



PARK RESERVATION APPLICATION

APPLICANT INFORMATION

Name of Organization:	Non-Profit: <input type="checkbox"/> No <input type="checkbox"/> Yes and my State ID# is:		
Name of Applicant:	E-Mail:		
Address:	City:	State:	Zip:
Type of Event:	Contact Phone:		
Date(s) Requested:	Time (in 4 hour periods - includes set up, take down, and cleaning)		
	From:	To:	

AREA REQUESTED

<input type="checkbox"/> Tam O'Shanter Covered Area <input type="checkbox"/> Rotary Park Covered Area <input type="checkbox"/> Other:

AREA USE FEES

Prices are for four (4) hours of use, or part thereof.

	Rotary Covered Area	Tam O' Covered Area	Other
Non-Profit	\$50.00	\$75.00	\$25.00
Private/Club	\$60.00	\$100.00	\$35.00
Non-Resident Fee Surcharge: \$25.00			

APPLICATION AGREEMENT

<p>The applicant agrees to defend, indemnify and hold harmless the City of Kelso and its officials, employees and agents from any and all liability and claims for damages of any kind, including lawsuit for injury, illness, damage or other loss incurred costs, and legal expenses that may result from the applicant's use under this reservation, except for injuries or damages caused by the sole negligence of the city. The applicant agrees to fully reimburse the City for any damage occurring to the City property arising from the applicant's use of the property. The applicant further states that he/she has read and fully understands the park rules and regulations and agrees to abide by and enforce the same.</p>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date:

RESERVATION EXPECTATIONS

<p>The City will provide the following service for reserved sites: <input checked="" type="checkbox"/> Stocked Restrooms <input checked="" type="checkbox"/> Posted Reservation <input checked="" type="checkbox"/> Area Check-in with staff at reservation start time.</p> <p style="text-align: center; background-color: black; color: white; padding: 5px;">If you experience any issues with your reservation please call: 360-957-7504</p>
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FOR OFFICIAL USE ONLY

Park Use Fee:	\$ _____	<input type="checkbox"/> Insurance Required	<input type="checkbox"/> Website
Non-Resident Fee:	\$ _____	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> Shared Calendar
Deposit/Insurance:	\$ _____	Fee Payment and Application Deadline:	
Total Due:	\$ _____	Date Sent: _____	Approval: _____
Comments:		Date Fees Paid: _____	Receipt#: _____

(CONTINUED ON NEXT PAGE)

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SUPPLEMENTAL RESERVATION USE INFORMATION

Estimate number to attend:	Is the event open to the public? <input type="checkbox"/> No <input type="checkbox"/> Yes
Will tents, canopies or other structures be set up? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please provide a site plan and detailed description of what will be erected—Additional permits may be required.)	
<i>If you answer yes to any of the following questions, a Special Event Permit application will also need to be submitted:</i>	
Will there be more than 100 people in attendance? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Will you be charging a fee or accepting donations? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is the event a fundraiser? <input type="checkbox"/> No <input type="checkbox"/> Yes
Will there be products or merchandise sold? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is food being sold? <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>Please Note: Groups must inform the Kelso Parks and Recreation Department of any special equipment or activity that may be used or occur during your facility rental. The city reserves the right to require additional insurance and additional fees depending on the type of activity planned. Additional fees and conditions may be required for special events such as security, additional garbage cans, city staff, or other measures that will ensure safety and be compatible with the facility and other park use. Thank you.</i>	
Please list other specific information or details about your event that are important:	

RESERVATION FEE INFORMATION

1. All reservation fees are to be paid, and other requirements met, prior to receiving a valid reservation.
2. Canceled reservations prior to 30 days before the event will be refunded the reservation use fee only.
 Cancellations within 30 days of the use will not receive a refund.
3. Reservations are intended for single event use. No applicant or group may reserve the same space more than three times in any six month period except by separate agreement with the City.
4. The fee charged is based on the following categories:
 Nonprofit – Those organizations with a 501(c)(3) designation or other community or church organizations that do not generate a profit.
 Private/Club – Individual events, weddings, birthdays, anniversaries, parties, gatherings or other such uses not open to the public.
 Special Event – Gatherings of a commercial nature or reservations in excess of 100 people.
 Residents - are people residing or owning property within Kelso city limits.
5. A refundable cleanup/damage deposit may be required. If facility or park area is left clean and undamaged and user does not exceed approved time or conduct activities that have not been approved, the deposit will be refunded. Deposits are not refunded for canceled rental. If policies, procedures or rules are not followed, or if security or maintenance is required, the refund may not be returned. Refunds may take up to 30 days to receive.
6. Payments can be made, in person, at our Finance Department. Checks made out to The City of Kelso may be returned by mail with a completed reservation application.
7. Additional fees and conditions may be required for special events such as security, additional garbage cans, city staff, or other measures that will ensure safety and be compatible with the facility and other park use.
8. Insurance is required for any event serving alcohol, selling food, conducting high risk physical activities, such as “bounce house” toys, or other activities determined by the City to involve a higher risk to the City.

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RESERVABLE COVERED SHELTER AMENITIES

Tam O'Shanter Park Up to 150 People
Lit Covered Shelter Area 18 Picnic Tables (bolted down) 110V Electricity Available 2 Free Standing Charcoal BBQs Trash Cans Restrooms Available ADA Accessible Parking Near Playground Water Available by Request

Rotary Park Up to 50 People
Covered Area 7 Picnic Tables 110V Electricity Available Playground Trash Cans Restrooms Available Parking Near Skate Board Park Water Available by Request

OTHER RESERVABLE AREAS

Tam O'Shanter Park
Utility Soccer Field Dance Floor

Spray Park – Both Tables Under Covered Area Kelso Commons Park – Picnic Area Scot Hollow Park – Picnic Area
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RESERVATION AND USE POLICIES AND PROCEDURES

1. Complete Park Reservation Application and return with the payment of total rental fee (including deposit as required) to hold the facility date and to process final approval.
2. Reservations for each year are accepted from the 1st business day in February through the end of September.
3. Reservation agreements may not be entered into by minors (17 years & under). An adult, 18 and over must be present at all times during the reservation.
4. Only those areas outlined herein may be reserved.
5. No announcements, publicity or advertising is to be done for events at park facilities until you have paid for and received an approved reservation application.
6. The person signing the application is responsible for any loss or damage during the reservation.
7. Groups must do their own set up and cleanup. Set up and cleanup is to be included in your park use time.
8. Approved reservations are for the use of the designated reserved area only
9. Items brought into the facility are to be taken out at the end of the facility use.
10. Structures must have prior approval. All structures must comply with fire, planning, and building codes.
11. No subcontract for facility use or rental is allowed without prior Kelso Parks and Recreation Department approval.
12. By dusk or no later than 9:00pm park use is to end, and cleanup is to be completed by 10:00pm.
13. Report facility safety concerns immediately to the Kelso Parks and Recreation Department. In an emergency call the Police Department by dialing 911.
14. You must follow all other policies, procedures, and rules for park use and conform to all applicable State, County and Local codes and laws.

Applicants should be aware that numerous tournaments occur during the spring and summer months at Tam O'Shanter Park and may create parking difficulties. Tournament schedules may be viewed at:

Kelso Girls Softball Association: www.kelsogirlssoftball.org
Kelso Youth Baseball: <http://www.leaguelineup.com/welcome.asp?url=kelsobaseball>
Kelso Babe Ruth: www.leaguelineup.com/welcome.asp?url=kbrl

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PARK RULES & REGULATIONS

- CAMPING:** It is unlawful to camp or remain overnight in any park except at places and at such times which may be set aside for such purposes by the director. (KMC 12.20.050)
- CONCESSIONS:** Except as provided in this chapter, it is unlawful to sell refreshments or merchandise in any park without the written permission of the director or concession contract with the city. (KMC 12.20.060)
- DESTRUCTION OF PARK PROPERTY:** It is unlawful to willfully destroy, mutilate or deface any structure, monument, statue, fountain, wall, fence, railing, vehicle, bench, shrub, tree, lawn or grass, plant, flower, lighting system or sprinkling system or other property lawfully in any park or ball field. No foreign matter, such as sawdust or sand, may be added to any field in order to use the field in wet weather without the consent of the superintendent. (KMC 12.20.070)
- DOGS:** It is unlawful to suffer or permit any dog to run at large in any park or to enter any lake, pond, and fountain or stream therein. For the purposes of this section, dogs must be on a leash or tether and under control of a responsible person while in any park. Further, it is unlawful to permit any dog or animal to defecate in any park in violation of KMC 6.04.230 (KMC 12.20.080)
- FIRES:** It is unlawful to build any fire in any park except in an area designated and so posted by the director. (KMC 12.20.90)
- PARK HOURS:** All city parks shall be open from 6:00 am to dusk, except the skate park which shall be open from 7:00 am to dusk. It is unlawful to enter or be in any park between dusk and 6:00 am of any day, except when any park is opened between such hours by the director for a special occasion; provided, this section shall not prohibit persons from simply passing through any park. (KMC 12.20.100)
- INTERFERENCE WITH CITY EMPLOYEES:** It is unlawful for any person to interfere with or in any manner hinder any employee or agent of the city while performing their official duties. (KMC 12.20.110)
- INTOXICATING LIQUOR:** It is unlawful to consume in any park any whiskey, wine, beer or other intoxicating liquor except as may be permitted under a license or permit issued by the State Liquor Control Board and authorized by the City Manager or his or her designee. (KMC 12.20.120)
- LITTERING:** It is unlawful to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any such material therein except in designated receptacles. (KMC 12.20.130)
- NOISE**
- (1) It is unlawful for any person to use, operate, or play or permit to be used, operated or played in any park any radio, tape player, television, musical instrument, record player or any other machine or device producing or reproducing sound at a volume that is audible at a distance over 30 feet therefrom, except pursuant to a permit issued by the director or for events provided or sponsored by the city.
 - (2) Subject to park availability, the director may grant or grant with conditions a permit for an exception to subsection (1) of this section if the use of the sound amplification equipment:
 - (a) Will not constitute a public nuisance;
 - (b) Will not endanger the public health or safety;
 - (c) Will not endanger public property; or
 - (d) Is associated with an event that is open to the general public.
 - (e) Complies with KMC 9.08.010 (KMC 12.20.095)
- RACING:** It is unlawful to engage in, conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal in any park. (KMC 12.20.140)
- SIGNS:** It is unlawful to place or erect any sign board, sign, billboard or device of any kind for advertising in any park without the prior consent of the park board. It is unlawful to post any other sign, decoration or erect any structure in any park without the prior consent of the park board. (KMC 12.20.150)
- SOLICITATION:** It is unlawful for any person to act as a peddler or solicitor, or sell or offer for sale any merchandise or service, or to seek or solicit donations or operate or use any loudspeakers in any park without a written permit issued by the city. (KMC 12.20.160)
- SPORTS:** It is unlawful to practice or play golf, baseball, softball, football, archery, soccer, hockey, tennis, badminton or other games of like character or to hurl or propel any airborne or other missile in such a manner as to interfere with other park users, except in those areas designated for such usage by the director. (KMC 12.20.170)
- TOBACCO AND CANNABIS PROHIBITED:** The smoking of tobacco or cannabis products is prohibited in all city parks except that smoking of tobacco is allowed in designated areas. The designated areas where tobacco use is allowed shall be the parking areas within the city parks and such other areas as the director may designate by posting signage. (KMC 12.20.125)
- WATERCRAFT:** It is unlawful to have, keep or operate any boat, float, raft or other watercraft in or upon any slough, river or creek within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at places set apart for such purposes by the board and so designated by signs and except in a case of an emergency. (KMC 12.20.180)
- WEAPONS AND FIREWORKS:** Firearms, bows, arrows, and slingshots are prohibited in any park. It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, BB gun, pellet gun, bow and arrows, or sue any slingshot in any park; provided, the proper authorities, with the consent of the director of parks, may issue permits for use of safe and sane fireworks in specified areas where fire hazards will not be increased and where the use of the fireworks will be under proper supervision and fireworks displays may be permitted upon securing of a proper permit pursuant to state law and other city ordinances; provide further, this section shall not prevent establishment in any park of a properly designated archery range or course. (KMC 12.20.190)
- VEHICLE OPERATION:** It is unlawful to ride or drive any bicycle, motor vehicle, horse or pony over or through any park except along and upon the park drives, parkways, park boulevards and/or appropriately marked paths; or at a speed in excess of fifteen miles per hour, or to stand or park any vehicle except in areas designated and posted by the director. Any car parked in an area not designated by the director for parking, or otherwise parked in violation of this chapter or in such a way as to obstruct traffic, or any car which is apparently abandoned in any park, may be summarily removed and impounded up order of the director. (KMC 12.20.200)

Any organized use of parks or recreation facilities may be made through the Recreation Office by calling (360) 577-7119. The approved reservation application holder has priority use of the park area designated on their application. City parks are for your enjoyment. Please respect these rules so that everyone may continue to enjoy their many benefits.

*Thank you,
Staff, City of Kelso, Parks and Recreation Department*