LAKE BOREN PARK
PARK FACILITIES USE APPLICATION

13020 Newcastle Way, Newcastle, WA 98059
Administrative Services Department

Today’s Date:_________________________  Date Requested:____________________

Time Frame Requested: 8 a.m. – 2 p.m._____ or 2 p.m. – 8 p.m._____ or Full Day (8 a.m. – 8 p.m.):_____

Park Rental For:  Shelter #1 (playground, 5 tables)___________  Shelter #2 (courts, 5 tables)___________

Applicant/Organization Name:____________________________________________________________

Name of Person in Charge:_____________________________________ Email:________________________

Phone: (work):________________ (home):_________________ (cell):_________________________

Address: ___________________________________________  City:___________________  Zip:_________

Type of Activity: ___________________________________________  Number of People:___________

Admission Funds to be Collected? □ YES □ NO  Type of Supervision:_____________________

Concessions to be Sold? □ YES □ NO

Hours of Availability: 8 a.m. – 8 p.m. The office of City Manager may extend these times on a case-by-case basis. Groups must have written letter of authorization from City Manager authorizing any activity outside normal operating hours.

RATE INFORMATION
The following is a classification scale to determine rental fees:

<table>
<thead>
<tr>
<th>City of Newcastle Park Facilities Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Rate Information</strong></td>
</tr>
<tr>
<td>(The following is a classification scale to determine rental fees:**</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>8 a.m. – 2 p.m.</th>
<th>2 p.m. – 8 p.m.</th>
<th>Full Day 8 a.m. – 8 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident (Group 1)</td>
<td>$60</td>
<td>$60</td>
<td>$120</td>
</tr>
<tr>
<td>Non-Resident (Group 2)</td>
<td>$120</td>
<td>$120</td>
<td>$240</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>See Resident/Non-Resident Rates</td>
<td>See Resident/Non-Resident Rates</td>
<td>See Resident/Non-Resident Rates</td>
</tr>
</tbody>
</table>

Additional Fees & Charges: Youth/Adult Day Camps=10% of gross receipts
AGREEMENTS:
The applicant agrees that during the use of this facility, __________________________ (Name of organization/business or persons) 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’s Signature ____________________________ Date: ________________

(Staff use only this section)

Group #: ______  8 a.m. – 2 p.m.: $ __________

2 p.m. – 8 p.m.: $ __________

Full Day: $ __________

Date Paid: ___________ Payment Rec’d By: ____________

APPLICATION PROCEDURES
- Park shelters may be reserved up to 3 months in advance.
- Tentative phone reservations may be made, but application form and payment are required to guarantee park shelter rental.
- Person completing application must be at least 21 years of age, and must be present during event.
- Person signing rental agreement will be considered responsible party in case of damage, theft or disturbances during event.
- Certain dates are restricted due to City-wide events, including, but not limited to: July 4 and second weekend in September.
- Priority scheduling is given to Newcastle residents in reserving park shelters.

PAYMENT PROCEDURES
- Rental fee must be paid in full within two weeks (14 days) of making tentative reservation, unless reservation date dictates otherwise.
- Payments may be made with cash, check or money order. We do not accept credit/debit cards.

CANCELLATIONS
- Cancellations will be charged 50% of the rental fee.

RENTAL POLICIES
- Facilities must be left in same condition you found them.
- Reservation must include time for delivery of supplies, set-up, tear down and clean up.
- Set-up begins at specified start time on the Facility Use Application given at time of reservation. Early delivery of supplies and set-up are not allowed. Shelter is available for your use ONLY FOR TIME FRAME REQUESTED. Other parties may be using shelter immediately before or after you.
- All items brought into shelter by lessee are to be removed by end of rental period. Lessee is to remove food, materials, equipment, furnishings and decorations left after use of the facility.
- All garbage should be placed in or next to the dumpster in closed trash bags.
The FACILITY is for the exclusive benefit of Newcastle citizens. Possessing alcoholic beverages in an open container, or consuming or selling any alcoholic beverage in City Parks, recreation areas, or associated marine area is PROHIBITED AT ALL CITY FACILITIES.

GENERAL RULES
- Tables from one shelter may not be relocated to other shelter or elsewhere in park. If tables are moved within the shelter being rented, they must be returned to their original places.
- INFLATABLE TOYS, DUNK TANKS OR SIMILAR ITEMS ARE NOT ALLOWED.
- Reservations are for the SHELTER AREA ONLY. The playground, tennis, basketball and volleyball courts are open to all citizens.

ALCOHOLIC BEVERAGES
Possessing alcoholic beverages in an open container, or consuming or selling any alcoholic beverage in City Parks, recreation areas, or associated marine area is PROHIBITED AT ALL CITY FACILITIES.

FACILITY INSPECTION
The inspection of the facility will be conducted by Public Works Department personnel following rental. The replacement cost of damage to the facility and/or equipment, or the cost of time by City staff to clean facility and/or equipment will be conveyed to the lessee.

CITY USE ONLY

NOTICE TO MAINTENANCE STAFF: ____________________________________________________________
________________________________________________________________________________________

SPECIAL NEEDS: ____________________________________________________________
________________________________________________________________________________________

COMMENTS: ____________________________________________________________
________________________________________________________________________________________

APPROVED___________ NOT APPROVED___________

DATE______________ SIGNATURE ____________________________

SIGNATURE ____________________________