



## COVERED PICNIC SHELTER RENTAL GUIDELINES

Thank you for your interest in reserving a picnic shelter in the City of Burlington's park system. You'll find included here rental guidelines useful in preparing for your day in the park. The picnic shelters are available for general use on a first-come, first-served basis unless reserved. If you would like to confirm a reservation in advance to secure your date, please complete the City's "Picnic Shelter Rental Agreement" and submit to Burlington Parks and Recreation with full payment. Please be aware that the City reserves the right to update the following Rental Guidelines as needed without prior notice.

### HOURS OF OPERATION

Picnic shelters and park facilities are available for use each day of the week, Sunday through Saturday, from 8:00 a.m. until sunset.

### RESERVATIONS

All persons or groups wishing to host an event at the Community Center or a picnic shelter are required to reserve the facility in advance. Reservations and information can be obtained by visiting/contacting:

Burlington Parks & Recreation Department	Phone: 360-755-9649
900 E. Fairhaven Avenue	Fax: 360-755-1017
Burlington, WA 98233	Email: <a href="mailto:bparks@burlingtonwa.gov">bparks@burlingtonwa.gov</a>

### INAPPROPRIATE FACILITY USE

Any unlawful behavior or mischievous act while using the City's facilities can result in eviction. Misconduct, rowdiness, damage or destruction of City property or failure to leave the premises in a satisfactory condition may be sufficient reason to refuse future use of the facility to offending Event Sponsor. The City may hold the Event Sponsor responsible for damage including repairs and/or replacement.

### HOLD HARMLESS AGREEMENT

When renting a City of Burlington facility, the Renter agrees to observe the laws/rules and policies/procedures set forth in the Facility Rental Regulations and by the City of Burlington and the State of Washington. The Event Sponsor agrees to exercise the utmost care in the use of the City facilities and agrees to reimburse the City for any costs incurred by the City in repairing damage to its facilities caused by the sponsored event. The Event Sponsor agrees to defend, indemnify and hold harmless the City of Burlington, its Elected Officials, Appointed Officers, Employees and Agents from all liability resulting from the Event Sponsor's use of these facilities except only such liability as shall have been occasioned by the sole negligence of the City of Burlington.

## RENTAL FEES

Full payment of the applicable Rent & Security Deposit and a completed Rental Agreement are required to confirm a reservation.

	Standard Rental Fee		City of Burlington Resident Fee		Non-Profit/ Govt. Fee
	MON-FRI	SAT/SUN	MON-FRI	SAT/SUN	MON-SUN
<input type="checkbox"/> Horseshoe Pits Shelter 1720 East Whitmarsh Rd	\$110 p/day	\$125 p/day	\$65 p/day	\$70 p/day	\$5 p/hour
<input type="checkbox"/> Maiben Shelter East OR West 1011 Greenleaf Ave	\$95 p/day	\$115 p/day	\$60 p/day	\$65 p/day	\$5 p/hour
<input type="checkbox"/> Maiben Shelter East AND West 1011 Greenleaf Ave	\$190 p/day	\$230 p/day	\$120 p/day	\$130 p/day	\$10 p/hour
<input type="checkbox"/> Rotary Park Shelter 821 South Section St	\$75 p/day	\$90 p/day	\$50 p/day	\$55 p/day	\$5 p/hour

## ACCEPTED FORMS OF PAYMENT

Cash or Checks payable to Burlington Parks and Recreation (or B.P.R.)

Visa, MasterCard and Discover Cards, or any combination of cash, check, credit card.

## SECURITY DEPOSIT

A Security Deposit is required when Renters wish to borrow grills for the BBQ/Fire Pits located at Maiben Park and at Horseshoe Pits Shelter. The deposit amount is \$100 per set of two (2) grills. The Security Deposit is fully refundable once grills are returned clean & undamaged. Please allow up to 30-days for the refund. Use of the grills must be pre-arranged with the Parks & Recreation business office.

## CANCELLATIONS & DATE CHANGES

Requests for cancellation or date changes must be made in writing to Parks & Recreation staff. You should not consider a cancellation or date change confirmed until staff has acknowledged your written request.

- **Cancellations or Date Changes resulting in a refund will be refunded within 30-days.**

- **Cancellations made by City Staff:**

You will receive a full refund if it becomes necessary for City staff to cancel your confirmed reservation for safety or unavoidable reasons.

- **Grace Period:**

Realizing life is occasionally unpredictable, you will have 2 full business days from the date of confirmation to cancel your reservation and receive full refund. The cancellation notice must be received by City staff with at least 14-days advance notice.

- **Date Changes:**

With 14-days or more notice, 100% of your paid fees transfer to a new date one time only. Date changes made after the first are treated as a cancellation. Additional fees resulting from the change, if applicable, will be due upon confirmation of the change. Credits resulting from the change are not refundable. Changes made *within* 14-days are treated as a cancellation.

- **Cancellations made with at least 14-days advance notice:**

You will forfeit 50% of your Rental Fee.

- **Cancellations made with 13-days or less notice:**

You will forfeit 100% of your Rental Fee.

- **No-Shows:**

You will forfeit 100% of your Rental Fee.

## GUIDELINES FOR USE OF PICNIC SHELTERS

1. **ALCOHOL:** Consumption of alcohol is not permitted while using the covered shelter & park grounds.
2. **MUSIC:** *Amplified* music in City parks requires prior approval from the department director.
3. **INFLATABLES and other amusement rides are not permitted** in City parks.
4. **CLEAN UP:** Please leave your rented shelter clean before departing. A few items that you'll need to bring with you for clean-up:
  - Large Garbage Liners (33 gallon)
  - Multipurpose cleanser
  - Cleaning & grilling supplies when using BBQ pit
  - Paper towels / cleaning cloths, sponge

### **YOUR CLEAN UP RESPONSIBILITIES:**

- Remove garbage bags from shelter's garbage receptacles and tie them off. Be sure to replace liners;
- Pick up loose garbage created by your event from the ground, tables and sink;
- Wipe down surfaces of picnic tables & benches;
- Remove all of your personal belongings & decorations before departing.

**IMPORTANT NOTE:** Unless reserved, covered shelters are available to the general public for use. While most users are conscientious with their cleanup, there are those that are not. Some cleanup may be needed prior to your event.

5. **GARBAGE:** Full or partially-full garbage bags at the shelter should be tied-off and placed as follows:
  - **Maiben Park Shelter:** Place tied garbage bags in trash dumpster located at the northwest corner of the Community Center building.
  - **Horseshoe Pits Shelter:** Place tied off garbage bags in trash dumpster provided at the shelter mid-May through September. If a dumpster is not available, place tied off bags near the garbage receptacles for pickup by Parks staff at a later time.
  - **Rotary Park Shelter:** Leave tied off garbage bags near garbage receptacles for pickup by Parks staff.

Please replace garbage bags in emptied garbage receptacles with the clean 33 gallon bags brought with you.
6. **EMERGENCY CONTACT:** The shelters & bathrooms are cleaned and trash receptacles are emptied by Parks staff each morning. If you arrive at the shelter to find a concern that is interruptive to your event, please dial 9-1-1 so that Skagit's Emergency Dispatch can contact Parks staff to address the concern.
7. **BBQ GRILLS:** Grills for the BBQ pits located at Maiben Picnic Shelter & Horseshoe Pit Picnic Shelter are available with advance notice. Please notify the Parks Department at the time of your reservation confirmation if grills are needed for your rental. Be sure to bring your own supply of wood and/or charcoal when using the pit. There is not a BBQ pit available at the Rotary Park shelter. Personal BBQs brought from home must use charcoal or propane (LPG) as fuel. They must be of the type intended for residential or homeowner use. Larger BBQs (like those intended for commercial use) require a permit from the Burlington Fire Department.
8. **BRING A COPY OF YOUR SIGNED RENTAL AGREEMENT WITH YOU** on the rental day as it is your proof of "Right of Occupancy."

## GUIDELINES for NON-PROFIT & GOVERNMENT ORGANIZATIONS

The standard rental fee may be replaced with a reduced hourly fee for community-based non-profit and government organizations whose purpose is non-religious and non-political in nature and when the following conditions are met. Documentation of State or Federal ID/Non-Profit Status must be provided.

1. Organizations must contact the Parks & Recreation Department in advance to reserve a facility. Confirmed reservations require a completed Rental Agreement along with payment of the applicable hourly rental fee and security deposit.
2. All meetings must be open to the public at no charge – this includes free will offerings. Meeting room use cannot be restricted to any particular group or denied to any person or organization because of age, gender, race or religion.
3. No products or services may be advertised, solicited or sold. Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected; however, the purchase of these materials cannot be a requirement for attendance and/or registration. **Permission for the sale of these items must be obtained in advance through the Parks & Recreation Director.**
4. The reduced hourly rate is not available to organizations hosting fundraising events.
5. Use by organizations will be limited to a maximum of eight (8) hours per month unless prior permission has been given by the Parks & Recreation Director.
6. Rental Agreements will be limited to a 12-month time period and reviewed for renewal at the end of each time period. Time periods will encompass January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year.
7. Security deposits from organizations using the facilities on a continual basis will be held in the City's account for the length of the agreement. Full refund of the security deposit will be issued by the City after conclusion of the agreement when an organization has abided all conditions of use.
8. Cancellations and Changes:
  - Date changes must be confirmed with Parks & Recreation at least 1-business day in advance of the original date. Changes are subject to facility and staff availability, and payment of any additional rental fees that may be applicable.
  - Cancellations of confirmed reservations received prior to reservation date will result in loss of rental fees. Security deposit will remain refundable.
  - Organization's security deposit will be forfeit when terms of the rental agreement are violated.
  - No-Shows will forfeit the organization's security deposit *and* rental fees.
9. The City reserves the right to reschedule an organization's confirmed reservations in the event that the facility is needed to accommodate a City supported activity. Every effort will be made to relocate the Non-Profit/Government organization for the scheduled date. A minimum of one week notice will be given.
10. Continued compliance of all rules and regulations set forth for the City of Burlington's facilities will determine further use. Non-compliance will result in termination of Rental Agreement.