

Park Area Rental Information



**Covered Shelter
Park Rentals**

**Open Space
Park Rentals**



Make your event special...

Longview Recreation

2920 Douglas Street

360-442-5400

www.mylongview.com/recreation

The rental of the covered shelters and open spaces are intended to enhance and promote the social, recreational, and cultural environment of the community. It is the intent of the City of Longview to encourage and permit the use of these park areas to the public and activities within the established policies in this rental packet.

Rental Information

How To Rent a Park Area

Determine which area best suits your needs. Park area information can be viewed at www.mylongview.com/recreation or view map in this packet.

Fill out a Park Area Rental Application and pay rental fees. You will receive a Facility Use Permit when all transactions are complete.

Considerations Before Renting

- Rentals are a four (4) hour block of time.
- Park area rentals cannot be booked after dusk.
- Park area rentals (with all fees paid) may be made up to one year in advance. Rentals have higher fees for June/July/August months.
- Must be 18 years of age or older to rent park areas.
- Translation services may be received at the Ethnic Support Council by calling 636-2791.
- Set up and clean up is to be included in your park use.
- Non-residents pay additional fee. Non-residents do not reside or own property within city limits.
- Rentals can be terminated at any time if use is other than what was approved.
- Amplified sound (bands, DJs, speaking) is not allowed. Acoustical instruments permitted.
- Charcoal BBQ's are not allowed. Propane BBQ's permitted

Rental Use Categories

- **Nonprofit** - Those groups, organizations or agencies with a 501(c)(3) which sponsor activities for the good of the community, and will not generate a profit at the event. Intended for use by the organizations membership. Excludes fundraising events & events open to the general public.
- **Private** - Weddings, birthdays, anniversaries, gatherings and other use not open to the general public. No profit generating, sales of products, property or merchandise permitted in park. Company activities not open to the general public.
- **Special or Community Event** – Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public. Rental deposit fee may apply.

Rental Payments

- Cash, credit card, and checks (*payable to City of Longview*) are acceptable forms of payment.
- Cancellations within 30 days of the rental will not receive any refund.
- Renters do not receive a refund for rental time not used or leaving the park area early.

Rental Deposit Fee

A rental deposit may be required, but will be determined based on use, impact to park, and liability.

Park Area Fees

- Fees are based on four (4) hours of use.
- Electrical fee for all outdoor use categories is \$15.
- Designated Park Area:
 - **Private Use** - \$38 for up to 50 people, \$56 for up to 150 people. (\$40/\$58 during June/July/Aug)
 - **Non-Profit Use** - \$31 for up to 50 people, \$46 for up to 150 people. (\$33/\$48 during June/July/Aug)

Those who do not reside or own property within Longview city limits are charged an additional out-of-city fee of \$5.

Responsibilities During Rental

- All items brought into park must be hand carried in.
- No driving of vehicles in parks.
- Renters are required to place all garbage in trash cans and clean up area after use. If cans are full, place remaining garbage in trash bags, (provided by Recreation Office) tie the bags, and place next to trash receptacle.
- Renter shall only use the designated area. Exclusive rental use of public park areas are not allowed (playgrounds, restrooms, sports fields).
- Do not subcontract park rental without prior Parks & Recreation Department approval.
- All State, County, and City policies, procedures, codes, rules & laws for facility and park use are to be followed and obeyed.
- Renter is liable for all damage to the park area and will be responsible for paying for damage.
- Have your Facility Use Permit with you during rental time to show proof of rental.

Information on this page does not apply for special, community events, or ongoing regular rentals. Additional fees and requirements govern these types of events. For more information about the types of events, please contact the Recreation Office at 442-5400.

Rental Information

Park Rules and Regulations

LMC title 7.3 & 10.32

City parks are for your enjoyment. Please respect these rules so that everyone may continue to enjoy their many benefits. Any organized use of parks or recreation buildings may be made through the Recreation Office by calling 360.442.5400. The "Facility Use Permit" holder has priority use of the designated park area.

ALCOHOL - Alcoholic beverages are prohibited in all City of Longview parks.

ANIMALS - Large animals and horses are prohibited. Animals must be under physical control at all times. Dogs are not allowed on playgrounds or sports fields. Dog and animal excrement must be cleaned up. Wildlife may not be harassed or disturbed.

CARE OF PROPERTY - It is unlawful to vandalize, deface, cover, damage, or destroy any buildings, art, equipment or other structures. It is unlawful to destroy, break, damage or deface any flowers, shrubs or trees. Climbing trees is not allowed.

CONDUCT AND NOISE - Disorderly conduct and unnecessary noise are unlawful. Amplified music and sound is not permitted, unless designated for such use and a permit is obtained.

SMOKING/TOBACCO USE - Longview Parks are tobacco free with community parks having designated smoking areas in parking lots.

CONDUCTING BUSINESS - Business activities of nonprofit groups, religious organizations, or commercial/profit businesses may not market, promote, or sell products, merchandise or services.

FIREWORKS & FIRES - All fireworks and open fires and sky lanterns are prohibited. Portable propane barbeques are allowed. Portable charcoal barbeques, open flame, or fires including candles are not allowed.

FOOD AND PRODUCT SALES OR ADMISSION CHARGES - No product or merchandise sales are allowed.

MOTOR VEHICLES - Motor vehicles are prohibited except in parking areas or streets.

TENTS AND CANOPIES— Structures over 35'x 20' are required to meet fire code, and a permit and approval must be obtained by the Fire Department. Structures (i.e. stages and tables) are not permitted without prior approval.

PARK HOURS - The parks are open from 5 a.m. to 10 p.m. daily (11 p.m. in summer months).

OTHER - No carnival-type equipment or generators are allowed (bounce units, climbing walls, dunk tanks, mechanical rides, gas powered equipment).

Thank you for observing our Park Rules and Regulations.

Park Area & Day Use Amenities

Lake Sacajawea Park

Lion's Shelter (up to 75 people)

- Covered Shelter
- Electricity Available
- Picnic Tables - 3 - 16 foot long tables (bolted down)
- Restrooms Available
- Drinking Fountain - at restroom
- Trash Cans
- Street Parking
- Near Playground

Grotto (up to 75 people)

- Greenspace
- Street Parking

Perennial Garden (up to 75 people)

- Greenspace
- Street Parking

Peninsula (up to 100 people)

- Greenspace
- Street Parking

Louisiana @ Kessler (up to 200 people)

- Greenspace
- Street Parking

Cottonwood Nook (up to 75 people)

- Greenspace
- Picnic Table - 1
- Trash Can
- Street Parking

Japanese Island Overlook

(This is not in the island) (up to 75 people)

- Shaded Area
- Street Parking

Other Parks

7th Avenue Shelter (up to 75 people)

Not a rentable shelter

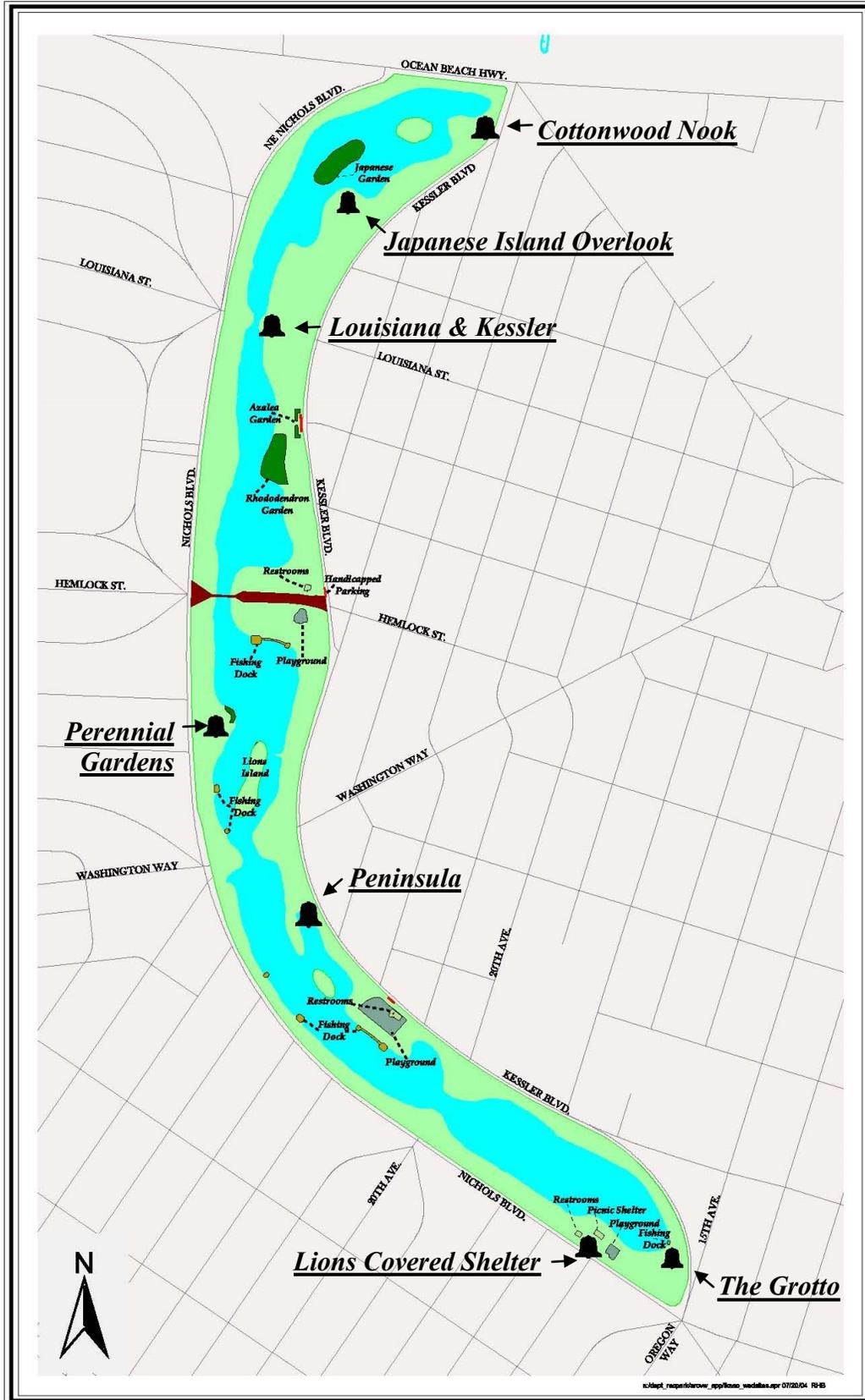
- Covered Shelter
- Picnic Tables - 8 (bolted down)
- Trash Cans
- ADA Accessible
- Parking
- Near Playground

Roy Morse Park (up to 150 people)

- Picnic Area
- Picnic Tables
- Trash Cans
- Restrooms Available
- Parking
- Horseshoe pits
- Disc Golf Course
- Playground
- Softball Fields
- Basketball Hoop
- Soccer Fields
- Drinking Fountain
- ADA Accessible

Rental Information

Lake Sacajawea Park Area Map





Park Area Rental Application

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
 Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of Applicant (person filling out app.)		Date of Application
Address/City/State/Zip		
Phone Number		Email Address
Type of Rental (what kind of event)	Event Date(s) Requested (mo/day/yr)	Time (include setup, take down and cleaning) From: To:

Rental Area Information

Lake Sacajawea Park:

- Lions Shelter Peninsula Kessler at Louisiana Grotto
 Cottonwood Nook Perennial Garden Japanese Island Overlook

Other _____

Estimated Attendance	Is the event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of Organization (if business or non-profit use)	Non-Profit? <input type="checkbox"/> YES <input type="checkbox"/> NO	State ID#
Charging a fee or accepting donations? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the event a fundraiser? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will you be selling products or merchandise? <input type="checkbox"/> YES <input type="checkbox"/> NO
Will alcoholic beverages be served? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will there be amplified music/sound? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is food being served? <input type="checkbox"/> YES <input type="checkbox"/> NO	Electrical Outlets Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Check if there will be: <input type="checkbox"/> BAND <input type="checkbox"/> DJ <input type="checkbox"/> BOOM BOX	Additional Trash bags needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Will tents, canopies, or other structures be set up? YES NO If yes, please explain in detail below.

Please inform the Parks & Recreation Department of any special equipment you plan to use or set up during your rental. The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, port a potty, city staff or other measures to ensure safety and compatibility with park use.

Details: _____

Application Agreement

The permittee agrees to defend, indemnify and hold harmless the City of Longview and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the park rules and regulations and agrees to abide by and enforce same. I have received a copy of the Park Area Rental Information.

Signature of Applicant/Permittee	Date
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For Office Use Only

Deposit \$	Park Area Fee \$	Insurance \$	Non-resident Fee \$	Other \$
Deposit Paid \$	Receipt Number		Rental Fees Paid \$	Receipt Number
Approval		Distribution to Parks		Distribution to Police