



PARK SHELTER/FACILITY USE RESERVATION

PARKS, RECREATION & COMMUNITY SERVICES

6000 Main Street SW Lakewood, WA 98499

(253) 983-7887

Event Details

Name of Event (for reservation sign): _____

Requested Reservation Date: _____ (Date of Event)

FULL Day (10 a.m. -7 p.m.) AM Half Day (10 a.m. - 2 p.m.) PM Half Day (3 p.m. - 7 p.m.)

Type of Event: Birthday Party (age) _____ Family Reunion Graduation Picnic Other _____

Activities Planned: _____

Total Expected Attendance: _____

Park Requested (Please Select Choice Below)

- Active Park** (10506 Russell Rd SW)
2-acre park features a large open play area, **one picnic shelter**, walking trail, playground and a basketball court. Portable toilet on site.
- American Lake Park** (9222 Veterans Dr SW)
5-acre park is located on the north shore of American Lake. Offers year-round restrooms, **one picnic shelter with electric**, picnic tables, a swimming beach, playground and boat launch.
- Fort Steilacoom Park** (8714 87th Ave SW) **Shelter # or Zone Requested** _____
340 acre park is the largest park in Lakewood and provides a diverse mix of active and passive recreation. It features an expansive trail system, baseball, softball and soccer fields, a state-of-the-art playground, an off-leash dog park, **five picnic shelters** and year-round restrooms.
- Harry Todd Park** (8928 N Thorne Lane SW) **Shelter # or Zone Requested** _____
17-acre park contains play equipment, two baseball fields, four basketball courts, a tennis court, **two picnic shelters (one with electric and water)**, picnic tables, swimming beach access, Skate Park and year-round restrooms.
- Springbrook Park** (12601 Addison St SW) **Shelter # or Zone Requested** _____
3.5 acre park features a youth baseball field with a base distance of up to 70ft, playground, two half-court basketball courts and **two picnic shelters (one with electric and water)**, Portable toilet on site.
- Wards Lake Park** (2716 84th St S)
22-acre natural area includes a fishing pier, playground, **one picnic shelter with electric**, a trail system and portable toilet on site.

Applicant Information

Name of Coordinator/Applicant: _____

Organization/Business name (If applicable): _____

Mailing Address: _____
City _____ State _____ Zip _____

Best Contact Phone: _____ Cell Phone: _____

Email Address (Required): _____

Please send me emails about upcoming events at Lakewood City Parks

Returning Customer? Yes No How did you hear about us? _____

Initial Bounce House- additional permit and fee. (Please initial and make a selection below.)

- Yes, I certify that I will **meet the requirements below** and that I am responsible for providing documents to the City.
 No, I certify that I will not be using a bounce house.

Must rent from an **L & I Certified Amusement Ride Operator**. MWR does not meet this requirement. No stakes allowed, must be weighted down. Must provide a **GENERATOR**, **PROOF OF INSPECTION**, and **CERTIFICATE OF INSURANCE** with an **ENDORSEMENT** naming City of Lakewood as an additional insured. We do not require a paid attendant but your group is responsible for safety.

Rental Agreement

- Initial** Applicant ensures that **no alcoholic beverages will be served**.
Initial Applicant is responsible for set-up and clean-up, including **garbage and pet waste removal** from the site. Pets are kept on a leash.
Initial Applicant agrees that **NO cancellation refunds within 30 days of reservation date or due to weather conditions**.
Initial Applicant will **follow all rules and responsibilities** on the permit and will display on the reservation day.

Any activities requiring set up of special equipment or sound amplifications must be approved in writing prior to the reservation date through the special event permit process.

RELEASE, INDEMNIFICATION AND HOLD HARMLESS

The undersigned, as an authorized representative, hereby applies to the City of Lakewood for use of the above facilities and certifies the information is correct and, furthermore, agrees to abide by all ordinances, policies and rules and regulations which may apply. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations.

Initial The Applicant further agrees to reimburse the City of Lakewood for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to the City immediately.

Initial The applicant shall indemnify, defend and hold harmless the City of Lakewood, its elected and appointed officials its employees, volunteers and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage sustained by applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Lakewood, its elected and appointed officials, its employees and agents.

Initial In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City of Lakewood and its officials, employees, volunteers and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

This application will be processed in the order received and is subject to approval following the City's guidelines.

I have read the above information, understand it and agree to comply with the conditions set forth on behalf of myself and the group I represent.

Applicant Name/Title Printed

Applicant's Signature

Date

***Your application is not finalized until payment is received and a permit is issued.
Once the application is returned City Parks Staff will contact you for payment information.***

Return completed applications and supporting documents (via E-mail or mail) to:

City of Lakewood
Parks, Recreation and Community Services
6000 Main Street SW
Lakewood, WA 98499

City of Lakewood Phone: 253-983-7887
E-Mail: nyork@cityoflakewood.us