



# BOMBING RANGE SPORTS COMPLEX EVENT RESERVATION REQUEST FORM

City of West Richland

3801 W Van Giesen, West Richland, WA 99353

Phone: (509) 967-5902 Fax: 967-2419

- City reserves the right to deny, restrict or cancel use based on proposed or actual activity.
- Applicant/Contact must be on-site for the duration of event.
- Keys can be picked up the business day prior to event and returned the first business day after event.
- All Trash must be removed and new liners placed in Trash dumpsters (*liners are not provided by City*). Dumpsters are located in each parking lot.
- Office hours are Monday – Friday, 8 am – 12pm, 1pm - 5 pm

Applicant/Team Information	
Applicant/Group:	Today's Date:
Address:	
Phone:	Email:
Contact Person (if different):	Contact Phone:
Group (if applicable):	Group Size:
Event Purpose:	

Date and Time Requested (including set-up, tear-down, cleaning)		
Date(s):	Start Time:	End Time:

Park Area Requested: Please Check	
<input type="checkbox"/> Soccer Fields	<input type="checkbox"/> Football Field
<input type="checkbox"/> Baseball Fields	<input type="checkbox"/> Clubhouse

Special Use Permit and/or Liability Insurance may be required			
Will liquor be onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has liquor permit been ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission be charged or donations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is event open to Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any music or live entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you need to drive on Park lawn(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, purpose? _____			

I have read and agree to follow the park rules and regulations and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of West Richland and any officers, employees, representatives, directors of agents either from and against all liability, claims, suits damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

OFFICE USE ONLY			
Park Fee(s):	Special Use Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key #:
Key Deposit:	Special Use Permit Signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key Out Date:
Damage Deposit:	Insurance Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key In Date:
Use Fee:	Insurance Cert Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspected By:
Reservation Total:	Logged on Calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Amt:
Receipt #:	Confirmation Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Processed:

# **West Richland Park Rules**

**Park Hours:** 5 a.m. – 11 p.m.

1. All parks within the City of West Richland are closed between the hours of 11 p.m. and 5 a.m., including the parking area. Hours of operation may be extended by requesting a special permit from the City of West Richland.
2. No motor vehicles outside the designated parking area at the park.
3. No firearms in the parks, including air rifles or pellet guns.
4. No destruction of vegetation.
5. No golfing.
6. No unauthorized burning.
7. No consumption or possession of alcoholic beverages.
8. No unauthorized dumping of trash or garbage. All trash must be deposited in dumpsters or other trash receptacles provided at the parks or must be removed from the park.
9. Dogs must be on leashes, in accordance with WRMC 6.32.020.
10. Pet owners are responsible for cleaning up after their pets. Pet owners must have materials/equipment in their possession to accomplish this task.
11. No loud noises generated by mechanical or electrical means other than as permitted by the City of West Richland.
12. No flying of remote control air craft.
13. No use of roller blades, roller skates, skateboards or similar hard-wheeled devices on any tennis court located within city parks.
14. No horse, mule, pony or similar riding animal allowed in any city park.