



# City Of University Place Sunset Terrace Park Picnic Shelter

**RENTAL APPLICATION**  
University Place Parks and Recreation  
3715 Bridgeport Way West, Bldg. #D-4  
University Place, WA 98466  
(253) 460-2518 \*\* FAX (253) 460-5416

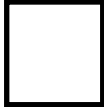
This application will not be processed nor will the facilities be reserved until this form has been completed and approved by Parks and Recreation for the City of University Place and **ALL FEES ARE PAID IN FULL.**

## APPLICANT INFORMATION

Today's Date \_\_\_\_\_  
Applicant \_\_\_\_\_ Group/Sponsor \_\_\_\_\_  
Address \_\_\_\_\_ Drivers License # \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

## PICNIC SHELTER INFORMATION

**Sunset Terrace Park**  
**1902 Seaview St. W.**  
**Covered Shelter: 3 Bar-B-Que's, Picnic Tables, Power & Water**  
**Park Amenities: 2.25 Acres, Baseball Field (youth), Children Playground, Sani-Can**



Rental Date \_\_\_\_\_ Start Set up Time \_\_\_\_\_ Start Event Time \_\_\_\_\_ End Clean-up Time \_\_\_\_\_ **TOTAL Hours COMBINED**

## FUNCTION

Social  Party  Baseball Game/Party  Other \_\_\_\_\_

(Estimated number of guests) Adults \_\_\_\_\_ Minors \_\_\_\_\_

**Clean Up:** The following person has agreed to supervise the clean up.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Insurance is required for the following special equipment:**

Bouncer/inflatable  Tent/Canopy 12x12  Other (please specify below)

**Other Conditions specific to rental:** (Check with Rental Coordinator for specific agreements pertaining to your rental not addressed in this application.)

\_\_\_\_\_

**Acknowledgement:** The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules provided in the attached City of University Place Facility Usage form of which Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of University Place employees, agents, volunteers and the City of University Place from and against any and all claims, demands, suits, actions, payments and judgements as a result of injury, death or property damage arising from, or connected with the use of the premises. **Fees are subject to change at any time.**

**By signing, Applicant hereby acknowledges that the Applicant has reviewed the information on both sides of this Agreement. Applicant & guest will comply with rental agreement, city codes and ordinances.**

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

## OFFICIAL USE ONLY

Date Application Received \_\_\_\_\_ By \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Routing: Parks/Custodians \_\_\_\_\_ Police: \_\_\_\_\_ Other: \_\_\_\_\_

**\*\*\*\*\* Continued on Back \*\*\*\*\***

**CITY OF UNIVERSITY PLACE  
PICNIC SHELTER USAGE**

1. **NO CHECKS ACCEPTED 15 DAYS PRIOR TO EVENT; CREDIT CARD OR CASH PAYMENT ONLY.**
2. **Rental Payment:** 100% of the rental fee is due at the time of application. **Application will not be accepted without rental fee paid in full.** Personal identification must be provided before rental will be approved. Make checks payable to the City of University Place.
3. **Requests for Cancellation/Changes** of field use permits must be received in writing. When notice is received 7 days or more prior to the scheduled rental date, one half of the rental fee, less an administrative fee, will be refunded. No refunds will be made when notice of cancellation is received 72 hours or less prior to scheduled use. **A \$10 fee will be assessed to organizations that make changes to each confirmed schedule(s), the \$10 fee will be charged for each change. Changes will ONLY be made if space is available.**
4. **Decorations/Signs:** Decorations are allowed and must be affixed with tape or string. Decorations must be removed upon event closing.
5. **Set-up and Clean up:** Rental groups are responsible for set-up and clean up. Clean up includes removal of garbage, decorations, and signage. Grills must be wiped clean while still warm and coals must be extinguished. Above listed will be responsible for cleaning and leaving facility in the condition received.
6. **Tents & Canopies:** Tents or canopies less than 12x12 are allowed. If canopies or tents are used, they must be weighted down, and not staked. Digging into the ground is prohibited.
7. **Use of Facility:** The renter is responsible for posting the Picnic Reservation at the rental site, on the day of their rental. When your reservation time has ended, please clean-up and respect other groups that may have the shelter reserved.
8. **Requests for cancellation** of facility permits must be received in writing. When notice is received 30 or more days prior to the scheduled rental date, less an administrative fee, will be refunded. No refunds will be made when notice of cancellation is received 15 days or less prior to the rental date.  
**(All rentals are rain or shine, no refunds issued due to inclement weather conditions)**
9. **Baseball field** can be reserved for an additional fee. Please inquire about reservation and rental fee.
10. **Please do your part in obeying Parks rules;**
  - Dogs are required to be on a leash when in the park and owner is responsible to scoop after their dog.
  - Fireworks are not permitted in any park
  - Open fires are not permitted at any park
  - Violence of any kind is not permitted in any park
  - Weapons are not permitted in any park except firearms as constitutionally allowed so long as not concealed without a valid permit or not aimed or discharged in, into or across any park
  - Alcohol is prohibited at Curran Apple Orchard Park, including the Stage area.
  - Public vending, peddling, sales and advertising is prohibited in city parks with exception to contracted City sponsored events
  - Insurance is required for the following; bouncer / tent / canopy larger than 12 x12

**Insurance / Special Event Permit Requirements**

**Certificate of Insurance:** A Certificate of insurance is required for the following; bouncer/tent/canopy larger than 12 x12. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. City of University Place must be named as additional insured, and have a copy of the insurance certificate on file prior to the event.

**Special Event Permit:** Special events i.e. walks/runs, festivals, concerts, stage performances or large public/private events are required to obtain special event permit and pay additional fees; permit(s) available through the City of University Place Development Services Permit Counter, 253 566-5656.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_