



2025

City of Othello –  
PARK SHELTER RESERVATION FORM

OTHELLO PARKS & RECREATION | 81 E. PINE ST. | Othello, WA 99344 | (509) 331-2770

ADDRESS:

PURPOSE OF USE:

NAME OF ORGANIZER:

EVENT ORGANIZER CONTACT INFORMATION

CITY/STATE/ZIP

PHONE:

RENTAL DATE:

EMAIL:

ALT. CONTACT:

ESTIMATED  
ATTENDANCE

Revised May 16, 2025

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.)

☐ Bounce House/Inflatable ☐ Tent/Canopy ☐ NA

■ KIWANIS PARK (SELECT A RESERVATION TIME BELOW)

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY					
<input type="checkbox"/> 6:00 AM - 2:00 PM (DAILY)	<input type="checkbox"/> 3:00 PM - 9:00 PM (SUN-THURS) <input type="checkbox"/> 3:00 PM - 10:00 PM (FRI-SAT)	<input type="checkbox"/> 6:00 AM - 9:00 PM (SUN-THURS)	<input type="checkbox"/> 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
1. Large Picnic Shelter	\$68.25	\$136.00	10	4	2	4	Included
2. Tennis Court Shelter	\$37.25	\$74.75	6	3	2	2	Included
3. Playground Shelter	\$25.00	\$49.50	3	2	1	2	Included
4. Basketball Court Shelter	\$25.00	\$49.50	3	2	1	0	N/A
5. 7th Ave. Shelter	\$37.25	\$74.75	5	3	2	0	Included
APPROVED BY:		DATE:		RECEIPT#:		TOTAL	

■ LIONS PARK (SELECT A RESERVATION TIME BELOW)

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY					
<input type="checkbox"/> 6:00 AM - 2:00 PM (DAILY)	<input type="checkbox"/> 3:00 PM - 11:00 PM	<input type="checkbox"/> 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
1. South Picnic Shelter	\$37.25	\$74.75	5	3	2	0	Included
2. Central Picnic Shelter	\$25.00	\$49.50	3	2	2	2	Included
3. North Picnic Shelter	\$25.00	\$49.50	3	2	2	2	Included
4. Large Picnic Shelter	\$68.25	\$136.00	9	4	2	5	N/A
APPROVED BY:		DATE:		RECEIPT#:		TOTAL	

■ TAGGARES PARK (SELECT A RESERVATION TIME BELOW)

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY					
<input type="checkbox"/> 6:00 AM - 2:00 PM (DAILY)	<input type="checkbox"/> 3:00 PM - 11:00 PM	<input type="checkbox"/> 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
1. Taggares Shelter	\$24.50	\$49.50	2	2	0	0	N/A
2. Taggares Shelter	\$24.50	\$49.50	1	2	0	0	N/A
APPROVED BY:		DATE:		RECEIPT#:		TOTAL	

■ PIOINEER PARK (SELECT A RESERVATION TIME BELOW)

MORNING HALF-DAY	AFTERNOON HALF-DAY	FULL DAY					
<input type="checkbox"/> 6:00 AM - 2:00 PM (DAILY)	<input type="checkbox"/> 3:00 PM - 11:00 PM	<input type="checkbox"/> 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
1. Gazebo Shelter	\$24.50	\$49.50	3	2	0	2	Included
APPROVED BY:		DATE:		RECEIPT#:		TOTAL	

Do you plan to sell food, merchandise or services? ☐ YES ☐ NO

Do you plan to include vendors of goods or services? ☐ YES ☐ NO

The sale of anything by a vendor, the user or participants requires prior approval by the City of Othello. The Event Director is responsible for obtaining all permits for the sale and distribution of items including, but not limited to: City of Othello Business License, WA State Health Department Food Handler's Card and Adams County Health Department Temporary Food Establishment Permit. Proof of permits will be required fourteen (14) business days prior to event.

Signature

Date



# 2025

City of Othello –  
PARK SHELTER RESERVATION FORM

OTHELLO PARKS & RECREATION | 81 E. PINE ST. | Othello, WA 99344 | (509) 331-2770

## 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: _____

- ☐ FORM IS COMPLETE AND SIGNED BY INDIVIDUAL MAKING REQUEST AND EMPLOYEE
- ☐ COPY OF FORM AND RECEIPT HAS BEEN GIVEN TO THE INDIVIDUAL MAKING REQUEST
- ☐ STAPLE COPY OF THE RECEIPT ON THE REVERSE SIDE OF THE UPPER RIGHT HAND CORNER
- ☐ FAX A COPY TO PUBLIC WORKS AT 509-488-3701
- ☐ GIVE THE FAXED COPY TO POLICE DEPT.
- ☐ FILE REQUEST BEHIND THE MONTH OF USE IN CALENDAR BOOK
- ☐ POST IN CALENDAR (DATE, SHELTER, NAME OF INDIVIDUAL MAKING REQUEST, TIME)



## City of Othello – OUTDOOR RECREATIONAL EQUIPMENT FORM

OTHELLO PUBLIC WORKS | 111 N BROADWAY | Othello, WA 99344 | (509) 488-6997 | After hours call: (509)488-3314

### APPLICANT/ORGANIZER INFORMATION

NAME OF ORGANIZER: \_\_\_\_\_ RENTAL DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### RECREATIONAL EQUIPMENT INFORMATION

RENTAL COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
DIMENSIONS: \_\_\_\_\_ HOW WILL IT BE ANCHORED? \_\_\_\_\_  
DESCRIPTION: \_\_\_\_\_  
LOCATION IN PARK: \_\_\_\_\_ UBI # \_\_\_\_\_

### THE FOLLOWING POLICY APPLIES TO ALL INDIVIDUALS AND GROUPS THAT MAKE USE OF A BOUNCE HOUSE OR SIMILAR APPARATUS AT ANY CITY OF OTHELLO PARKS OR PUBLIC FACILITIES. USE OF THE BOUNCE HOUSE OR OTHER SIMILAR APPARATUS ("BOUNCE HOUSE") IN CITY PARKS AND PUBLIC FACILITIES REQUIRES THE USER TO AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. Users must first submit a Park Shelter Reservation Request and applicable fees for the use of any public park.
2. User must submit an Outdoor Recreational Equipment Approval Form no later than two (2) business days before the proposed reservation date and receive approval from the Public Works Director before setup or use of Bounce House in City of Othello parks or facilities.
3. Use of the City's parks and public facilities constitutes the User's and the Participants' agreement to abide by all rules, policies, and conditions of the City and is subject to all disclaimers stated in this Agreement and on the Park Shelter Reservation Request.
4. Users must abide by all laws, state and federal, and all applicable ordinances in the *OMC 11.24* while using any of the City's parks and public facilities.
5. **Company providing Bounce House must provide a certificate of insurance evidencing current and valid commercial general and liability insurance of no less than one million dollars (\$1,000,000.00) per occurrence with an aggregate of two million dollars (\$2,000,000) with the Equipment Approval Form.**
6. Bounce Houses are not permitted to remain in City parks or public facilities overnight. Bounce Houses must be set up and removed only by trained and qualified representatives of the Bounce House company in compliance with manufacturer's specifications.
7. Bounce Houses must be free standing and weighted. Stakes are prohibited in City parks and public facilities. Bounce Houses must not be tied or tethered to trees, tables, or other park amenities or structures. *OMC 11.24.020*
8. Bounce House users must provide adequate and appropriate adult supervision so that the use is in compliance with the manufacturer's recommendations and reflects a safe level of operation.
9. Bounce house users must comply with the manufacturer's operating procedures.
10. Bounce House users will be responsible for providing a generator for inflation of the bounce house. The generator will not generate noise in excess of City standards per *OMC 8.16.045*.
11. The generator shall be placed a safe distance from the Bounce House and all electrical cords properly insulated, grounded, and covered to prevent tripping hazards. Electrical cords running across a public street from a nearly private residence are prohibited.
12. NO driving and/or vehicles are allowed in the City parks, public facilities or walkways, even for loading or unloading the Bounce House. *OMC 9.04.030*
13. Privately owned, non-commercial Bounce Houses and other similar inflatable/apparatus are prohibited in City parks and public facilities.
14. Recreational water slides or water Bounce Houses are prohibited in City parks.
15. Users, providers, and participants of the Bounce House are jointly and severally responsible for all damage caused by their use of the Bounce House in the City's parks and/or public facilities and shall reimburse the City of Othello for such damages.
16. User and Bounce House company shall defend, indemnify and hold harmless the City of Othello, its officers, employees, elected officials, agents and volunteers from and against any and all legal claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User and the Bounce House company in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Othello. The City of Othello is not responsible or liable for any damage to the Bounce House or injury to users of the Bounce House or other similar apparatus.

### FOR OFFICIAL USE ONLY

REQUEST APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	PW DIRECTOR SIGNATURE: _____	DATE: _____
<b>RENTAL COMPANY MUST INCLUDED OR PROVIDE A CURRENT CITY OF OTHELLO BUSINESS LICENSE. CALL THE CITY HALL TO VERIFY COMPLIANCE.</b>		