



# PARK SHELTER/FACILITY USE RESERVATION

PARKS, RECREATION & COMMUNITY SERVICES  
6000 Main Street SW Lakewood, WA 98499  
(253) 983-7887

Requested Reservation Date (Date of Event): \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ AM/PM Start Time : \_\_\_\_ AM/PM End Time  
MM/ DD/ YY

Type of Event  Birthday Party (Age\_\_\_\_\_)  Reunion  Graduation  Picnic

Other (please describe): \_\_\_\_\_

Name of Event for Reservation Sign: \_\_\_\_\_

Activities Planned: \_\_\_\_\_

Total Expected Attendance (Number of People): \_\_\_\_\_

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? \_\_\_\_\_

### Park Requested

### Shelter Number or Zone Requested

- Active Park** (10506 Russell Rd SW) \_\_\_\_\_
- American Lake Park** (9222 Veterans Dr SW) \_\_\_\_\_
- Fort Steilacoom Park** (8714 87<sup>th</sup> Ave SW) \_\_\_\_\_
- Harry Todd Park** (8928 N Thorne Lane SW) \_\_\_\_\_
- Springbrook Park** (12601 Addison St SW) \_\_\_\_\_
- Wards Lake Park** (2716 84<sup>th</sup> St S) \_\_\_\_\_

Do you plan to have a Bounce House? additional permit and fee  Yes- see requirements below  No  
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.**
- \_\_\_\_\_ Applicant is responsible for set-up and clean-up, including garbage and pet waste removal from the site. Pets are kept on a leash.
- \_\_\_\_\_ Applicant agrees that NO cancellation refunds within 30 days of reservation date or due to weather conditions.
- \_\_\_\_\_ Applicant will follow all rules and responsibilities on the permit and will display on the reservation day.
- You are responsible for cleaning up after your use of a city facility. You will be charged a clean-up fee if garbage or trash created from your event (decorations, piñatas, balloons, games, food waste, etc.) is left in and around the event area. Garbage cans are located near your reservation for your convenience. A minimum fee of \$25 will be charged and may affect your ability to schedule activities in the future. No alcohol is permitted. No driving on the grass.

**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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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

\_\_\_\_\_  
Today's 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 St SW, Lakewood, WA 98499**

**City of Lakewood Phone: 253.983.7887**

**E-Mail: [parks@cityoflakewood.us](mailto:parks@cityoflakewood.us)**