



APPLICATION FOR PARK FACILITY RENTAL

KENT PARKS, RECREATION AND COMMUNITY SERVICES
525 Fourth Avenue North • Kent, Washington 98032
Phone: 253-856-5000 • Fax: 253-856-6000 • Website: www.KentWA.gov

Booking Number
<input type="checkbox"/> One-Time Rental
<input type="checkbox"/> Ongoing

Organization / Event Name _____ Today's Date _____

Person in Charge _____

Home Phone () _____ Business Phone # () _____

E-mail Address _____

Address _____ City _____ Zip _____

Ethnicity/Race (Optional) Please select one: Asian Black or African American Hispanic or Latino White
 Native Hawaiian or other Pacific Islander American Indian or Alaska Native Other Two or More Races

Type of Activity Planned _____ Approximate Attendance _____

If this is a public event you must list a telephone number for public information () _____

- Will Air Jumper / Inflatable(s) be used during your event? Yes No (If yes, please read #8 & 15 on reverse side)
- Will other special equipment (amplified sound, dunk tank, canopies, etc.) be used during your event? Yes No
- Will alcoholic beverages be served at this event? Yes If yes, read #7 on reverse side No
- Please list the type of special equipment being used (please read #9, 11 & 16 on reverse side) _____

Park Facility Requested
<input type="checkbox"/> Kent Memorial Park
<input type="checkbox"/> Lake Meridian #1/#2 (W, E)
<input type="checkbox"/> Lake Meridian #3/#4 (W, E)
<input type="checkbox"/> Morrill Meadows #1/#2 (E)
<input type="checkbox"/> Morrill Meadows #3/#4 (E)
<input type="checkbox"/> Hogan Park (W, E)
<input type="checkbox"/> Service Club Park
<input type="checkbox"/> Van Doren's (North) (W, E) (near playground)
<input type="checkbox"/> Van Doren's (South) (W, E) (near restroom)
<input type="checkbox"/> Other _____

W=water available / E=electrical power if available
*No unauthorized vehicles are permitted on Park trails/paths

Date	Start Time*	End Time*

(* Include set-up and clean-up time)

If requesting the use of water and/or electrical power, please check appropriate boxes.

Water/Power may not be available.

Water Electrical Power

AGREEMENT: The undersigned hereby makes application to the City of Kent for use of facilities described above and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the city premises and property. The applicant agrees to adhere to all rules and regulations on this form. The renter shall indemnify and hold harmless the City of Kent, its elected and appointed officials, its employees 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 to any property sustained by renter or any other person which arise from or in any other manner grow out of any act or omission on or about said facility by renter, 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. The City of Kent is not responsible for lost or stolen property. I also understand that all City of Kent Ordinances apply to this rental application. I ACKNOWLEDGE THAT I HAVE REVIEWED THE INFORMATION ON BOTH SIDES OF THIS FORM.

Handwritten Signature Only **X** _____ Date _____ **X** _____ (Initial here after reading reverse side of this form)

*Rental applicant (person signing rental agreement) must be present during the rental period.
Either party may sign and deliver this agreement by facsimile, or may scan and email it, and that transmitted signed copy shall have the same force and effect as if executed in original.

Addendum to this application Yes No

FOR OFFICE USE ONLY		
Rental Fee \$ _____	Due Date _____	Date Paid _____
Damage Deposit \$ _____	Due Date _____	Date Paid _____
Additional Fees \$ _____	Proof of Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Technology Fee \$ 1.00 _____		
Total Amount Due \$ _____	DO NOT SEND CASH	
Approved by _____		
Rent and Damage Deposit non-refundable after: _____	Rental: _____	Damage: _____
Comments: _____	For Office Use Only	

City of Kent Parks, Recreation & Community Services

RULES AND REGULATIONS FOR USE OF PARK FACILITIES

The Park facilities which you will be using belong to the people of the City of Kent and are under the supervision of the City of Kent Parks, Recreation and Community Services Department. To preserve the rights of the public for the use of a public facility, rules and regulations are necessary and we ask you and your group to cooperate. Enjoy yourselves and feel free at any time to make suggestions for physical improvements and services which you believe would make the facility more attractive to users.

1. Any group using various park facilities for outside day/evening purposes will be required to complete an application for use of facilities and to pay appropriate damage deposit and/or rental fees.
All parks currently reserved will not be available for additional rentals.
2. A damage deposit of \$100.00 will be required at the time of booking reservation for groups over 100 people and park rental fee must be paid at least 60 days before said event. Personal checks or club checks will not be accepted after this period. For groups not requiring a damage deposit, the rental fee is due upon booking reservation.
3. Damage deposit can be forfeited for the following reasons: Facility Rules and Regulations not adhered to, City Ordinances not adhered to, cancellation within 21 days of scheduled event, and cleaning responsibilities not complete.
4. Damage deposit checks are deposited on day of receipt and refund checks are processed through the City of Kent **after** your event.
Issuance of refund takes approximately four 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 this application.
5. User groups requesting a cancellation must submit in writing at least **21 days** prior to the scheduled use. Cancellations made 21 days or more prior to the event date will receive a full refund of rental/damage deposit fees paid. Cancellations received less than 21 days before scheduled event will result in the forfeiture of your park rental and/or damage deposit fee.
6. Modifying an existing reservation (change the time, date, etc.) **MUST** be done at least **7 days** prior to the scheduled use. All modifications are subject to availability and must be approved by the Parks Rental Coordinator.
7. Possession or consumption of alcoholic beverages on City of Kent park grounds is prohibited. *Exception:* Alcohol consumption by permit only is allowed at Van Doren's Landing and Briscoe Park. A letter requesting permission to have alcohol along with a copy of a banquet permit must be sent **30 days** prior to event. The City of Kent Parks, Recreation and Community Services Department reserves the right to deny alcohol consumption during said event. A Washington State Banquet Permit is to be obtained and displayed during your event. Said permit is obtained through any Washington State Liquor Store at a minimal cost. Events planning to sell alcohol must obtain a liquor license. The Kent Parks, Recreation and Community Services Department requires this permit/license as a condition of serving/selling alcohol in parks facilities in order to provide additional liability protection against the potential misuse of the substance by the event host and/or guests. All alcoholic beverages must be consumed within an assigned area. No alcohol will be allowed in parking areas.
8. 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.
9. The City of Kent requires that all 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. An insurance broker or agency can help you obtain the proper coverage. The certificate must name the City of Kent in the endorsement section of the certificate or name the City of Kent as an additionally insured party.
10. The City of Kent reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to renter.
11. The use of amplification sound systems requires approval from the Kent Parks Department. Generally, amplified sound is prohibited before 10:00 am and after 9:00 pm. Sound must be at a volume so as not to disturb other park users or neighborhood residents.
12. For activities requiring special services and/or supervision, a fee will be charged. Only facilities applied for may be used.
13. The City of Kent reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.
14. The City of Kent reserves the right to refuse rental of City facilities if the applicant has previously violated the rules/regulations set forth herein.
15. All groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. Sponsored groups damaging City property will be held responsible for the cost of repair, replacement, or clean up.
16. All groups must have prior approval from City of Kent Parks, Recreation and Community Services for any special equipment that may be used during their event. Kent Parks, Recreation and Community Services reserves the rights to decline use, limit use, require additional insurance and/or additional fees depending on type of activity planned.
17. No solicitation or sales of any kind can be made on City of Kent park grounds without written permission of the Director or designee of Kent Parks, Recreation and Community Services.
18. There is no storage available. A fee will be assessed for any items stored on the property before or after your event. The City of Kent is not responsible for lost or stolen property.
19. Parking may be shared by other events during your rental period.
20. Due to the safety of all park users, motorized 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. All vehicles improperly parked are subject to tow-away at owners expense.
21. Overnight parking or camping is prohibited.
22. Please follow advice of local and state Police Departments regarding vehicle theft prevention. Don't make it easy for car theft prowlers. Please remember to conceal your valuables (wallets, purses, handbags, cameras, etc) out of view or leave them at home.
23. City of Kent is not responsible for loss, theft or damage to vehicles.
24. In using City Park Facilities for any adult or youth community events, as that term is defined in RCW 49.60.500, no group may discriminate in program participation on the basis of sex.
25. All other rules and regulations as stated in the City of Kent Ordinance #1569 "Rules and Regulations for the Operation of Park Properties" adopted by the Kent City Council must be obeyed by all users.