suitable. The outfield fence is set at a maximum distance of 200ft from home plate.
- Groups/organizations using the Diamond must provide their own temporary fencing. This fencing must be approved by the City, in place during times the Diamond is being used, and removed prior to vacating.
- The Diamond may only be reserved by youth organizations for baseball, softball or t-ball. Adult organizations may not reserve the Diamond.
- The City will not reserve the Baseball Diamond during times where Sports Fields #4 and #6 have been previously reserved, unless other Sports Fields are available during the time requested. Baseball Diamond reservations do not take priority over Sports Field reservations.

Failure to comply with the above regulations may result in the denial of future use. Failure to meet these regulations may result in termination of a reservation. The City reserves the right to limit or alter reservations.

For reservations at Liberty Lake Elementary, please contact the Central Valley School District.

For further information or inquiries, please call City Hall at (509) 755-6726.



CITY OF LIBERTY LAKE COUNCIL CHAMBERS RULES & REGULATIONS



22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

The primary and priority use of City of Liberty Council Chambers is for conducting official business of the City of Liberty Lake. The City recognizes the ever-increasing concerns about security of publicly-owned facilities. However, the City also recognizes that there is a need in the community for meeting rooms for non-city business. The City of Liberty Lake will make the Council Chambers available for use by community and civic groups. In order to be consistent in granting use of the Council Chambers, the City has identified user groups and established the following administrative rules:

1. **USERS:** First Priority is for City-sponsored or co-sponsored activities/and or meetings shall have priority of use for rooms at all times. Second Priority is for Liberty Lake 501(c) 3 non-profit organizations, Liberty Lake homeowner associations, educational, or community service organizations (documentation may be required). Activities sponsored by other governmental agencies; such as county, state, or federal agencies or officials.
2. **ROOM RESERVATIONS:** The Council Chambers is only available during City business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), unless prior approval has been obtained in writing from the Mayor or Director of Community Development. Those homeowners associations and community groups who have already obtained approval before this policy was enacted do not need to seek written approval to reserve the Council Chambers after hours. The Council Chambers can accommodate up to 139 people. To reserve the Council Chambers, a Facility Use Permit Application, available at the front desk at City Hall, must be completed, signed and returned no later than one (1) week prior to the scheduled event. If two (2) reservations are received at the same time, for the same date, the priority ranking will prevail. No first time reservations will be made or accepted by telephone or fax. Applicants must be at least 21 years of age. Proof of age will be required. Second Priority users may schedule use of a room up to three (3) months in advance unless prior approval has been obtained from the Mayor or Community Development Director. All groups scheduling a meeting must designate a responsible party who can be contacted for discussion of scheduling conflicts, violations of policy or other relevant issues.
3. **FEES FOR USE OF ROOMS:** There shall be no fees associated with the use of the Council Chambers. However, all users shall be subject to charges for repair of damages or cleaning necessitated by their occupancy.
4. **ADMINISTRATIVE RULES**
 - a. Use/possession of alcoholic beverages and/or narcotics is prohibited in the Council Chambers.
 - b. Smoking is prohibited in and within twenty-five feet of City Hall.
 - c. Persons who are loud, disorderly and/or abusive to users of the facility or the facility itself will be asked to leave.
 - d. Users are responsible for bringing their own linen, coffee pots, dishes, utensils, and other equipment.
 - e. Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, cleaning spills, and removing trash. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the room.
 - f. No tape, tacks, or other means of affixing paper or objects to the walls is allowed.
 - g. All children must be accompanied by an adult. Note: the Council Chambers is not a suitable use with children.
 - h. Animals and pets are not allowed (exceptions: service animals, or when scheduled for recreation programs).
5. **OTHER PROVISIONS**
 - a. If you cancel your event, please notify City Hall as soon as possible so the room can be made available for another group.
 - b. The City reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of City facilities, or other reasons as appropriate. The City reserves the right to cancel pre-scheduled meetings at any time, if use of the room becomes necessary to conduct City business. For additional information about this policy, please contact the Administrative Services Manager at (509) 755-6702.
 - c. Disclaimer – Permission to use the City of Liberty Lake Council Chambers does not constitute support for or an endorsement of any sort concerning the user or any affiliated group.
 - d. Recurring meetings will be required to renew their applications annually.
 - e. For reservations approved outside normal business hours, a key must be checked out no more than 24 hours prior to the event, and returned within 24 hours following the event, by the person listed on the application.
6. **REVOCATION OF PRIVILEGES:** Failure to follow the provisions of this policy may result in the revocation of future building use privileges. The City reserves the right to suspend or revoke such privileges, depending on the circumstances.



CITY OF LIBERTY LAKE TRAILHEAD BANQUET ROOM RULES & REGULATIONS



1102 North Liberty Lake Road, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

The primary and priority use of City of Liberty Trailhead Banquet Room is for conducting official business of the City of Liberty Lake. However, the City also recognizes that there is a need in the community for meeting rooms for non-city business. The City of Liberty Lake will make the Trailhead Banquet Room available for use by the community.

1. **ROOM RESERVATIONS:** The Trailhead Banquet Room is available from 8 AM to 7 PM Sunday through Friday and from 8 AM to 8 PM on Saturdays, unless it is a City sponsored class or event or prior approval has been obtained in writing from the Mayor or Director of Community Development. All Facility Use Permit Applications must be submitted to City Hall via mail, fax, e-mail, or in person at City Hall at least fifteen (15) days in advance. Reservations CANNOT be made over the phone. Applications will be date stamped as they arrive. Reservations are scheduled on a first-come, first-served basis. In the event of a scheduling conflict, all parties will be notified and the application approved first will be the confirmed reservation. Applications must be approved by the City of Liberty Lake before a reservation is confirmed. For hours and availability, please contact City Hall. To reserve the Trailhead Banquet Room, a Facility Use Permit Application, available at the front desk at City Hall or online at www.libertylakewa.gov, must be completed, signed and returned no later than 15 days prior to the scheduled event. If two (2) reservations are received at the same time, for the same date, the priority ranking will prevail. Applicants must be at least 21 years of age. Proof of age will be required. All groups scheduling a meeting must designate a responsible party who can be contacted for discussion of scheduling conflicts, violations of policy or other relevant issues. **Maximum capacity of the room is 70.**
2. **FEES FOR USE OF ROOMS:** There shall be no fees associated with the use of the Trailhead Banquet Room. However, all users shall be subject to charges for repair of damages or cleaning necessitated by their occupancy.
3. **ADMINISTRATIVE RULES**
 - a. Use/possession of alcoholic beverages and/or narcotics is prohibited in the Trailhead Banquet Room.
 - b. Smoking is prohibited in and within twenty-five feet of any City building.
 - c. Persons who are loud, disorderly and/or abusive to users of the facility or the facility itself will be asked to leave.
 - d. Users are responsible for bringing their own linen, coffee pots, dishes, utensils, and other equipment.
 - e. Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, cleaning spills, and removing trash. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the room.
 - f. No tape, tacks, or other means of affixing paper or objects to the walls is allowed.
 - g. All children must be accompanied by an adult.
 - h. Animals and pets are not allowed (exceptions: service animals, or when scheduled for recreation programs).
4. **OTHER PROVISIONS**
 - a. If you cancel your event, please notify City Hall as soon as possible so the room can be made available for another group.
 - b. The City reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of City facilities, or other reasons as appropriate. The City reserves the right to cancel pre-scheduled meetings at any time, if use of the room becomes necessary to conduct City business. Disclaimer – Permission to use the City of Liberty Lake Trailhead Banquet Room does not constitute support for or an endorsement of any sort concerning the user or any affiliated group.
 - c. All recurring meetings will be required to renew their applications annually.
 - d. A key must be checked out no more than 24 hours prior to the event, and returned within 24 hours following the event, by the person listed on the application. The person checking out the key is responsible for the replacement of any lost, stolen or damaged keys and will incur all costs associated with replacement. Any key not returned within seven days after the scheduled event will be considered lost and the replacement cost will be billed to user.
5. **REVOCATION OF PRIVILEGES:** Failure to follow the provisions of this policy may result in the revocation of future building use privileges. The City reserves the right to suspend or revoke such privileges, depending on the circumstances.