



# *Picnic Shelter Policies*



## Connections Within Reach

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## RENTAL CONTACT INFORMATION

**5 Acre Park Picnic Shelter  
Fife Community Center**  
Bonnie Moeller  
Events and Facilities Coordinator  
2111 54<sup>th</sup> Ave. E., Fife, WA 98424  
(253) 896-8657

**5 Acre Park Picnic Shelter**  
6335 Radiance Blvd. E.  
Fife, WA 98424

## PICNIC PERMITS & SPECIAL USE PERMITS

This information serves to outline the City of Fife's policies for picnic reservation permits. All individuals and groups are required to follow these policies to conduct an outdoor picnic or special use of an outdoor facility. We ask that you assist us in our commitment to provide safe and clean park sites by observing the following policies, which will ensure that your experience is enjoyable.

## FEES & CHARGES

1. Department fees and charges are reviewed annually and are effective January 1 for each calendar year. Renters can rent for four hours from 10 a.m.-2 p.m. or from 3-7 p.m., or for 9 hours from 10 a.m. - 7 p.m.

| PICNIC SHELTER      | WEEKDAY RATE | WEEKEND RATE  |
|---------------------|--------------|---------------|
| <b>Resident</b>     | \$40/4 hours | \$50/4 hours  |
|                     | \$55/9 hours | \$70/9 hours  |
| <b>Non-Resident</b> | \$50/4 hours | \$70/4 hours  |
|                     | \$70/9 hours | \$100/9 hours |

2. A \$100 damage deposit is required for your picnic permit. Deposits are due at the time of application. Some or all of the damage deposit may be forfeited if the individual or group using the site causes damage or does not clean up the site appropriately. By law, all deposit payments are deposited in the bank the day they are received. Refunds are issued following the picnic barring any assessed charges. Please allow 2 to 4 weeks to process your refund.
3. There is a \$25.00 service charge for all returned checks.

## CANCELLATIONS

1. If the cancellation is made 90 days or more in advance of the reserved rental date, any facility rental fees paid and the full deposit will be refunded, less a \$25 administrative fee. If the cancellation is made within 90 days of the reserved rental date, only the deposit will be refunded.
2. **ALL CANCELLATIONS MUST BE RECEIVED IN WRITING or VIA EMAIL SENT TO [BMOELLER@CITYOFFIFE.ORG](mailto:BMOELLER@CITYOFFIFE.ORG)**

## PICNIC SHELTER RENTAL POLICY AND GUIDELINES

### A. GENERAL POLICIES

1. The Shelter has four picnic tables, two BBQ, and has a capacity of 50 people.
2. Parking is limited. We encourage your group to car pool.
3. Alcoholic beverages are strictly prohibited in all City of Fife Parks.
4. Plans for decorations and use of signs, (balloons, crepe paper, signs, banners), must be approved at the time of application. Only free-standing decorations and decorations using tape may be used. Nails, thumbtacks or other materials may not be used in any shelter or on any tree.
5. Any use of amplified music that can be heard at a distance of over 50 feet requires a permit issued by the PRA Director.
6. All pets must be on a leash. Pets are not allowed in any restroom or children's play areas. Please clean up after your pets.
7. Vehicles are not allowed on grass areas or any unauthorized paved areas in the park. When a permit is issued, you are responsible for insuring that no damage to turf, vegetation, or facilities occurs. Applicant will be assessed fees for any damage that occurs as a result of cars parking in non-designated parking areas or use of unauthorized equipment.
8. Drawing on pavements in parks, picnic pads, roads or tables with chalk, paint or markers is not allowed.
9. It is the responsibility of the Applicant to ensure that the outdoor site is left in the same condition you found it. Please clean up the area by collecting and depositing trash in receptacles, cleaning off tables and picnic pads.
10. All picnics and special use groups must be out of the park one half hour after sunset.
11. The City reserves the right to cancel a picnic or special use during the activity if the group poses a safety risk or does not comply with City policies. Refunds will not be issued.
12. Inflatable play equipment may be allowed when the following stipulations are met:
  - a. A professional inflatable play equipment company must own, set up, operate and supervise all inflatable equipment at all times.
  - b. The professional inflatable play equipment company must have current inspection stickers attached to their inflatables to operate amusement rides on public property.
  - c. The professional inflatable play equipment company must have Commercial General Liability insurance coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, with the City of Fife named as additional insured. A Certificated of Insurance and additional insured endorsement must be provided to the City at least five days before rental date.
  - d. The inflatables are anchored with sand bags and not staked into the ground.
13. This use of slip and slides is prohibited.

Thank you for your interest in renting our picnic shelter. Should you need assistance while using the park, please feel free to contact a parks staff person. Our office is open Monday - Friday from 8:30 a.m. to 5:00 p.m. and may also be contacted by calling 253-922-0900 if assistance is needed. For after-hours assistance, please email [parkshelp@cityoffife.org](mailto:parkshelp@cityoffife.org)

**PICNIC SHELTER APPLICATION/AGREEMENT**

Name of Organization: \_\_\_\_\_ Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Event: 1st Choice \_\_\_\_\_ 10 a.m.-2 p.m. or 3-7 p.m.: \_\_\_\_\_  
10 a.m.-7 p.m. : \_\_\_\_\_  
2nd Choice \_\_\_\_\_ 10 a.m.-2 p.m. or 3-7 p.m.: \_\_\_\_\_  
10 a.m.-7 p.m. : \_\_\_\_\_

Type of Activity Planned: \_\_\_\_\_

Estimated Number of Persons Attending: Adult \_\_\_\_\_ Youth \_\_\_\_\_

Applicant would like to have inflatable play equipment used during the rental period, (See page 3, #12 for additional requirements).

**AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING**

I, the undersigned, hereby request the use of the picnic shelter as specified and agree to abide by the City of Fife Park regulations and by all other established regulations relating to park picnic shelter use and all activities taking place in the above area. I agree to keep the area in a clean and orderly condition, and assume responsibility for any and all damages incurred by my group's activities. In case of injury or damage, all claims or legal actions, financial or otherwise, are waived against the City of Fife, its elected and appointed officials and employees, unless injury or damage is caused by the sole negligence of the City of Fife. I also agree to defend and hold harmless the City of Fife, its agents and representatives, from any and all claims which may arise from personal injury, bodily injury or property damage as a result of this agreement. I also understand that the City of Fife Parks, Recreation and Community Services Department reserves the right to change/cancel any part of this picnic reservation agreement and/or related scheduled activity. The City of Fife is not responsible for lost or stolen property. **Please review cancellation policy in General Policy's brochure PRIOR to making reservation. For picnic site maintenance or assistance during the rental, please call (253) 606-8877.**

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE INFORMATION ON THIS FORM.**

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_

Resident/Non: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Remit to: City of Fife,

5411 23rd Street East

Attention: Picnic Reservations

Site Fee: \_\_\_\_\_ Approved by: \_\_\_\_\_ Total Fees: \_\_\_\_\_

**PLEASE BRING THIS RECEIPT FOR SITE RESERVATION VERIFICATION ON DAY OF PICNIC.**