



# PARK FACILITY RENTAL APPLICATION

City of Liberty Lake Operations & Maintenance Department  
 22710 E. Country Vista Drive, Liberty Lake, WA. 99019  
 Phone: (509) 995-3588 Fax: (509) 755-6713  
 Email: mstevens@libertylakewa.gov

Along with this application, please provide electronic copies of the following documents (when applicable/requested):

- Certificate of Insurance** (coverage amount to be determined by staff)
- Banquet Permit** (obtained through Washington Liquor & Cannabis Board)
- Site Plan/ Safety & Emergency Plan/ Traffic Control Plan** (as required)

## APPLICANT INFORMATION (REQUIRED)

NAME	PHONE NUMBER	EMAIL ADDRESS

**MAILING ADDRESS**

## PARK & FACILITY SELECTION (REQUIRED)

<input type="checkbox"/> PAVILLION PARK (727 N. MOLTER RD.) <input type="checkbox"/> ROCKY HILL PARK (24901 E. MISSION AVE.) <input type="checkbox"/> ORCHARD PARK (20298 E. INDIANA AVE.) <input type="checkbox"/> TOWN SQUARE PARK (1421 N. MEADOWWOOD LN.)	<input type="checkbox"/> PAVILLION PARK SHELTER <input type="checkbox"/> ROCKY HILL PARK SHELTER <input type="checkbox"/> ORCHARD PARK DEPOT SHELTER (LARGEST) <input type="checkbox"/> ORCHARD PARK SOUTH SHELTER (NEAREST MISSION ROUNDABOUT) <input type="checkbox"/> ORCHARD PARK NORTH SHELTER (NEAREST SPLASH PAD)
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## FEE SCHEDULE (SUBJECT TO CHANGE ANNUALLY)

**ATTENDANCE OF 200 OR MORE GUESTS**  
 \$250.00 fee in addition to rental rate, applicable to standard and non-profit events alike

**TOWN SQUARE PARK**  
 No fees due, shelter and open park space rented on a first come, first served basis

**PAVILLION PARK SHELTER**  
 Monday-Thursday: \$25.00 per hour  
 Friday-Sunday & Holidays: \$35.00 per hour  
 Non-Profit Use: \$25.00 per 20 hours of usage, per application (*valid 501c3 only*)

**ROCKY HILL PARK SHELTER**  
 Monday-Thursday: \$15.00 per hour  
 Friday-Sunday & Holidays: \$25.00 per hour  
 Non-Profit Use: \$25.00 per 20 hours of usage, per application (*valid 501c3 only*)

**ORCHARD PARK DEPOT SHELTER:**  
 Monday-Thursday: \$25.00 per hour  
 Friday-Sunday & Holidays: \$35.00 per hour  
 Non-Profit Use: \$25.00 per 20 hours of usage, per application (*valid 501c3 only*)

**ORCHARD PARK SOUTH SHELTER:**  
 Monday-Thursday: \$15.00 per hour  
 Friday-Sunday & Holidays: \$25.00 per hour  
 Non-Profit Use: \$25.00 per 20 hours of usage, per application (*valid 501c3 only*)

**ORCHARD PARK NORTH SHELTER:**  
 Monday-Thursday: \$15.00 per hour  
 Friday-Sunday & Holidays: \$25.00 per hour  
 Non-Profit Use: \$25.00 per 20 hours of usage, per application (*valid 501c3 only*)

**RENTAL DETAILS (REQUIRED)**

**PLEASE READ BEFORE CONTINUING:**

This application is intended for **PRIVATE** events. If your event is **OPEN TO THE PUBLIC** please obtain a Community Event Application and follow the procedures outlined for public events!

**Food trucks/ mobile vendors are NOT permitted unless associated with a Community Event!**  
**Inflatable attractions/ amusements are NOT permitted on City property for non-City events!**

**WHAT TYPE EVENT ARE YOU HOSTING?**

- BIRTHDAY PARTY
- GRADUATION PARTY
- REUNION
- WEDDING AND/OR RECEPTION
- OFFICE/ ORGANIZATION GATHERING (PICNIC, MEETING, ETC.)
- OTHER (PLEASE SPECIFY IN THE SPACE PROVIDED):

**EVENT DATE & TIME:**

**SET-UP DATE & TIME:**

**TEAR-DOWN DATE & TIME:**

**WILL ANY OF THE FOLLOWING BE PRESENT/ UTILIZED? PLEASE NOTE: INFLATABLES/ TRAMPOLINES ARE NOT PERMITTED!**

- STAKED YARD GAMES, FENCING AND/OR SIGNAGE
- HIGH-RISK ATHLETIC GAMES AND/OR ATTRACTIONS (INCLUDES GUIDED ATHLETIC OR MOVEMENT CLASSES)
- CATERED FOOD AND/OR DRINK
- AMPLIFIED SOUND
- ELECTRICALLY POWERED ITEMS (PLEASE SPECIFY IN THE SPACE PROVIDED)

**IS YOUR EVENT HOSTED BY A VERIFIED 501C3 NON-PROFIT?**

- Yes\*
- No

**501C3 NON PROFIT NUMBER (REQUIRED FOR DISCOUNTED RATE):**

*\*Events requesting non-profit discounted rate may be subject to verification. Events requesting non-profit rate MUST be hosted by the active non-profit organization/ group. Individuals may not use non-profit status for discounted rates unless the event is directly associated with the active non-profit organization/ group.*

**WILL ALCOHOL BE PRESENT/ SERVED?**

- Yes\*
- No

*\*Please obtain a BANQUET PERMIT and provide a CERTIFICATE OF INSURANCE per the information at the beginning of the application. Submission without additionally required documents may result in delayed review or rejection of application.*

**ANTICIPATED ATTENDANCE:**

**PLEASE SPECIFY ANY AND ALL EVENT SIGNAGE BELOW\*:**

*\*Signage may require additional permitting for approval.*

**RISK & RELEASE ACKNOWLEDGEMENT**

*By signing below, application agrees to all terms and conditions. If upon arrival, applicant identifies a problem with the facility, it is the responsibility of the applicant to contact City Hall at (509) 755-6700 immediately to report the issue. The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the applicants displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents and employees from any and all such loses, damages, and claims. Applicant is responsible for maintaining the cleanliness of the rented park space/ facility, and agrees to properly dispose of waste in proper receptacles. Applicant agrees to provide all required permits, certificates, etc. at the time of submission, and acknowledges that failure to do so will result in rejection of application request. By signing, applicant hereby makes application to the City of Liberty Lake for the use of City facilities/property and certifies the information given in this application and supporting material is correct. The applicant 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. Applicant acknowledges that cancellation of the requested event for any reason outside of inclement weather or unavoidable emergency will not result in a refund from the City. Applicant acknowledges that changes made to the reservation post approval and confirmation (if approved and confirmed) without written, formal approval from City staff may result in cancellation of event and rejection of refund requests. Above all, the applicant agrees to abide by all City ordinances and Park rules while utilizing City space/ facilities, and acknowledges that failure to do so may result in future ban on renting space/ facilities owned by the City. The City maintains the right to make changes to park policies, fees, and processes at any time.*

**By signing this assumption of risk and release, we acknowledge that we have read its contents and understand its contents and warnings, and that we agree to its terms.**

**APPLICANT SIGNATURE**

**DATE OF SIGNING**