

PICNIC SHELTER RENTAL GUIDE

Chestnut Ridge Park
Kent Memorial Park
Lake Meridian Park
Morrill Meadows Park
Hogan Park at Russell Road
Scenic Hill Park
Service Club Park
Three Friends Fishing Hole



Parks Scheduling Office
Kent Commons Community Center
525 4th Ave. N., Kent, WA 98032
253-856-5000
www.KentWA.gov/picnicshelterrentals



Kent Parks, Recreation and Community Services

“Dedicated to Enriching Lives”

We are committed to providing safe and inviting parks and facilities, meaningful and diverse recreational programs, cultural activities and human services.

Our staff is responsive, positive and ethical in their dedication to delivering:

Personal Benefits that strengthen self esteem, improve health and promote self sufficiency.

Social Benefits that bring families together and unite people within our diverse community.

Economic Benefits that welcome new business relocation and expansion that leads to a more productive work force and increased tourism opportunities.

Environmental Benefits that protect and preserve natural areas, open space and enhance air and water quality.



City of Kent Parks, Recreation & Community Services

2020 Picnic Shelter Reservations

Parks Scheduling Office:

Location/Mailing Address:

City of Kent Parks, Recreation and Community Services
Kent Commons Community Center
525 4th Ave North
Kent, WA 98032

Phone Number: (253) 856-5000
FAX Number: (253) 856-6000
Email Address: dheldt@KentWa.gov
Website Address: <https://www.kentwa.gov>

Introduction

The City of Kent parks and facilities are established and maintained as areas of recreation, relaxation and enjoyment for the citizens of Kent. It is the intent of the City to maximize use of these facilities within the limits of space, design and accommodations available.

In addition to the many parks that the public can enjoy free of charge, the City of Kent has park facilities that can be rented for picnics, meetings, family parties, athletic events (see [athletic field rental guide](#)) and other activities.

This rental guide provides the essential information needed to make a Picnic Shelter Reservation:

- ❖ Important contact information
- ❖ Reservation process
- ❖ Park rules and regulations
- ❖ Park use fees
- ❖ Detailed chart with Park Shelter Inventory

Picnic Shelters Available

The City of Kent Parks, Recreation and Community Services have **8** parks with picnic shelters that may be reserved for picnics taking place between April 1st and September 30th of each year:

Neighborhood Picnic Shelters

Group size limits of 1-25. Available 11 am to 4:00 pm, 7 days a week
Please see picnic shelter inventory.

- ❖ Chestnut Ridge
- ❖ Scenic Hill Park
- ❖ Three Friends Fishing Hole

Community Picnic Shelters

Group size limits of 1-250, depending on park.
Available from 10:00 am to 7:00 pm or dusk (whichever is earlier). 7 days a week.
Please see picnic shelter inventory.

- ❖ Hogan Park @ Russell Road
- ❖ Kent Memorial Park
- ❖ Lake Meridian Park
- ❖ Morrill Meadows Park
- ❖ Service Club Park

Reservations allow user groups exclusive use of the Picnic Shelter during the scheduled time on the application. This includes picnic tables within the picnic shelter, barbeques immediately adjacent to the shelter (where applicable) and electricity/water (where applicable).

Bathrooms, playground equipment, and ALL OTHER AREAS OF THE PARK ARE OPEN TO ALL USERS.

How to make a Reservation

All applicants must complete an [Application for Park Facility Rental Form](#) and pay all applicable rental fees and damage deposits at the time of the reservation.

Reservations must be made **IN PERSON** at:

Kent Commons Community Center
525 4th Ave North, Kent, WA
7:00 am to 8:00 pm Monday-Friday
9:00 am to 4:00 pm Saturdays
Sundays-Closed
Hours may change, please call first

When to Reserve

Picnic Shelter Reservations can be made starting the first Monday in February (**Feb. 3, 2020**).

Reservations are processed on a first-come, first-served basis.

Full payment of rental fees, damage deposits, and special use fees, will be required at time of booking.

Reservations must be made at least **7** days in advance.



Rental Hours Available

NEW RESERVATION TIMES

Picnic Shelter sites are available for rent between April 1 and September 30 each year.

Neighborhood Picnic Shelter Reservation times are:

11:00 am – 4:00 pm **7 days a week**

Community Picnic Shelter Reservation times are:

10:00 am – 7:00 pm or dusk (whichever is earlier) **7 days a week**

All times include your set-up and clean-up time.

Payment, Damage Deposits, Cancellations, Rescheduling & Refunds

All rental fees, damage deposits, and any special use fees associated with your rental, will be required to be paid in full at the time of booking.

Acceptable Forms of Payment

Acceptable forms of payment are cash, check or money order (payable to City of Kent), and VISA or MasterCard.

Personal checks will not be accepted within **30** working days prior to the event. If the check is returned NSF (non-sufficient funds), the terms of the rental contract are cancelled and will not be reinstated until the renter pays the amount due plus a **\$25.00 NSF service fee**.

Damage Deposits

Damage deposits are deposited on day of receipt and refunds are processed through the City of Kent **after** your event.

Issuance of refund takes approximately four (4) weeks and will be reimbursed to the credit card used OR a refund check will be mailed to the address of the person/organization paying the damage deposit by cash or check unless otherwise stated on the application.

The damage deposit is used to offset the cost of damage/repair, excessive cleaning needs to park facilities, or cancellations within 21 day notice.

Cancellations Policy

User groups requesting a cancellation must submit in writing or email the Parks Rental Coordinator at dheldt@KentWa.gov at least **21 days** prior to the scheduled use.

Cancellations made 21 days or more prior to event date will receive a full refund of rental/damage deposit fees paid, **less \$5.00 service fee**. Cancellations received less than 21 days before scheduled event will result in the forfeiture of your park rental and/or damage deposit fee.

The Picnic Shelters are **COVERED**. Refunds will **not** be given for inclement weather for the Picnic Shelters.

Exception: In the case of inclement weather, user groups may reschedule the event for another time or facility (of equal or lesser value), based on availability. Must notify Parks Rental Coordinator prior to original scheduled date.

Rescheduling Policy

If you need to **MODIFY** an existing reservation (change the time, date, etc.), it **MUST** be done at least **7 days** prior to the scheduled use. All modifications are subject to availability and must be approved by Parks Rental Coordinator.

Modifications can **ONLY BE MADE IN PERSON**. You **MUST** bring your park rental form to the Kent Commons Community Center Monday-Thursday between 8:00 am and 8:00 pm.

Reservation reschedules will be charged a \$10.00 fee per reschedule.

REFUNDS

Issuance of refunds takes approximately **4 weeks**.

Refunds will be reimbursed to the credit card used OR, if payment was made by cash or check, a refund check will be mailed to the address of the person/organization paying the rental/damage deposit fee, unless otherwise stated on the Park Facility Rental Form.

Due to rare and unforeseen circumstances, the City of Kent reserves the right to reschedule or cancel a reservation without prior notice. If cancelled, a full refund will be given user group.

Special Equipment, Use Permits and Rental Requirements

Prior to use, groups must inform the Parks Department of their intention to use any special equipment or services such as: Mobile Entertainment Trailers, Air Jumper/Inflatable, Tent/Canopy, Amplified Sound, Alcohol, etc. Failure to notify the Parks Department may result in cancellation of your event, loss of damage deposit and/or jeopardize your future use of City of Kent park facilities.

Insurance/Liability Coverage

The City of Kent **may require** facility renters obtain public liability insurance for their event.

This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage.

A copy of the insurance certificate, with all endorsement page(s), is required to be completed and submitted to the Kent Commons within **10 days** before date of event.

The certificate must provide insurance coverage of at least **\$1,000,000** for bodily injury/property damage.

The Parks Department reserves the right to require additional insurance and/or fees depending on type of activity planned.

Obtaining the insurance is the renter's responsibility.

User groups may contact any insurance company of their choice, provided all requirements are met.

Electricity and Water

Basic 110 volt electrical outlets and water are available at some parks. Please use only one appliance per outlet. Groups overloading circuits resulting in an on-site visit from Parks Staff to reset circuits will be charged additional fees.

Park rental fees include minimal use of electrical and/or water in parks, if available. Additional fees may be required.

Electricity is available at:

- ❖ Hogan Park @ Russell Road
- ❖ Morrill Meadows Park
- ❖ Chestnut Ridge
- ❖ Scenic Hill
- ❖ Lake Meridian Park
- ❖ 3 Friends Fishing

Water is available at:

- ❖ Lake Meridian Park
- ❖ Chestnut Ridge
- ❖ Hogan Park @ RR
- ❖ 3 Friends Fishing

Portable generators are allowed in some locations with prior approval from Parks Rental Coordinator.

Amplified Sound/Music

Electrical hook-up for amplification of voice/music (of any kind), requires approval from Kent Parks Department.

Generally, amplified sound is prohibited **before** 10:00 am, and **after** 7:00 pm.

PA Systems, music, radio and/or tape/CD players must be played at a volume so as not to disturb other park users or neighborhood residents.

Permission for amplified sound may be revoked at any time if deemed disruptive under [Kent City Code](#).

Air Jumpers/Inflatable

If you are planning an Air Jumper/Inflatable, whether provided by a third party vendor or other source, you must submit a letter requesting permission **14 days** prior to the event to the Parks Rental Coordinator.

Use of such equipment is restricted to the applicant and guests, and must not be accessible to the general public.

User group will be required to pay \$100.00 damage deposit, refundable after your event, providing there is no damage to the park.

User group will be required to pay an additional **\$50.00 air jumper/inflatable use fee**.

User group will be **required** to obtain public liability insurance naming City of Kent as additionally insured.

The following parks **allow** air jumpers/inflatable, with prior approval:

- ❖ Morrill Meadows Park
- ❖ Hogan Park @ Russell Road

The City of Kent Parks, Recreation and Community Services Department reserve the right to deny Air Jumpers or similar equipment during your event.

Alcohol

Possession or consumption of alcoholic beverages on City of Kent park grounds is prohibited.

NEW for 2020: *With the closure of Van Doren's Landing Park due to levee work and park renovations, Kent Parks will not have an alternate park for consumption of alcoholic beverages.*

Canopies and Tents

Canopies and Tents measuring up to 10' x 10' are allowed in some locations with prior approval, (limit of 2). All canopies and tents must be weighted down rather than staked into the ground to avoid damage to electrical, irrigation, and water lines.

Please contact Parks Rental Coordinator to see if your site will **accommodate** a canopy/tent.

Athletic Field Use

There are athletic fields located at Glenn Nelson Park, Kent Memorial Park, Hogan Park @ Russell Road, North Meridian Park, Service Club Ballfields, Uplands Playfields and Wilson Playfields. Athletic Facility Rental Form must be filled out and appropriate fees paid, prior to use. Please contact Parks Scheduling office for more details.

Weddings

The City of Kent Parks, Recreation and Community Services have several park locations to choose from for outdoor wedding ceremonies. The most popular sites are:

- ❖ Burlington Green
- ❖ Lake Meridian Park*
- ❖ Kaibara Park
- ❖ Morrill Meadows Park
- ❖ Rosebed Park

**Lake Meridian Park is not recommended due to the high volume of general public.*

Reservations will be accepted up to **1 year** in advance of the desired date.

User groups must have prior approval for extra chairs and tables.

Aisle runners may be used if placed immediately prior to the ceremony and taken up immediately following the ceremony.

Sale of Merchandise & Admission

User groups, its members, guests and invitees, shall not collect admission fees, request donations, solicit or sell food, beverages, goods or merchandise of any kind on park premises without prior approval from Parks Department.

Park Policies & Guidelines for Use

City of Kent picnic shelters require special consideration to maintain them in the best possible condition.

The City of Kent reserves the right to immediately terminate the use of picnic shelter and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.

Failure to comply with rules and regulations may result in loss of damage deposit and jeopardize your future use of City of Kent park facilities.

Questions regarding use of picnic shelter while event is in progress should be directed to parks staff on site (if available) or at the Kent Commons Community Center.

The City of Kent Parks, Recreation and Community Service have the authority to update/add rules and regulations as necessary.

All other rules and regulations as stated in the [Standard Park Rules](#) and/or [Kent City Code](#) on our web page: www.KentWa.gov must be followed by all park users.

The following rules and regulations are in place to preserve the integrity of the parks for the best interests of all users.

Renter's Responsibility

The applicant needs to be in attendance at the event during the time specified on the application and have in their possession the approved rental application.

User groups requiring special services and/or supervision may be assessed additional fees.

The City of Kent reserves the right to require police supervision for any event. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to user group.

Barbeques & Grills

Most picnic shelters have a limited number of barbeques available for use during your rental. If you need additional cooking capacity, you are welcome to bring your own self-contained barbeque units into the park. It is strongly recommended bringing gas grills rather than charcoal grills.

You are responsible for the **SAFE** removal of the coals and grease. **DO NOT** dump coals and grease in the park or in park trash cans. **DO NOT** burn wood or branches in a barbeque unit.

Parking/Vehicle Access

Parking at most parks is limited and available only on a first-come, first served basis in designated parking lots. All park guests are advised and encouraged to carpool or provide a shuttle service from the nearest Park and Ride. An alternative parking plan may be requested by the Parks Department depending on the size, location and nature of your event.

If you have equipment or people that require assistance into the park, please consider alternate arrangements in advance when planning your event.

Vehicles parked in "NO PARKING" or "RESERVED" areas, or left in the park after closing, will be towed at owners risk and expense.

Due to the safety of all park users, vehicle access is restricted to parking lots only. Vehicles may not be driven or parked on grass areas, sidewalks, service driveways, or emergency zones, etc.

Overnight Parking/Camping

Overnight parking and/or camping is prohibited on park property.

Picnic Tables

Most picnic sites have secured picnic tables available for your exclusive use. All parks have unsecured tables available to the general public on a first-come, first-served basis.

Use of Tobacco Products

Per city of Kent Ordinance #4246, it is unlawful for any person to smoke, vape, or use tobacco products in or on any park property or park facility, including parking lots. If the product emits smoke, or vapor, or contains tobacco, it is prohibited.

Signs & Decorations

Signs may be posted on sandwich board type structures only. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or the painting of any pavement or hard surface. Balloons can be used as a marker, and are allowed to be tied with string to a fixed object; however they cannot obstruct the view of any road or park sign.

Decorations are allowed and must be affixed with masking tape or string. However they cannot be affixed with nails, staples or bungee cords to buildings, trees or light poles; stakes driven into the ground are prohibited.

All signs/decorations must be removed at the conclusion of your event.

Clean & Tidy Picnic Areas

The City of Kent Parks, Recreation and Community Services Department make every effort to provide a clean, well-maintained picnic area for your use.

Garbage removal and general clean up following completion of the event is the responsibility of user group.

Please.....

- ✓ Pick up your litter
- ✓ Place all garbage in trash receptacles
- ✓ Place excess garbage in bags next to receptacle
- ✓ Clean tables and benches
- ✓ Area must be presentable for the next group

If the park is not left in a clean condition after your use, you will forfeit any damage deposit and may lose further reservation privileges. You may also be charged an additional fee for staff time and resources for park clean-up.

If you find vandalism or excessive litter at your site, please contact the Kent Commons Community Center as soon as possible at (253) 856-5000.

Recycling

The City of Kent Parks, Recreation and Community Services Department are proud to present a recycling program, "BLUE BINS ... GREENER PARKS." When reserving a park facility that has a recycling bin(s), you, as a park user, are strongly encouraged to participate in this program by recycling your aluminum cans and plastic/glass bottles. Not only will you be helping to keep the park facility green but you'll be making a contribution to the larger community as well. The City of Kent has partnered with Waste Management to ensure that this program is a success. Currently "Blue Bins... Greener Parks" is being implemented in all our athletic facilities and several parks throughout the City of Kent. Please recycle when possible!

BLUE BINS...GREENER PARKS
Please recycle your cans and bottles!

2020 Picnic Shelter Fee Schedule

Park use fees are based on the number of people attending your event and for each picnic shelter required for your group size. All rental fees, damage deposit and any additional special use fees will be due at the time your event is booked.

Neighborhood Picnic Shelters	Capacity	Rental Period ~ 11:00 am to 4:00 pm ~ 7 Days a Week
Chestnut Ridge Park	1-25 people	\$75
Scenic Hill Park	1-25 people	\$75
Three Friends Fishing Hole	1-25 people	\$75

Community Picnic Shelters	Capacity	Rental Period ~ 10:00 am to 7:00 pm ~ 7 Days a Week
Kent Memorial Park	1-60 people	\$175
Lake Meridian Park water & electricity available air jumpers not allowed		
Shelter 1 & 2	1-60 people	\$175
Shelter 3 & 4	1-60 people	\$175
Both Shelters	1-120 people	\$350
Morrill Meadows Park electricity available, water not available air jumpers allowed with permit*		
Shelter 1 & 2	1-60 people	\$175
Shelter 3 & 4	1-60 people	\$175
Both Shelters	1-120 people	\$350
Hogan Park @ Russell Road Park shelter may not be available during tournaments/special events air jumpers allowed with permit*		
	1-60 people	\$175
	61-120 people*	\$350
Service Club Park shelter may not be available during tournaments/special events	1-60 people	\$175
*Requires approval from Park Rental Coordinator		

Special Use Fees		
Large Group Deposit	\$100 Deposit = required for groups larger than 100 people	insurance required
Air Jumper/Inflatable's Fee	\$50, plus \$100 Deposit (Morrill Meadows and Hogan Park @ Russell Road)	insurance required
Dunk Tank Water Fee	\$50, plus \$100 Deposit	insurance required
Concession/Admission Fee	\$100 per day, or 10% of proceeds	insurance required *Requires approval from park rental coordinator
Rescheduling Fee	\$10 per reschedule	

City of Kent Parks, Recreation & Community Services reserves the right to add additional fees depending on the request for service. Please have as much information about your event as possible, so that we may assist you at the time of your reservation.



City of Kent Parks, Recreation and Community Services – Picnic Shelter Inventory

For reservation information ~ visit www.KentWa.gov/PicnicShelterRentals, call (253) 856-5000 or stop by the Kent Commons Community Center 525 4th Ave N., Kent, WA 98032

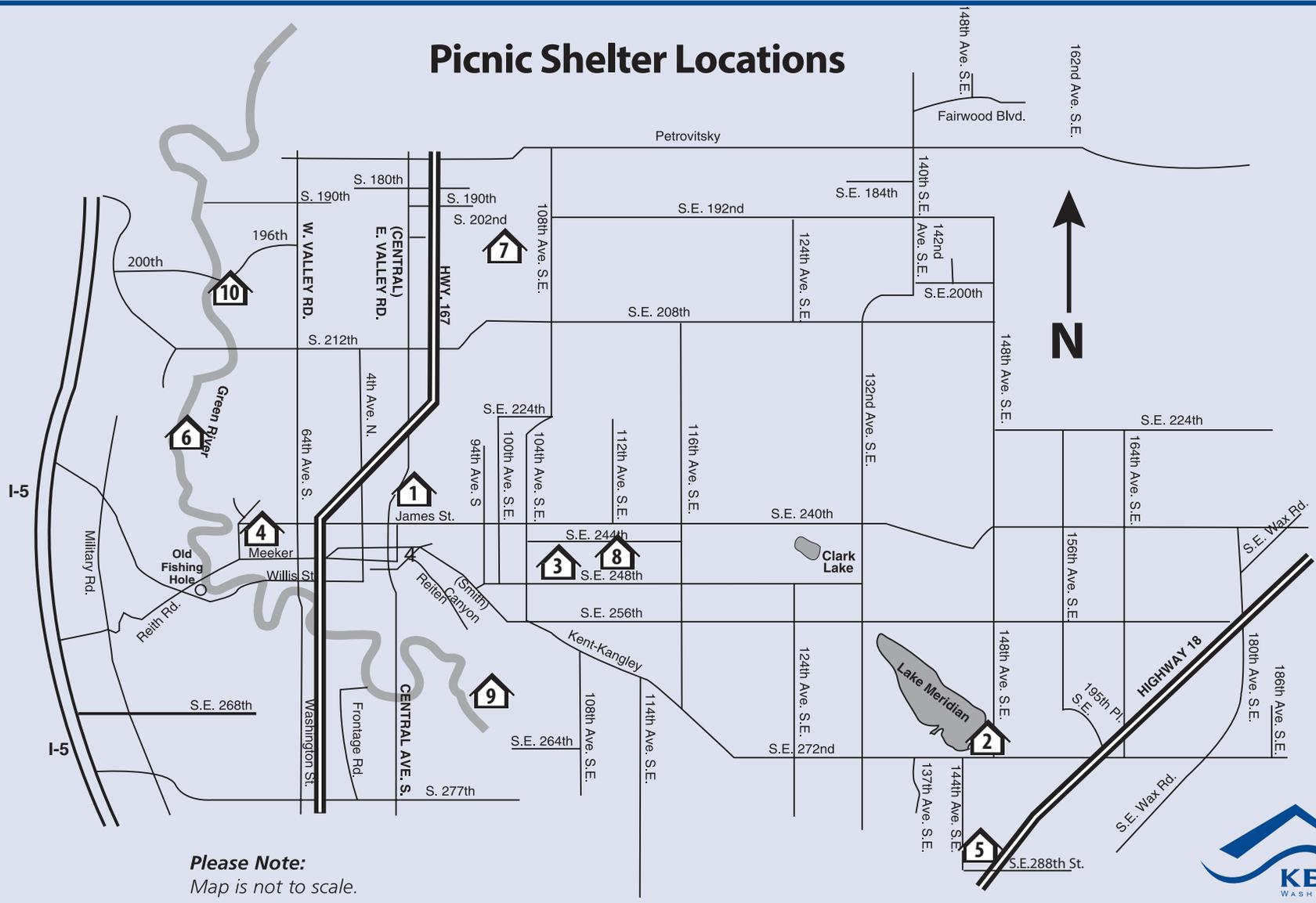
Community Picnic Shelters	Description	Max. Capacity	Picnic Tables	Parking Spaces	Electrical & Water E, W,	Rest-rooms	BBQ	Play Area	Special Uses
1. Kent Memorial Park 850 Central Ave N.	Located near downtown Kent off of Central Ave. Features a picnic shelter, BBQ, play area and two tennis courts. Baseball/Softball Fields	60	4	20	NA	portable	yes	yes	Ballfields available for rental.
2. Lake Meridian Park (Shelters 1/2, 3/4 & Both) 14800 SE 272 nd St	Located on East Hill of Kent. Features one large shelter, divided into 2 areas. Large playfield, Swimming, Seasonal Lifeguards, beach, fishing, BBQ and boat launch.	Half-60 Full-120	Half-8 Full-16	90	E & W	yes	yes	yes	
3. Morrill Meadows Park (Shelters 1/2, 3/4 & Both) 10600 SE 248 th St.	Located on East Hill of Kent. Features one large shelter with BBQ, divided into 2 areas. Multi-use playfield, public art, green belt with walking trails. Adjacent to NEW KENT YMCA	Half-60 Full-120	Half-5 Full-10	60	E	yes	yes	yes	Air Jumpers/Inflatable's allowed
4. Hogan Park @ Russell Road 24400 Russell Road	Located within Russell Road Sports Complex. Large play area. Public Art. Walking distance to Green River Trail system. Large play area, horseshoe pits, seasonal concessions, Basketball Court. Baseball/Softball Fields.	120	8	300	E & W	yes	yes	yes	May not be available during tournaments. Air Jumpers/Inflatable's allowed
5. Service Club Park 14420 SE 288 th St.	Located on East Hill of Kent., adjacent to Baseball/Softball Complex. Features medium size picnic shelter w/ BBQ. Large Play Area, seasonal concessions, Basketball Court. Baseball/Softball Fields.	60	6	285	NA	portable	yes	yes	May not be available during tournaments.
Neighborhood Picnic Shelters	Description	Max. Capacity	Picnic Tables	Parking Spaces	Electrical & Water E, W, NA	Rest-rooms	BBQ	Play Area	Special Uses
7. Chestnut Ridge Park 9901 S. 203 rd St.	Located on East Hill of Kent, near Kent/Renton border.	25	6	4, additional parking at school	E & W	yes	yes	yes	
9. Scenic Hill Park 25826 Woodland Way S.	Located on East Hill of Kent.	25	4	20, additional parking at school	E	yes	yes	yes	
10. Three Friends Fishing Hole S. 196 th St & 58 th Pl.	Located in Kent Valley-north end of city.	25	4	36	E	yes	yes	no	

*Max capacity at each location does not guarantee that everyone can sit at tables at the same time. It is assumed guests will use the surrounding grounds in addition to available tables.

**Parking is limited and available only on first-come, first serve basis. All Parks have shared parking with other park patrons.

**SPECIAL USES-additional conditions must be met prior to approval. Call the Parks Scheduling Office (253) 856-5000 for requirements.

Picnic Shelter Locations



Please Note:
Map is not to scale.

