



PARK SHELTER RESERVATION

City of Othello • 500 E Main St. • Othello, WA 99344 • (509) 488-5686

APPLICANT/ORGANIZER INFORMATION

NAME OF ORGANIZER: _____

PHONE: _____

ADDRESS: _____

RENTAL DATE: _____

CITY/STATE/ZIP: _____

ESTIMATED # IN ATTENDANCE: _____

SPECIAL USES (Select box below if you plan to have the following at your event. Attached Outdoor Equipment Approval Form must be submitted and approved prior to rental date.)

<input type="checkbox"/> Bounce House/Inflatable	<input type="checkbox"/> Tent/Canopy
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LIONS PARK (SELECT RESERVATION TIME BELOW):

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY
6:00 AM - 2:00 PM	3:00 PM - 11:00 PM	6:00 AM - 11:00 PM

LIONS PARK SHELTER (SELECT SHELTER TO BE RENTED BELOW):

SHELTER	HALF-DAY	FULL DAY	PICNIC TABLE(S)	GARBAGE CANS	GRILL(S)	ELECTRICAL OUTLET(S)	WATER
<input type="checkbox"/> 1. South Picnic Shelter	\$36.50	\$73.25	5	3	2	2	Included
<input type="checkbox"/> 2. Central Picnic Shelter	\$24.50	\$48.50	3	2	2	2	Included
<input type="checkbox"/> 3. North Picnic Shelter	\$24.50	\$48.50	3	2	2	2	Included
<input type="checkbox"/> 4. Large Picnic Shelter	\$67.00	\$133.25	9	4	2	5	N/A

KIWANIS PARK (SELECT RESERVATION TIME BELOW):

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY
6:00 AM - 2:00 PM (DAILY)	3:00 PM - 9:00 PM (SUN-THURS)	6:00 AM - 9:00 PM (SUN-THURS)
	3:00 PM - 10:00 PM (FRI-SAT)	6:00 AM - 10:00 PM (FRI-SAT)

KIWANIS PARK SHELTER (SELECT SHELTER TO BE RENTED BELOW):

SHELTER	HALF-DAY	FULL DAY	PICNIC TABLE(S)	GARBAGE CANS	GRILL(S)	ELECTRICAL OUTLET(S)	WATER
<input type="checkbox"/> 1. Large Picnic Shelter	\$67.00	\$133.25	10	4	2	4	Included
<input type="checkbox"/> 2. Tennis Court Shelter	\$36.50	\$73.25	6	3	2	2	Included
<input type="checkbox"/> 3. Playground Shelter	\$24.50	\$48.50	3	2	1	2	Included
<input type="checkbox"/> 4. Basketball Court Shelter	\$24.50	\$48.50	3	2	1	0	N/A
<input type="checkbox"/> 5. 7th Ave. Shelter	\$36.50	\$73.25	5	3	2	0	Included

PIONEER PARK (SELECT RESERVATION TIME BELOW):

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY
6:00 AM - 2:00 PM	3:00 PM - 11:00 PM	6:00 AM - 11:00 PM

PIONEER PARK SHELTER (SELECT SHELTER TO BE RENTED BELOW):

SHELTER	HALF-DAY	FULL DAY	PICNIC TABLE(S)	GARBAGE CANS	GRILL(S)	ELECTRICAL OUTLET(S)	WATER
<input type="checkbox"/> 1. Gazebo Shelter	\$24.50	\$48.50	3	2	0	2	Included

TAGGARES PARK (SELECT RESERVATION TIME BELOW):

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY
6:00 AM - 2:00 PM	3:00 PM - 11:00 PM	6:00 AM - 11:00 PM

TAGGARES PARK SHELTER (SELECT SHELTER TO BE RENTED BELOW):

SHELTER	HALF-DAY	FULL DAY	PICNIC TABLE(S)	GARBAGE CANS	GRILL(S)	ELECTRICAL OUTLET(S)	WATER
<input type="checkbox"/> 1. Taggares Shelter	\$24.50	\$48.50	2	2	0	0	N/A
<input type="checkbox"/> 2. Taggares Shelter	\$24.50	\$48.50	1	2	0	0	N/A



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PARK RULES AND REGULATIONS

1. City of Othello park shelters are open to the public and intended for public use. No use will be deemed exclusive without proper paperwork and fees paid to the City. Renters must have the application on site during use period to verify reservation.
2. User agrees to comply with the rules and regulations of the City parks, and applicable City, State, and Federal laws and regulations.
3. The possession or consumption of alcohol in any City park, building, or enclosed structure is strictly prohibited (OMC 8.09.0100).
4. Rental fees will be reimbursed if cancellation is received at City Hall five (5) or more business days prior to reservation date. Fees will not be refunded if rental is cancelled within five (5) business days of reservation date.
5. Users are prohibited from removing or moving any natural or City maintenance fixtures (picnic tables, trash cans, etc.).
6. User accepts responsibility for any damages which might occur during the period of use. It is the responsibility of the renter/user group to inspect for and report any damaged property or facilities before the rental period begins in order to avoid possible liability for correction of damages discovered by the City at the conclusion of the rental period.
7. Users are responsible for keeping the parks clean by removing all trash (including decorations), litter, or other refuse from facility and surrounding grounds after use. Further fees may be assessed or future access to park facilities prohibited or restricted if the user does not properly care for rental area.
8. Park shelter reservations must be made by persons 18 years of age or older. Responsible adult supervision must be provided at all times to ensure the facility and surrounding areas are utilized in a safe and orderly manner.
9. No trespassing in the park after posted hours. Renters must take into account the necessary time for cleanup in order to vacate shelter/park area at the conclusion of the rental period.
10. **DO NOT OVERLOAD** electrical receptacles in the park shelters. The outlets can only handle one electrical device per receptacle. Please inform the City of Othello if the electrical system has been overloaded or tripped. If such an incident should occur Monday-Friday between 7:00 AM – 3:30 PM, please call the City of Othello Public Works Department, at (509) 488-6997. Any incidents that occur outside Public Works business hours must be reported to the Othello Police Department immediately, at (509) 488-3314. The renter will be charged for an employee call-out (time outside regular business hours), at a rate of approximately \$75.00 for a two hour call-out. Further fees may be assessed or future access to park facilities prohibited or restricted until fee is paid in full.
11. Noise from portable audio equipment which can be clearly heard for fifty feet (50 ft.) or more is prohibited. Park users shall not interfere with the peace, comfort, and repose of all other persons.
12. If the shelter is occupied by another party at the time of rental and the issue cannot be resolved, please contact the Othello Police Department at (509) 488-3314.
13. Vehicles shall only be driven on designated roadways and parked in designated parking areas. **NO DRIVING VEHICLES ON PARK PROPERTY, INCLUDING DROPPING ITEMS AT SHELTER.**

AGREEMENT AND INDEMNIFICATION

The person or organization entering into a rental agreement with the City of Othello for the use of City of Othello facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City of Othello facilities or equipment will be reported to City of Othello authorities immediately. The applicant agrees that the City of Othello and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Othello and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Othello. **I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established.**

SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE ONLY:

FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____	AMOUNT: \$ _____	RECEIPT #:	BY:
EVENT CANCELLED: REFUND ELIGIBLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME AND ADDRESS:		
AMOUNT: \$ _____	RECEIPT #:	REFUND DATE:	CHECK #: BY:
<input type="checkbox"/> FORM IS COMPLETE AND SIGNED BY INDIVIDUAL MAKING REQUEST AND EMPLOYEE <input type="checkbox"/> COPY OF FORM AND RECEIPT HAS BEEN GIVEN TO THE INDIVIDUAL MAKING REQUEST <input type="checkbox"/> STAPLE COPY OF THE RECEIPT ON THE REVERSE SIDE OF THE UPPER RIGHT HAND CORNER <input type="checkbox"/> FAX A COPY TO PUBLIC WORKS AT 509-488-3701 <input type="checkbox"/> GIVE THE FAXED COPY TO POLICE DEPT. <input type="checkbox"/> FILE REQUEST BEHIND THE MONTH OF USE IN CALENDAR BOOK <input type="checkbox"/> POST IN CALENDAR (DATE, SHELTER, NAME OF INDIVIDUAL MAKING REQUEST, TIME)			