



**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:

City of Newcastle Park Facilities Fee Schedule

	8 a.m. – 2 p.m.	2 p.m. – 8 p.m.	Full Day 8 a.m. – 8 p.m.
Resident (Group 1)	\$60	\$60	\$120
Non-Resident (Group 2)	\$120	\$120	\$240
Non-Profit	See Resident/Non-Resident Rates	See Resident/Non-Resident Rates	See Resident/Non-Resident Rates

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.

- 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.

GENERAL RULES

- The City’s Public Works Department prohibits throwing of rice, birdseed or confetti at all City facilities.
- When attaching decorations to shelters, please use masking tape or other non-marring material. DO NOT use tacks, staples, glue or any other marring material that may damage the City facilities.
- Use of illegal drugs, alcohol, and gambling are prohibited on/in any of the City of Newcastle Parks and Facilities.
- Only the shelter specified on the Facility Use Application will be available for use by lessee.
- 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 is not responsible for accident, injury or loss of property.
- The misuse of any City facilities or failure to comply with these regulations will be sufficient reason for denial of further reservations.
- Event participants must park in designated parking areas only. Parking spaces at the park are open to the public and cannot be reserved.
- BBQ’s are allowed to be brought into the shelter areas. BBQ coals must be taken with you when leaving. (DO NOT PUT COALS/ASHES IN GARBAGE.)
- City of Newcastle events will take precedence over non-city events.

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.

<u>CITY USE ONLY</u>	
NOTICE TO MAINTENANCE STAFF: _____	

SPECIAL NEEDS: _____	

COMMENTS: _____	

APPROVED _____	NOT APPROVED _____
DATE _____	SIGNATURE _____