

PARK SHELTER/FACILITY USE RESERVATION

PARKS, RECREATION & COMMUNITY SERVICES

6000 Main Street SW Lakewood, WA 98499

(253) 983-7887 parks@cityoflakewood.us



City of
Lakewood

CONTACT INFORMATION

CONTACT PERSON	PHONE	EMAIL
ORGANIZATION/BUSINESS NAME (IF APPLICABLE)		
STREET ADDRESS	CITY, STATE, ZIP CODE	

EVENT INFORMATION

NAME OF EVENT FOR SIGN	EVENT DATE	EXPECTED ATTENDANCE
RENTAL PERIOD	START TIME	END TIME
INCLUDE SETUP/CLEANUP TIME		
TYPE OF EVENT	OTHER ACTIVITIES OR ELEMENTS	

PARK REQUESTED

ACTIVE PARK

(10506 RUSSELL RD SW)

AMERICAN LAKE PARK

(9222 VETERANS DR SW)

FORT STEILACOOM PARK

(8714 87TH AVE SW)

HARRY TODD PARK

(8928 N THORNE LN SW)

SPRINGBROOK PARK

(12601 ADDISON ST SW)

WARDS LAKE PARK

(2716 84TH ST S)

SHELTER NUMBER(S) AND/OR AREA(S) REQUESTED	
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RENTAL AGREEMENT

INITIAL

Applicant understands that Bounce Houses are only allowed at Lakewood Parks with a special use permit and not allowed for private parties.

INITIAL

Alcohol is not allowed at any of our parks unless a special alcohol permit is issued. Additional requirements and insurance will apply.

INITIAL

Applicant is responsible for set-up and clean-up, including garbage and pet waste removal from the site. Pets must be kept on a leash. (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. Additional dumpsters may be required.

INITIAL

If staff has to clean after your rental, you will be charged for the hourly cost of cleanup, and it may affect your ability to schedule activities in the future.

INITIAL

Applicant understands that vehicles may not be driven or parked on the grass.

INITIAL

Applicant understands that there are **NO refunds** on cancellations within 30 days of reservation date or due to weather conditions.

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

Today's Date

Your application is not finalized until all conditions are met, payment is received, and a permit is issued.

- This form will be submitted to the department after you fill in all required fields, initial, sign and click the sign now button at the bottom of the web form.
- You will be required to enter your email address.
- You must confirm your email in order to complete the form.
- You will receive a completed copy of this application in your email at the same time the department receives it.
- When you receive it, you may call to provide a credit card payment over the phone or pay in person at Lakewood City Hall.

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

City of Lakewood C/O Parks
6000 Main St SW, Lakewood, WA 98499

City of Lakewood Phone: 253.983.7887
E-Mail: parks@cityoflakewood.us