

PARK SHELTER RENTAL GUIDE

Hogan Park at Russell Road

Kent Memorial Park

Lake Meridian Park

Morrill Meadows Park

Service Club Park

Van Doren's Landing Park

Chestnut Ridge Park

Scenic Hill Park

Three Friends Fishing Hole

West Fenwick Park



Parks Scheduling Office

Kent Commons Community Center

525 4th Ave. N., Kent, WA 98032

253-856-5100

www.MyKentParks.com



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

2025 Park 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) 856-5100

FAX Number: (253) 856-6000

Email Address: ShelterRentals@KentWa.gov

Website Address: MyKentParks.com/Rentals

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 social gatherings, meetings, family parties, athletic events (see [athletic field rental guide](#)) and other activities.

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

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

Park Shelters Available

The City of Kent Parks, Recreation and Community Services have **8** parks with shelters that may be reserved for social gatherings taking place between May1st and September 30th of each year:

Neighborhood Park Shelters

Group size limits of 1-25**

Available 11:00 am to 4:00 pm, 7 days a week

Please see park shelter inventory.

❖ Chestnut Ridge	❖ Scenic Hill Park	❖ Three Friends Fishing Hole
❖ West Fenwick Park		

Community Park Shelters

Group size limits of 1-120, depending on park**

Available from 10:00 am to 7:00 pm or dusk (whichever is earlier). 7 days a week.

Please see park shelter inventory.

- | | | |
|-----------------------------|----------------------|----------------------------|
| ❖ Hogan Park @ Russell Road | ❖ Kent Memorial Park | ❖ Lake Meridian Park |
| ❖ Morrill Meadows Park | ❖ Service Club Park | ❖ Van Doren's Landing Park |

Reservations allow user groups exclusive use of the Park Shelter during the scheduled time on the application. This includes tables within the park 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 may be made **IN PERSON** at:

Kent Commons Community Center
525 4th Ave North, Kent, WA
PHONE: 253-856-5100

Monday-Friday 9:00 am to 4:00 pm
Saturdays/Sundays-Closed
Hours may change, please call to confirm hours

When to Reserve

Park Shelter Reservations can be made starting **Wednesday March 5, 2025 at 9:00 am.**

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

Park Shelter sites are available for rent between May 1 and September 30 each year.

Neighborhood Park Shelter Reservation times are:

11:00 am – 4:00 pm **7 days a week**

Community Park 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 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 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 KentCommons@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 Park Shelters are **COVERED**. Refunds will **not** be given for inclement weather for the Park 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-Friday between 9:00 am and 4:00 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 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 to the 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 | ❖ Lake Meridian Park |
| ❖ Morrill Meadows | ❖ Van Doren's Landing |
| ❖ Chestnut Ridge | ❖ Scenic Hill |
| ❖ Three Friends Fishing Hole | ❖ |

Water is available at:

- | | |
|------------------------------|----------------------|
| ❖ Hogan Park @ Russell Road | ❖ Lake Meridian Park |
| ❖ Van Doren's Landing Park | ❖ Morrill Meadows |
| ❖ Chestnut Ridge | ❖ West Fenwick Park |
| ❖ Three Friends Fishing Hole | ❖ |

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](#).

Alcohol

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

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.

Reservations will be accepted up to **1 year** in advance of the desired date. Please contact Parks Rental Coordinator at 253-856-5100 or email at KentCommons@KentWA.gov.

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*
- ❖ Van Doren's Landing
- ❖ Kaibara Park
- ❖ Rosebed Park

**Lake Meridian Park is not recommended due to the high volume of public use and limited parking.*

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 the Parks Department.

Park Policies & Guidelines for Use

City of Kent park 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 park 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 park 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: MyKentParks.com/Rentals must be followed by all park users.

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 attend 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 park 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.

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) 856-5100.

Park Tables

Park sites have secured tables available for your exclusive use. Please see Park Shelter Inventory list for total number of available tables.

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.

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!

Clean & Tidy Park Areas

The City of Kent Parks, Recreation and Community Services Department makes every effort to provide a clean, well-maintained park 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
- ✓ All garbage must be placed in the provided trash receptacles
- ✓ **Excess garbage must be removed by rental group**
- ✓ 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

2025 Park Shelter Fee Schedule

Park use fees are based on the number of people attending your event and for each park 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 Park Shelters	Capacity	Rental Period ~ 11:00 am to 4:00 pm ~ 7 Days a Week
Chestnut Ridge	1-25 people	\$85
Scenic Hill Park	1-25 people	\$85
Three Friends Fishing Hole	1-25 people	\$85
West Fenwick Park	1-25 people	\$85

Community Park Shelters	Capacity	Rental Period ~ 10:00 am to 7:00 pm ~ 7 Days a Week
Kent Memorial Park	1-60 people	\$185
Lake Meridian Park water & electricity available		
Shelter 1 & 2	1-60 people	\$185
Shelter 3 & 4	1-60 people	\$185
Both Shelters	1-120 people	\$370
Morrill Meadows Park electricity available, water not available		
Shelter 1 & 2	1-60 people	\$185
Shelter 3 & 4	1-60 people	\$185
Both Shelters	1-120 people	\$370
Hogan Park @ Russell Road Park shelter may not be available during tournaments/special events		
	1-60 people	\$185
	61-120 people*	\$370
Service Club Park shelter may not be available during tournaments/special events		
	1-60 people	\$185
Van Doren's Landing Park water & electricity available		
Shelter North	1-60 people	\$185
Shelter South	1-60 people	\$185
Both Shelters	1-120 people	\$370
*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/Bounce House Fee	Not permissible in 2025	
Alcohol Beverages Fee	Not permissible in 2025	
Concession/Admission Fee	\$100 per day, or 10% of proceeds	insurance required *Requires approval from park rental coordinator
Rescheduling Fee	\$10 per reschedule	
Additional Fees	Depends on service	

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 – Park Shelter Inventory

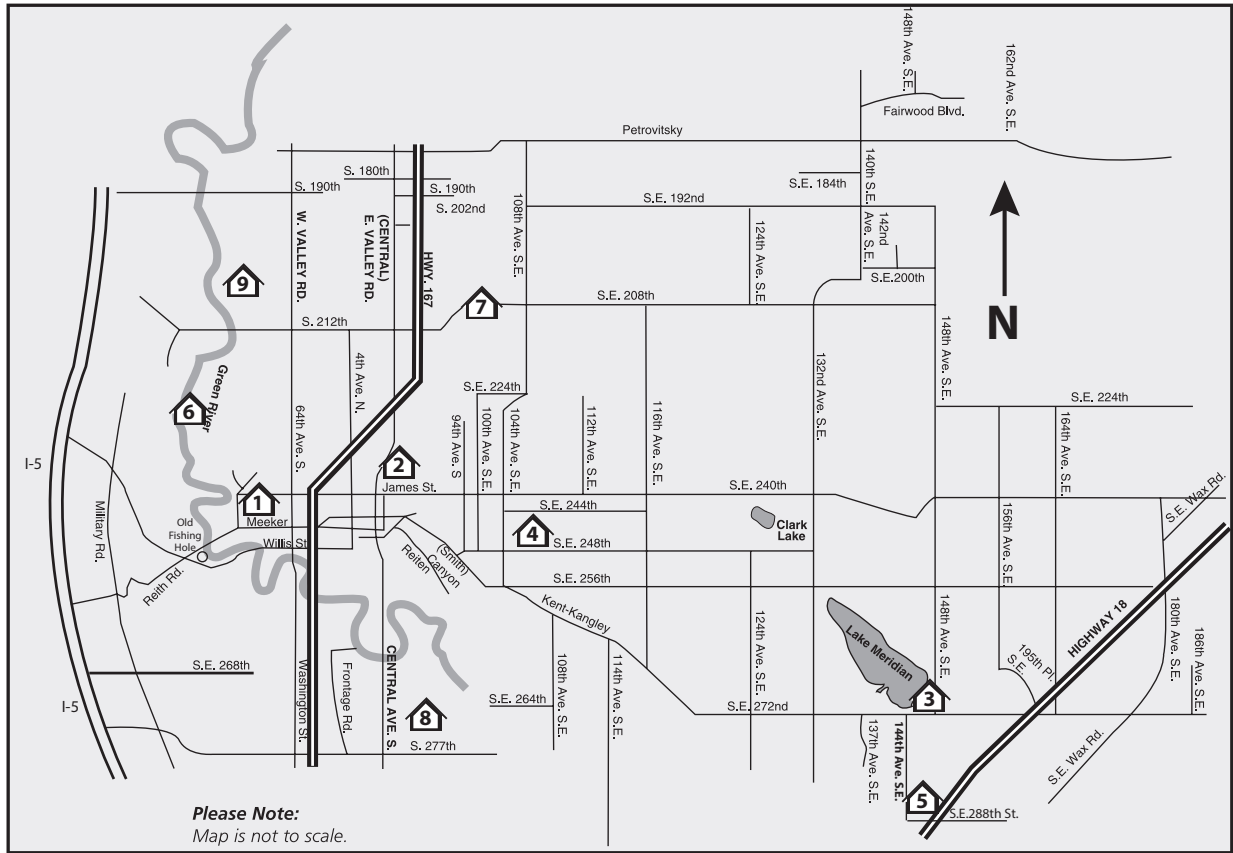
For reservation information ~ visit www.mykentparks.com/rentals, call (253) 856-5100 or stop by the Kent Commons Community Center 525 4th Ave N., Kent, WA 98032

Community Park Shelters	Description	Max. Capacity	Park Tables	Parking Spaces	Electrical & Water E, W, NA	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 Street	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) 100600 S.E. 248 th Street	Located on East Hill of Kent. Features one large shelter with 4 BBQ's, divided into 2 areas(2 each). New Play area, Multi-use playfield, public art, green belt with walking trails. Adjacent to Kent YMCA	Half-60 Full-120	Half-3 Full-6	60	E & W	Yes	Yes	yes	
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.
5. Service Club Park 14420 SE 288 th Street	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	yes	yes	yes	May not be available during tournaments.
6. Van Doren's Landing Park 21861 Russell Road	Adjacent to the Green River in Kent Valley. Features 2 Large shelters, BBQ, drinking fountain, multi-use field, wiffle ball field, play area, pickleball court.	North-60 South-60 Both-120	North-6 South-6	76 4 Disabled	E & W	yes	yes	yes	
Neighborhood Park Shelters	Description	Max. Capacity	Park Tables	Parking Spaces	Electrical & Water E, W, NA	Rest-rooms	BBQ	Play Area	Special Uses
7. Chestnut Ridge Park 9901 S. 203 rd Street	Located on East Hill of Kent, near Kent/Renton border.	25	6	4, additional parking at school	E & W	yes	yes	yes	
8. Scenic Hill Park 25826 Woodland Way/ S.	Located on East Hill of Kent.	25	4	20, additional parking at school	E	yes	yes	yes	
9. Three Friends Fishing Hole S. 196 th St & 58 th Pl.	Located in Kent Valley-north end of city.	25	4	36	E & W	yes	yes	no	
10. West Fenwick Park 3808 S Reith Rd.	Located on West Hill of Kent	25	4	37 4 Disabled	W	Yes	Yes	yes	

*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) 856-5100 for requirements.



Community Park Shelters

- 1. Hogan Park**
24400 Russell Road
- 2. Kent Memorial Park**
850 Central Ave. N.
- 3. Lake Meridian Park**
14800 S.E. 272nd Street
- 4. Morrill Meadows Park**
100600 S. E. 248th Street
- 5. Service Club Park**
14420 S.E. 288th Street
- 6. Van Doren's Landing Park**
21861 Russell Road

Neighborhood Park Shelters

- 7. Chestnut Ridge Park**
9901 S. 203rd Street
- 8. Scenic Hill Park**
25826 Woodland Way S.
- 9. Three Friends Fishing Hole**
19970 Russell Rd.
- 10. West Fenwick Park**
3808 S Reith Rd.

For rental information, contact Kent Parks, Recreation & Community Services, Kent Commons at **253-856-5100** or **MyKentParks.com/Rentals**