



Park Facility Rental Application

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

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

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

Applicant Information <i>(REQUIRED)</i>		
Name	Phone Number	E-Mail Address
Mailing Address		

Park & Field Selection <i>(Required)</i>	
<input type="checkbox"/> Orchard Park (20298 E. Indiana Ave.) <input type="checkbox"/> Pavillion Park (727 N. Molter Rd.) <input type="checkbox"/> Rocky Hill Park (24901 E. Mission Ave.) <input type="checkbox"/> Town Square Park (1421 N. Meadowwood Ln.)	<input type="checkbox"/> Orchard Park North <input type="checkbox"/> Orchard Park South <input type="checkbox"/> Orchard Park Depot <input type="checkbox"/> Pavillion Park Shelter <input type="checkbox"/> Rocky Hill Park Shelter <input type="checkbox"/> Town Square Park Shelter

Fee Schedule <i>(Subject to Change)</i>
<p>Attendance of 200 or More \$250.00 fee in addition to rental rate, applicable to standard and non – profit events alike.</p> <p>Water Usage Fee (if you need access to a hose bib during your reservation) \$50.00 per Application at Pavillion, Rocky Hill, Orchard Park, Townsquare per Application</p> <p>Orchard Park Standard User (4 – hour, predetermined block): \$125.00 per 4 – hour block Non – Profit User (4 – hour, predetermined block): \$100.00 per 4 – hour block</p> <p>Pavillion Park Standard User (4 – hour, predetermined block): \$125.00 per 4 – hour block Non – Profit User (4 – hour, predetermined block): \$100.00 per 4 – hour block</p> <p>Rocky Hill Park Standard User (4 – hour, predetermined block): \$125.00 per 4 – hour block Non – Profit User (4 – hour, predetermined block): \$100.00 per 4 – hour block</p> <p>Town Square Park Standard User (4 – hour, predetermined block): \$125.00 per 4 – hour block Non – Profit User (4 – hour, predetermined block): \$100.00 per 4 – hour block</p>

Event Date & Time:

All park shelter reservations are predefined, set times, & include set up & takedown.

Reservation Date:	Reservation Block #1 <input type="checkbox"/> 8:00 am – 12:00 pm	Reservation Block #2 <input type="checkbox"/> 1:00 pm – 5:00 pm	Reservation Block #3 <input type="checkbox"/> 6:00 pm – 10:00 pm
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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!

I have read and agree to the Field Usage Schedule Details above. Initials: _____

What Type of Event Are You Hosting

- Anniversary Baby Shower Birthday Party Celebration of Life
- Graduation Party Office/Organization Gathering (picnic, meeting, etc.) Reunion
- School Function Wedding/Reception Other: Please specify in the space below.

Other, Details Here:

Will Any of the Following be Present/Utilized? (Please Note: Inflatables/Trampolines are Not Permitted!)

- Amplified Sound Catered Food/Drink Electrically Powered Items (Details Items Below) *
- High – Risk Athletic Games and/or Attractions (Includes Guided Athletic or Movement Classes)
- Staked Yard Games, Fencing, and/or Signage

* Please Detail Electrically Powered Items You Will Be Using.

Is Your Event Hosted by a Verified 501c3 Non – Profit?

Yes* No **501c3 Non – Profit Number (Required for Discounted Rate):**

*Reservations requesting non-profit discounted rate may be subject to verification. Reservations 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 reservation 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 signage below:

*Signage may require additional permitting for approval.

Cancellations & Re-Scheduled Usages***Please Read Before Continuing***

Cancellations must be made at least fourteen (14) days prior to the reservation to receive a refund. Cancellations occurring within the fourteen (14) day period will not be refunded. Cancellations due to inclement weather and unavoidable emergency can be issued a refund upon written request.

Changes must be requested at least fourteen (14) days prior to the rental date(s). All change requests must be approved by Parks and Recreation staff, and the applicant must receive written proof of approval. ***Re-scheduled dates may not interfere with already scheduled usages.***

Risk & Release Acknowledgement

By signing below, the applicant agrees to all terms and conditions. If upon arrival, the 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 arising out of injury or damage to the applicant's 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 losses, damages, and claims. The applicant is responsible for maintaining the cleanliness of the rented park space/ facility and agrees to properly dispose of waste in proper receptacles. The 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, the 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. The 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, unless it is made a minimum of 14 days prior to the reservation. The 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 the 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 a 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**