



CITY OF NEWCASTLE
CITY CLERK'S OFFICE

13020 NEWCASTLE WAY
NEWCASTLE, WA 98059

T: 425.649.4444
F: 425-649-4363

PARKS FACILITIES USE APPLICATION

TODAY'S DATE: _____

DATES REQUESTED: _____

TIME REQUESTED: _____ to _____ TOTAL HOURS REQUESTED: _____

MINIMUM 2hr rental required: Time requested includes set-up, breakdown & clean-up

SHELTER #1 (by playground, 3 tables)

SHELTER #2 (by courts, 7 tables)

APPLICANT/ORGANIZATION NAME: _____

PERSON IN CHARGE: _____

EMAIL ADDRESS: _____

PHONE: _____ (home) _____ (mobile)

ADDRESS: _____ CITY: _____ ZIP: _____

TYPE OF ACTIVITY: _____ NUMBER OF PEOPLE EXPECTED: _____

TYPE OF SUPERVISION: _____

ADMISSION FUNDS COLLECTED? YES NO

CONCESSIONS SOLD? YES NO

AGREEMENTS

The applicant agrees that during the use of this facility, _____ will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Newcastle and its officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on City of Newcastle property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of Newcastle. The group or individual as the case may be, agrees to fully reimburse the City of Newcastle for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use

Applicant Signature

Date

GROUP CLASSIFICATIONS

Group 1

Renton School District, Issaquah School District, Bellevue School District, non-profit membership groups for events which are community based and involve activities which enhance the city. Examples of recognized groups engaged in promoting activities and issues: Boy Scouts, Girl Scouts, Campfire Boys and Girls, PTA, PTO, service clubs (Rotary, Kiwanis), Boys & Girls Clubs and churches.

**Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.*

Group 2

Groups or organizations whose membership is open to the general public but operates for the primary benefit of their membership and/or participation is limited to a select group. Examples: model clubs, dance clubs, preschool co-ops, political organizations, etc.

Group 3

This classification includes:

- a. Groups or organizations, who charge fees, collect donations, membership fees or charge admission.
- b. Events not open to the general public (i.e., wedding receptions, anniversaries, private dance clubs, birthday parties, etc).
- c. Groups or organizations commercial in nature and are promoting a product or service (i.e., Tupperware, Large Garage Sales, Diet Workshops, etc.) Event can be free to the public.

HOURLY FEE SCHEDULE

	GROUP 1 M - TH	GROUP 1 F - SUN	GROUP 2 M - TH	GROUP 2 F - SUN	GROUP 3 M - TH	GROUP 3 F - SUN
Resident	Free*	Free*	\$6.00	\$7.00	\$16.00	\$18.00
Non Resident	Free*	Free*	\$7.00	\$8.00	\$18.00	\$20.00

Damage Deposit

\$100 per shelter

Additional Fees & Charges

Youth/Adult Day Camps, 10% of Gross Receipts

RENTAL FEE (STAFF USE ONLY)

Group Classification: _____ Fee per hour: _____ x _____ #hrs = Rental Fee: \$ _____
 Damage Deposit Fee \$ _____
 Total \$ _____

Date Paid: _____

Received by: _____

DAMAGE DEPOSIT REFUND (Application WILL NOT BE PROCESSED if incomplete)

ISSUE TO: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____

Deposit refunded via check to party named above upon inspection by Public Works staff.

HOURS OF AVAILABILITY

Daily

8:00 AM - 10:00 PM (or Dusk)

All events must be completely cleaned up and clear from the park by the closing time. The Office of the City Manager may extend these times on a case by case basis. Groups must have a written letter of authorization from the City Manager authorizing any activity outside the normal operating hours of the facility.

APPLICATION PROCEDURES

- Park Shelters may be scheduled for an individual event or regular meetings
- Park Shelters can be scheduled up to three (3) months in advance
- Advance registration is taken on a quarterly basis
- Telephone inquiries are welcome, but an application & deposit are required to guarantee rental
- Individual completing the application must be at least 21 years of age and present during the event
- Individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event
- Restricted days for reservation of Park Shelters are July 4 and the second weekend of September due to a City-wide event
- Priority scheduling is given to Newcastle residents in reserving Park Shelters (See chart below for reservation dates.)

RESERVATION MONTHS	ADVANCE REGISTRATION FOR RESIDENTS	OPEN REGISTRATION
January	October 1 – 5	Beginning October 6
February	November 1 – 5	Beginning November 6
March	December 1 – 5	Beginning December 6
April	January 1 – 5	Beginning January 6
May	February 1 – 5	Beginning February 6
June	March 1 – 5	Beginning March 6
July	April 1 – 5	Beginning April 6
August	May 1 – 5	Beginning May 6
September	June 1 – 5	Beginning June 6
October	July 1 – 5	Beginning July 6
November	August 1 – 5	Beginning August 6
December	September 1 – 5	Beginning September 6

PAYMENT PROCEDURES

- a. A Damage/Cleaning Deposit must be paid at the time of submitting an application for a reservation to secure the Shelter for the requested date. The amount of the Deposit is contingent upon all building facilities, furnishings and equipment. To ensure the return of the deposit, the facilities must be left in the same condition or better than originally found. If there is no damage or excessive cleaning required, the deposit will be returned to you within thirty (30) days of the reservation date.
- b. The Rental Fee MUST be paid in full thirty (30) days prior to the event, unless reservation time dictates otherwise. Failure to do so will constitute a cancellation (See Cancellation Guidelines: letter (A) for additional information.)
- c. Payments may be made with cash, personal check or money order.

INSURANCE REQUIREMENTS

- Lessee may be required to provide a copy of their Liability Insurance to the City of Newcastle within 30 days of the activity, and upon written request of the City, a duplicate of the policy as evidence of insurance protection provided.
- The required insurance policy is to be endorsed to (1) name the City, its officers, employees, agents and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to the City.

- Event insurance can be purchased through the WCIA that meets the requirements of the City of Newcastle Insurance requirements. Information regarding this Insurance is available from the City upon request.
- For specific information on how to purchase this insurance contact City Hall at (425) 649 – 4444 Monday –Friday 8:00AM – 5:00 PM

RENTAL POLICIES

- a. Rental hours are consecutive and must include time for delivery of supplies, set-up, and tear down, and clean up
- b. Set-up begins at the specified time on the Facility Use Application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- c. All items brought into the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, and decorations left after use of the facility.
- d. All garbage should be placed in or next to the dumpster in closed trash bags
- e. It is the responsibility of the lessee to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.
- f. Please remember that you have the Shelter available to you for **ONLY THE TIME REQUESTED**. There may be other parties using the shelter immediately after you. Therefore please make sure that you have allotted time to set-up and tear down for your function.
- g. Reservations are for the Shelter **ONLY**. The playground, tennis, basketball, and volleyball courts are open to all citizens.

CANCELLATIONS

- a. Cancellations made within thirty (30) days of the reservation will be charged 50% of the Rental Fee and 50% of the damage/cleaning deposit. If Rental Fee charges were not paid within 30 days of the event, 50% of the rental fees will be subtracted from the damage/cleaning deposit paid at the time of application.
- b. Cancellations made thirty (30) days or more before the reservation will be charged 50% of the Rental Fee with 100% the damage/cleaning deposit being refunded. Rental Fee charges will be subtracted from the damage/cleaning deposit paid at the time of application.

GENERAL RULES

- Throwing of rice, birdseed, or confetti is not permitted.
- Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
- Use of illegal drugs, smoking, and/or gambling is prohibited on/in any City of Newcastle park or facility
- Only the Shelter specified on the Facility Use Application will be available for use by the lessee
- Rental facilities are available daily from 8:00 AM - 10:00 PM (or Dusk). Event must conclude at a reasonable time to accommodate clean up.
- Minors must have adequate adult supervision
- The City of Newcastle does not assume responsibility for personal property left unattended in City facilities
- The City of Newcastle cannot be responsible for accident, injury, or loss of property
- The misuse of any City facility or the failure to comply with these regulations will be sufficient reason for denial of further reservations
- Event participants must park in the designated parking areas only. Parking spaces in the City Hall parking lot or City Park are open to the public and cannot be reserved.
- The City of Newcastle scheduled events will take precedence over non-city events
- BBQ's are allowed to be brought into the Park Shelter areas. BBQ coals must be taken with you when leaving. (Do not put coals / ashes in garbage.)

RULE OF THUMB: Leave facilities in the same condition or better than you found them.

USE OF ALCOHOL

Selling, possessing alcoholic beverages in an open container, or consuming any alcoholic beverage in a City Park, recreation area, or associated marine area is prohibited at all City facilities.

FACILITY INSPECTION CHECKLIST

The Facility inspection will be conducted by the Public Works Department following the rental. The amount of the damage/cleaning deposit refunded is contingent upon inspection and approval of City maintenance staff. The replacement cost of damage to the facility and/or equipment or the cost of time by the City staff to clean the facility and/or equipment will be deducted from the Damage/Cleaning deposit.

MAINTENANCE USE ONLY

INSURANCE REQUIRED: YES NO

NOTICE TO MAINTENANCE STAFF: _____

SPECIAL NEEDS: _____

COMMENTS: _____

APPROVED NOT APPROVED **WAIVED:** YES NO

Signature

Date

FINANCE DEPARTMENT USE ONLY

REFUND ISSUED: _____ **BY:** _____
Date Name