



FLAT TOP PARK 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 containers near Pavilion (*liners are not provided by City*). Dumpster is located at the Northwest corner of Park.
- 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"/> Pavilion	<input type="checkbox"/> Upper Lawn
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Lower Lawn

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.

Pavilion/Kitchen Rules

Key Pick Up: Pick up a pavilion key at the Community Services Building one business day before your activity. Please help us keep our pavilion clean and undamaged. Please report any damage or problems to City Administration. We provide cleaning supplies and plastic garbage bags. Please let us know if any supplies should be replaced.

1. Pavilion kitchen area: please wipe off counters & sweep floors.
2. Trash removal: Use garbage cans inside pavilion building. When you leave, take all trash from the cans to the dumpster. Replace plastic bags in cans. Plastic bags are located inside cabinet. Please do not over fill domed garbage cans on the outside of the pavilion. We appreciate your help in keeping the park clean.
3. Turn off water and lights; latch windows and lock doors. The overhead lights in the roof of the pavilion are turned off/on at the circuit box. Please do not turn off any other switches in the circuit box.
4. **NO** staples, tacks, or nails shall be placed in any part of the pavilion.
5. Please do not pour grease, oil, chemicals or solid objects down the drain.
6. You will be responsible for cost of repair for any damage to pavilion or lawn excluding normal wear and tear.
7. If pavilion is not left clean, cost of cleaning and trash removal will be deducted from deposit.
8. Please do not drag picnic tables across pavilion floor. Doing so causes damage to the concrete.
9. No vehicles are allowed on the grass or sidewalks.
10. All music and other loud noises should end by 10 p.m. (WRMC 9.38).