

# Picnic Shelter Reservation Form

SeaTac Parks & Recreation Department  
13735 24th Ave. S., SeaTac, WA 98168  
Ph: 206.973.4680  
facilityrental@seatacwa.gov



Rental Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Day of Week: Sun Mon Tue Wed Thur Fri Sat  
(Circle day of use.)

Organization/Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Contact Telephone \_\_\_\_\_ Alternate Contact Telephone \_\_\_\_\_

Email \_\_\_\_\_

## Angle Lake Park Shelter (19408 International Blvd.)

- ☐ Shelter A - Closest to beach/lake. (Maximum occupancy 50) \*
- ☐ Shelter B - Closest to children's play area. (Maximum occupancy 50) \*
- ☐ Shelter C - Centrally located on plaza. (Maximum occupancy 150) \*
- ☐ Shelter D - West side of park. (Maximum occupancy 30) \*

## North SeaTac Park Shelter, S. 128th St. & Des Moines Memorial Dr.

- ☐ North SeaTac Shelter - (Maximum occupancy 50) \*

**ELECTRICITY IS NOT  
AVAILABLE FOR  
SHELTER RENTALS**

To assure a clean shelter area,  
rental time begins at 11:00 a.m.

**Shelter rentals must end one  
hour prior to dusk.**

Please see below for your  
approved rental time block.

Any special requests must be submitted no later than 30 days in advance of your reservation. Please contact us at [facilityrental@seatacwa.gov](mailto:facilityrental@seatacwa.gov)

In the event the applicant is a corporation, partnership, association, club or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, if he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac.

I have read all of the attached printed rules and regulations located on the back of this form for use of the City of SeaTac facilities. I understand and plan for the group I represent to abide by the attached rules and regulations.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## For Official Use Only

☐ **Approved** Hours approved for this rental: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

☐ **Denied** \* Hours will be enforced by Parks Operations Staff. Please be courteous and end your reservation on time.

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RULES & REGULATIONS FOR PARK FACILITY USE

**RESERVATION-** Any group using various park facilities for outside purposes will be required to complete an application for use of facilities and to submit appropriate damage deposit and/or rental fees. Reservations will be confirmed upon receipt of application and appropriate fees. Reservations will be taken no more than nine (9) months, and no less than five (5) working days prior to the event within the current year. Reservations for the following year will be accepted on December 1<sup>st</sup>, to accommodate for possible rate changes. **All reservations are final, and no refund is available.**

**RESERVATION HOURS-** Reservations may start any time after 11:00am and must end one hour prior to dusk. Upon completion of the reservation form, the renter shall be provided with a final copy showing the approved hours for their rental period.

**DAMAGE-** The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing, or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented, regardless of who caused the damaged.

**ALCOHOL-** Possession or consumption of alcoholic beverages on the City of SeaTac Park grounds is prohibited.

**INSURANCE-** The applicant assumes the entire responsibility and liability for losses, damages, claims arising out of injury or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from all such losses, damages, and claims.

For your protection, the City of SeaTac recommends that all park renters obtain liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. A copy of the insurance certificate should be filed with the City. Your personal insurance agent can assist you in obtaining this insurance.

**CLEAN-UP POLICY-** Applicant must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.

**RESIDENCY** - Applicant must provide proof that they are a City of SeaTac resident to receive the resident rate. Proof of residency can include a valid driver's license (verifying ID) and recent utility bill (verifying residency).

**DISCLOSURE** - Applicant must disclose at time of submittal of application all special equipment being brought into the park for use during rental. **Items NOT ALLOWED** include the following but are not limited to **generators, dunk tanks, motor powered vehicles (gas or electric), trailers, stages, amplified (loud) speakers, megaphones, or concessions.**

No solicitation or sales of any kind can be made on the city park grounds without permission of the Parks & Recreation Director or designee of the SeaTac Parks & Recreation Department.

The City reserves the right to require police or reputable supervision for any event. Security requirements must be met and confirmed prior to the event.

The City of SeaTac reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.