FACILITY USAGE APPLICATION

Parks and Recreation Department
2426 N. Discovery Pl., Spokane Valley, WA 99216
Phone: (509) 688-0300 / Fax: (509) 688-0188
Email: parksandrec@spokanevalley.org
Website: www.spokanevalley.org

IMPORTANT: Full payment of all fees and deposits must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received.
Reservations require approval from the Parks and Recreation Director or designee; once approved, a Facility Permit will be issued.

Park Location Requested: ___________________________ Date of Usage: ________________

Circle Specific Facility Requested: (Shelter) (Ball Field) (Pool) (Horse Arena) Estimated Attendance: ________________

Please describe in detail what activities will be occurring – types of games and equipment, bringing in tables/chairs, bringing in caterer, etc.: _____________________________________________________________

PLEASE NOTE: SHELTER RESERVATIONS ARE NOW SET TIMES, WHICH MUST INCLUDE SETUP AND TAKEDOWN.

For park shelter reservation (excluding Mirabeau Springs & Discovery Playground), please circle one: (9am-2pm) (4pm-9pm)

**Exception:** If reservation is needed prior to 9am and/or needed in two blocks of continuous time, please fill in time requested, from: ________________ to ________________

Mirabeau Springs reservations are in two-hour blocks. Time requested for Mirabeau Springs, from: ________________ to ________________

Discovery Playground has two small shelters outside the playground perimeter fencing available for reservations:

Circle Shelter Requested: (#1 – West) (#2 – East) Circle Time Requested: (10am-12pm) (1pm-3pm) (4pm-6pm)

Name of Group: ___________________________ Type of Function: ___________________________

Contact Person: ___________________________ Email: ___________________________ Ph. Number: ___________________________

Address: ___________________________ City: ___________________________ State: __________________ Zip: __________________

Please circle one payment method: (Cash) (Check) (Credit Card) *If paying by credit card, please pay in person or call our office with credit card information. All damage deposits will be refunded by check.

**What name should the refund check be made payable to?: ___________________________**

Please Check Yes or No:

Yes ☐ No ☐ Are you a nonprofit organization with over 200 people attending, thus qualifying for the fee discount?
If yes, please provide a copy of your 501(c)(3) status letter.

Yes ☐ No ☐ Will you be charging admission, or using this event as a fundraiser?
If yes, please detail: ___________________________

Yes ☐ No ☐ Will this be open to the general public?
If yes, a Special Event Permit Application may be required. Please inquire.

Yes ☐ No ☐ Will goods, services, food or beverage be sold?
If yes, we have a Vendor in Parks policy and permission is required. Please inquire.

Yes ☐ No ☐ Will you be using a tarp/tent/awning with stakes?
If yes, please detail (stakes need to be less than 12 inches): ___________________________

Yes ☐ No ☐ Do you plan on engaging in a high risk activity, such as a sporting activity?
If yes, please detail (permission and insurance is required): ___________________________

Yes ☐ No ☐ Will you be serving alcohol at your event? (by law, alcohol allowed at Mirabeau Springs ONLY)
If yes, an Alcoholic Beverage Permit, fee, and insurance is required. Please inquire.

Yes ☐ No ☐ Will you be using amplified sound – playing music, PA system, radio station, etc.?
If yes, please complete and sign the Amplified Sound Permit below.

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Please initial the following items to acknowledge you have read and understand the following restrictions:

____ Applicant shall leave said premises in substantially as good condition as when received by it. Reasonable wear, tear, damage and use of said premises for the purposes herein permitted, excepted; and applicant shall have the right to remove all of its material and equipment.

____ Applicant shall indemnify, defend and hold City of Spokane Valley harmless from any loss, cost or expense claimed by third parties for property damage and bodily injury, including death caused solely by the negligence or willful misconduct of Applicant, its employees, or agents in connection with the use of said premises under the terms of this Agreement. To the extent permitted by applicable law, the Applicant further agrees to indemnify, defend and hold the City of Spokane Valley harmless from and against all claims, actions or liabilities for injuries, death, damages or benefits, arising out of or which may be awarded pursuant to Workers Compensation and/or Employer Liability laws, including but not limited to any claims asserted on behalf of an employee of the Lessee.

____ ALCOHOL is PROHIBITED in the parks, with the exception of Mirabeau Springs. An Alcoholic Beverage Permit and insurance is required pursuant to the City of Spokane Valley Park Ordinance.

____ Driving vehicles in any park on any surface is PROHIBITED, including on the grass and paths leading to shelters.

____ Sound may not be amplified to produce a volume audible at a distance of over 30 feet, except by permit approval.

____ Pets must be cleaned up after, kept on leashes at all times, and are not allowed on any designated picnic area, play areas, or ball courts, per Spokane Valley and County Municipal Codes.

____ Discharging explosive devices (including fireworks and gun powder), weapons, and firearms is prohibited (except by law enforcement).

____ Parties utilizing park property within the City of Spokane Valley agree to maintain 100% of the rules set out in the City of Spokane Valley Park Ordinance.

____ City parks are available for public use and a reservation is specific to the area reserved. The reservation does not restrict use/activity in the park by the public. Reservation of shelters does not guarantee enough tables for your group.

____ Parks may not be ideal for weddings as the mowing and watering schedules are not adjustable to the event; and surrounding activities may not be conducive for weddings.

____ High risk or damaging activities such as inflatable play equipment, dunk tanks, Slip-'N-Slides, etc. are not allowed in parks.

____ No items shall be hung or attached to trees, including pinatas. No nails, screws, thumbtacks, etc. are to be used on structures or trees. All decorations, tape, signs, etc. must be removed immediately after use to avoid damage.

____ In order to receive a full refund of security deposit, applicant shall leave said premises in substantially good condition as when received by it.

____ Cancellations must be made in writing at least two weeks prior to the reservation in order to receive a full refund.

____ Cancellations occurring within two weeks of the reservation will be refunded only if a replacement can be found to take the place of the reservation.

I have read the complete application and know the contents thereof and each and all of the statements made therein are true. I agree to abide by the rules and regulations pertaining to the use of the City of Spokane Valley Parks and Recreation Department facilities stated above in accordance with this Agreement.

PLEASE READ AND SIGN THE FACILITY USAGE APPLICATION.

Applicant’s Signature: ______________________ Date: __________________

**AMPLIFIED SOUND PERMIT APPLICATION**

Applicant’s Name: ________________________________

Type of Sound: (recorded music, live music, PA system, etc.) ________________________________

PLEASE READ THE FOLLOWING AND SIGN:

I understand that the volume of sound should be no greater than required for intended audience. I agree to limit and monitor volume so I do not negatively impact other park patrons and/or surrounding residences/businesses.

The City of Spokane Valley Parks and Recreation Department reserves the right to revoke this permit if sound is deemed unnecessarily loud or inappropriate.

Signature: ________________________________ Date: __________________

Approved by Parks and Recreation Director or Designee: ________________________________ Date: __________________

**WEDDING INFORMATION**

Planning on having a wedding? Spokane Valley Parks offer beautiful surroundings to help make your day special. A few things to please keep in mind include:

- Alcohol is prohibited in the parks, with the exception of Mirabeau Springs. An Alcoholic Beverage Permit, fee, and insurance are required pursuant to the City of Spokane Valley Park Ordinance. Please inquire at our office.
- Driving vehicles in any park on any surface is prohibited, including on the grass and paths leading to the shelters. However, if you need access for dropping off equipment, chairs, tables, etc., approval may be granted with general liability insurance naming the City of Spokane Valley as an additional insured; removal of locked bollards will also be coordinated with our department. Please inquire.
- Mowing and watering schedules are not adjustable to the event. However, mowing is done on weekdays, not weekends, and watering is only done overnight into morning hours and not throughout the day.
- Parks are open to the public and surrounding activities may not be conducive for weddings.
- City-owned CenterPlace Regional Event Center is also located at Mirabeau Point Park and offers a variety of wedding packages and catering services, which could be combined with your outdoor/indoor ceremony and reception. Please inquire at our front desk.