



PARK RESERVATION APPLICATION

FOR OFFICIAL USE ONLY	Parks Dept. Approval:	Finance Receipt Stamp
Park Use Fee: \$ _____		
Non-Resident Fee: \$ _____		
Deposit/Insurance: \$ _____		
Total Due: \$ _____		

APPLICANT INFORMATION

<i>Please Print</i> Name of Organization:	Non-Profit: <input type="checkbox"/> No <input type="checkbox"/> Yes and my State ID# is:
<i>Please Print</i> Name of Applicant:	
Address:	
City:	State: Zip:
E-Mail:	Contact Phone:

AREA REQUESTED: <input type="checkbox"/> Tam 'O Covered Area <input type="checkbox"/> Rotary Covered Area <input type="checkbox"/> OTHER: _____	REQUESTED DATE: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	REQUESTED TIME: <input type="checkbox"/> AM (7AM – 1PM) <input type="checkbox"/> PM (2PM – DUSK) <input type="checkbox"/> AM & PM (fee is double)
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RESERVATION EXPECTATIONS

The City will provide the following service for reserved sites:

- Stocked Restrooms Posted Reservation

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, additional fees and additional conditions depending on the type of activity planned. Added security, additional garbage cans, additional portable restroom facilities, city staff time and/or presence prior to, during or after the event, or other measures that will ensure safety and be compatible with the facility and other park uses may be required and may result in additional fees and reservation time.

NAME OF EVENT:	<i>Check box if needed:</i> <input type="checkbox"/> WATER <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OTHER:
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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 and information can be obtained by contacting the following organizations:

- Kelso Girls Softball Association**
Kelso Youth Baseball
Kelso Babe Ruth

✓APPLICATION AGREEMENT

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.

- ✓RESERVATION & FEE INFORMATION
- ✓PARK RULES & REGULATIONS
- ✓KELSO MUNICIPAL CODE 12.20 PARKS

I have received a copy of the above listed documents and understand my responsibilities as an approved user of the park facilities. I agree to uphold these terms during my use of the City's property.

Signature of Applicant

Date

The approved park reservation holder has priority use of the park area designated on this form.



PARK RESERVATION APPLICATION

If you experience any issues with your reservation please call: 360-957-7504

SUPPLEMENTAL RESERVATION USE INFORMATION

Estimate number to attend:

1-99 people 100 or more people

If you checked 100 or more people to attend you will need to apply for a [Special Event Permit](#) in addition to this park reservation application. Please fill out the Special Event Permit application and include it with your park reservation application.

Is the event open to the public? No Yes

Will tents, canopies or other structures be set up? No Yes

(If yes, please provide a site plan and detailed description of what will be erected—Additional permits may be required.)

TENTS OVER 400 SQ FT (20X20) WILL REQUIRE A BUILDING PERMIT

POP-UP TENTS OR CANOPIES LESS THAN 400 SQ FT DO NOT REQUIRE A BUILDING PERMIT

BUILDING PERMIT APPLICATIONS FOR TENTS ARE LOCATED
IN THE KELSO BUILDING DEPARTMENT

PERMIT FEES ARE BASED UPON TOTAL PROJECT VALUATION
(FAIR MARKET LABOR + MATERIALS)

SPECIAL EVENTS:

If you answer Yes to any of the following questions, a Special Event Permit application will be required in addition to your park reservation application.

Special Event Permit Application forms are located in the Kelso Building Department

Will there be more than 100 people in attendance? No Yes

If yes, additional portable restroom facilities must be provided by the applicant.

Will you be charging a fee or accepting donations? No Yes

Is the event a fundraiser? No Yes

Will there be products or merchandise sold? No Yes

Is food being sold? No Yes

FOR OFFICIAL USE ONLY

Special Event Permit: _____

Website Calendar

Tent/building Permit: _____

Shared Calendar

Notes:

Park Posting



RESERVATION & FEE INFORMATION

RESERVATIONS – Park reservations are made for an AM or PM appointment each day. Events needing a longer appointment or a time frame that overlaps the AM or PM appointments will require an additional reservation and additional fee.

AM RESERVATION:	7AM - 1PM	
PM RESERVATION:	2PM - DUSK	
AM & PM RESERVATION:	7 AM – DUSK	(FEE DOUBLED)

FEES

The following fees are for *one* AM or PM reservation

	Tam O' Covered Area	Rotary Covered Area	Other Areas
Private Party / Club	\$100.00	\$60.00	\$35.00
Non-Profit Groups	\$75.00	\$40.00	\$25.00

All park reservations made in the name of a person or group that are not residents of the City of Kelso must pay an additional **Non-Resident Fee Surcharge:** \$25.00

(Reservations for 100 or more people require a Special Event Permit in addition to the park reservation.)

RESERVABLE COVERED SHELTERS & AMENITIES

Tam O'Shanter Park
Up to 150 People



- Covered Shelter Area with Lighting
- 18 Picnic Tables (bolted down)
- 2 Free Standing Charcoal BBQs
- Trash Cans
- Restrooms Available
- ADA Accessible Parking
- Near Playground
- 110V Electricity Available – upon request
- Water Available – upon request

Rotary Park
Up to 50 People



- Covered Area
- 7 Picnic Tables
- Playground
- Trash Cans
- Restrooms Available
- Parking
- Near Skate Board Park
- 110V Electricity Available – upon request
- Water Available – upon request

OTHER RESERVABLE AREAS

Tam O'Shanter Park
Utility Soccer Field
Dance Floor

Catlin Rotary Spray Park – 2 Tables Under Covered Area
Kelso Veterans Park – Picnic Area
Scot Hollow Park – Picnic Area

Any organized use of parks or recreation facilities may be made through the Recreation Office by calling (360) 577-3320. 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



RESERVATION & FEES INFORMATION

1. All reservation fees are to be paid, and other requirements met, prior to receiving a validated 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. Please note: deposits are not refunded for canceled reservations less than 30 days prior to event. Furthermore, if policies, procedures or rules are not followed, or if security or maintenance is required, the refund of the cleanup/damage deposit may not be returned. Refunds may take up to 30 days to receive.
6. Payments can be made, in person, at the cashier's window on the first floor of City Hall. Payment can be made in the form of check, debit card or cash. No credit card or over the phone payments are accepted. Checks made out to The City of Kelso may also be submitted by mail along with a completed reservation application.
7. Park reservations for groups of 100 or more people require a Special Event Permit in addition to the park reservation. Special Event Permits require a fee and additional time to process. (2 weeks) Conditions such as security, additional garbage cans and/or portable restroom facilities, city staff, or other measures that will ensure safety and be compatible with the facility and other park use may be required.
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.

HOW TO APPLY

1. Complete the Park Reservation Application form and submit it to the Parks Reservations desk on the 2nd floor of Kelso City Hall. Your application will be reviewed while you wait. You may need to answer questions about your planned activities so that your application will include everything we need to know about your event and how you plan to use the park.
2. Once your application is approved you will make the payment at the cashier's window on the first floor of City Hall.
3. After your payment is made return the receipt and stamped form to the Reservation desk and your reservation date will be set on the City's Park Reservation Calendar.

Park areas open to reservations are available from the 1st business day in February through the end of September. The Parks Reservations desk opens the first business day in February and closes the third Monday in September.

PARK RULES & REGULATIONS

Some things to remember...

- Only those areas designated “reservable” may be reserved.
- 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.
- The person signing the application is responsible for any loss or damage during the reservation.
- No subcontract for facility use or rental is allowed without prior Kelso Parks and Recreation Department approval.
- 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.
- Groups must do their own set up and cleanup. Set up and cleanup is to be included in your park use time. Items brought into the facility are to be taken out at the end of the facility use. For PM reservations activities must end by dusk or no later than 9PM with clean up completed by 10PM.
- Structures such as tents must have prior approval. All structures must comply with fire, planning, and building codes.

TENTS OVER 400 SQ FT (20’x20’) WILL REQUIRE A BUILDING PERMIT.
FEES ARE BASED UPON TOTAL PROJECT VALUATION (FAIR MARKET LABOR + MATERIALS).

ADDITIONAL FEES AND PARK RENTAL DAYS MY BE REQUIRED TO
ACCOMMODATE MANDATORY FIRE INSPECTIONS PRIOR TO TENT USE.



Please report facility safety concerns immediately to the Kelso Parks and Recreation Department. In an emergency call the Police Department by dialing 911.

You must follow all other policies, procedures, and rules for park use and conform to all applicable State, County and Local codes and laws.

PARK RULES & REGULATIONS

KELSO MUNICIPAL CODE - CHAPTER 12.20 - PARKS

- 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, and 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)
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