

BURLINGTON COMMUNITY CENTER & COVERED PICNIC SHELTER RENTAL REGULATIONS

It is the policy of the City of Burlington to permit the use of the Community Center and Covered Picnic Shelters by local area citizens, organizations, and groups for periodic and temporary activities. The City intends the use of its facilities to be for all citizens, focusing on senior, youth, and adult activities. Rental for commercial or “for profit” is not allowed unless approved by the Burlington Parks and Recreation Director.

HOLD HARMLESS AGREEMENT

The Event Sponsor agrees to observe the laws/rules and policies/procedures set forth in the Facility Rental Regulations and by the City of Burlington and the State of Washington. The Event Sponsor agrees to reimburse the City for any costs incurred by the City in repairing damage to City property. Moreover, the Event Sponsor shall defend, indemnify and hold harmless the City of Burlington, its elected officials, appointed officers, employees and agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work or thing done, permitted or suffered by the Event Sponsor in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.

SENIOR SERVICES

Skagit County Senior Services programs are scheduled from 8:00 am to 4:00 pm, Monday through Friday, at the Burlington Community Center. The Center is not available for rent during those hours.

HOURS OF OPERATION

The Community Center is available for rent:

- Monday through Thursday from 4:00 pm to 10:00 pm
- Friday from 4:00 pm to 12:00 midnight
- Saturday from 8:00 am to 12:00 midnight
- Sunday from 8:00 am to 10:00 pm

All activities must conclude and all guests (excluding clean-up crew) must vacate the Center by the closing hour. Clean-up crew is permitted up to an additional hour beyond standard closing time for cleaning. Special permission must be granted in advance by Department Director to deviate from the above hours. Event Sponsors and their guests are permitted access to the Center only during those hours outlined within their signed-around rental agreement.

Covered Picnic Shelters are available Sunday through Saturday from 8:00 am to sunset.

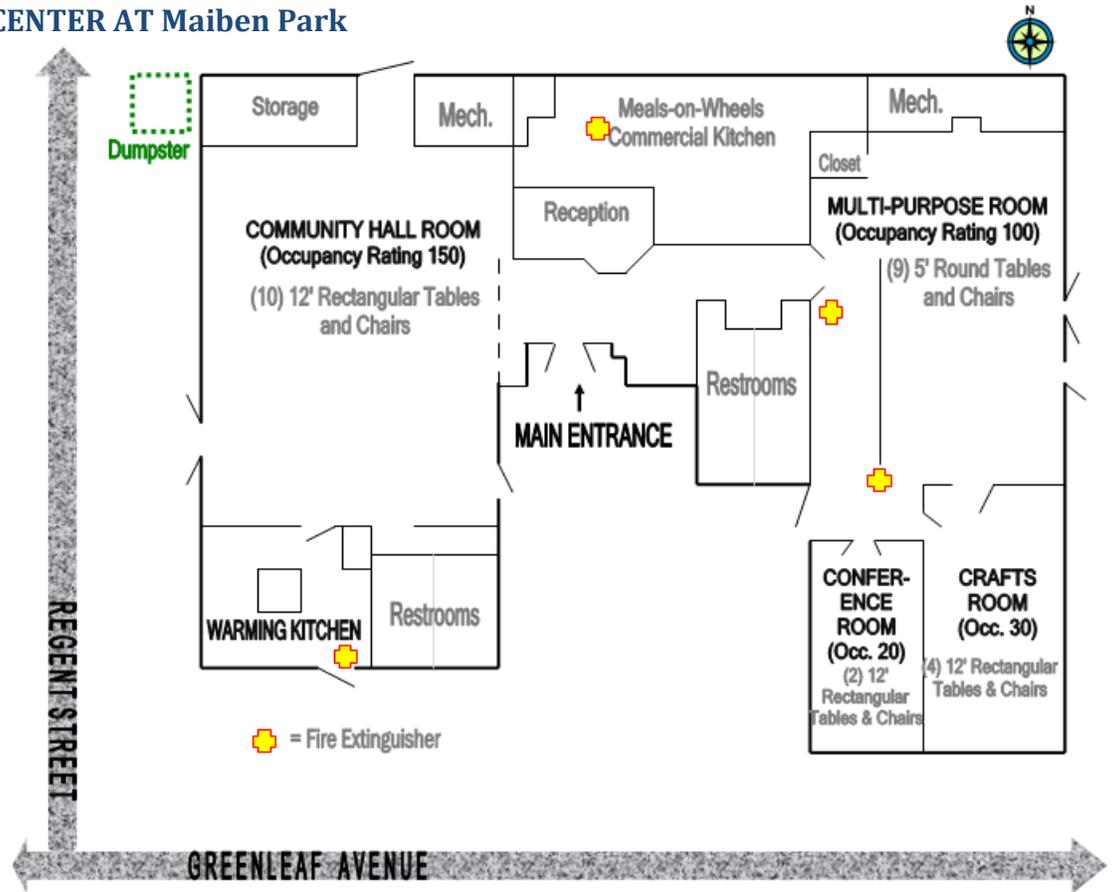
RESERVATIONS

All persons or groups wishing to host an event at the Community Center or a picnic shelter are required to reserve the facility in advance. Reservations and information can be obtained by visiting/contacting:

Burlington Parks & Recreation Department	Phone: 360-755-9649
900 E. Fairhaven Avenue	Fax: 360-755-1017
Burlington, WA 98233	Email: bparks@burlingtonwa.gov

The City of Burlington reserves the right to deny use of City facilities to any applicant when it is felt in the judgment of the Mayor or his designee that the intended use of the Center, or the principals, philosophy or background of the applicant would be detrimental to the best interest of the citizens of Burlington.

BURLINGTON COMMUNITY CENTER AT Maiben Park
1011 Greenleaf Avenue
Burlington, WA
98233



FEE SCHEDULE (USD\$) - BURLINGTON COMMUNITY CENTER & COVERED PICNIC SHELTERS

	RENT				DAMAGE DEPOSIT	
	Burlington City Resident	Non-Resident	Burlington City Resident	Non-Resident	Damage Deposit	Damage Dep. with Alcohol &/or Amplified Sound
Burlington Community Center 1011 Greenleaf Avenue						
Rental Rooms: (w/ occupancy)	Mon-Thurs	Mon-Thurs	Fri-Sun	Fri-Sun		
Community Hall Room (150)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
with Warming Kitchen	\$250.00	\$345.00	\$295.00	\$410.00		
Multi-Purpose Room (100)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
Crafts Room (30)	\$60.00	\$80.00	\$80.00	\$100.00	\$100.00	\$800.00
Conference Room (20)	\$40.00	\$50.00	\$50.00	\$70.00	\$75.00	\$800.00
Whole Center (300)	\$375.00	\$575.00	\$500.00	\$700.00	\$400.00	\$800.00
Covered Picnic Shelters Available for Rent:						
Maiben Shelter (East or West Half)*	\$60.00	\$95.00	\$65.00	\$115.00	\$100.00	1011 Greenleaf Ave
Entire Maiben Shelter*	\$100.00	\$150.00	\$120.00	\$200.00	\$200.00	
Whitmarsh Horseshoe Pits Shelter*	\$65.00	\$110.00	\$70.00	\$125.00	\$100.00	1720 Whitmarsh Rd
Rotary Shelter – No onsite BBQ avail	\$50.00	\$75.00	\$55.00	\$90.00	\$100.00	821 S. Section St
*A BBQ Pit is available to renters at the Maiben and Horseshoe Pits Shelters. However, grills for the BBQ pits are stored off-site. Event sponsor must advise the City in advance if rental plans include use of the pits so that grills can be made available.						
Facility Monitor (City Staff)	Security Officer		Non-Profit / Governmental Organizations (with Fed or State ID)			
\$14.00 PER HOUR	\$20.00 PER HOUR		\$5.00 PER HOUR			
When required, staff and/or officer will be scheduled to arrive 1/2 hour prior to anticipated guest arrival and to depart after all persons, including sponsor and cleanup crew have left the building. See page-3 for more information.			The Rent-For-Labor program is available to non-profit or governmental organizations whose purpose is non-religious and non-political in nature. An hourly utility fee is paid in lieu of the standard rental fee. Restrictions apply (see page-4).			
The scope of an event may necessitate additional security provided by an off duty City of Burlington Police Officer at the Event Sponsor's expense. This requirement will be determined before finalization of the Rental Agreement.						
A confirmed reservation requires a completed Rental Agreement and payment of ALL applicable fees, which include Rent, Damage Deposit and Facility Monitor & Security Guard fees.						

FACILITY MONITOR & SECURITY OFFICER/GUARD

The primary function of the Facility Monitor is to protect City facilities. A Facility Monitor (a City employee) is required to be present at your event with any one or combination of the following circumstances:

- Food will be served,
- Alcohol will be served,
- Amplified music will be provided,
- When deemed prudent by the Parks & Recreation Director.

Some events may additionally require a Security Officer/Guard. The Officer will be contracted by the City. The Facility Monitor, and Officer when applicable, must be on site during the active hours of your event and will be present until all persons, including sponsor & cleanup crew, have vacated the building. **The Monitor and Officer are not required to be present during set-up or decorating time.** The designated time for the Monitor and Officer arrival begins ½ hour prior to guest arrival.

The Event Sponsor is solely responsible for event supervision, safety of guests and ensuring compliance with City of Burlington policies. The Facility Monitor has the authority to end an event if City policies and regulations are disregarded by the sponsoring party. Monitor functions **do not** include assisting in setup or cleanup, the serving of food or beverages, or physically intervening in disputes.

ACCEPTED FORMS OF PAYMENT

Cash, Check, Visa or MasterCard are accepted forms of payment; **however, the Damage Deposit is payable with cash or check only.** Checks should be made payable to Burlington Parks & Recreation (or B.P.R.).

DAMAGE DEPOSIT REFUNDS

Damage Deposit refunds will automatically be processed shortly after the rental date. Refunds are issued as a check payable to the recipient indicated on the Rental Agreement. **Please allow up to 4 weeks for processing of refund** since City Council approval is required before issuance. Sponsors can expect a full refund if the following conditions have been met:

- There has been no destruction of the building or property,
- All rules and terms of this agreement have been complied with and City ordinances have not been violated,
- Cleanup has been performed thoroughly,
- Facility keys, if applicable, have been returned either directly to the Parks & Recreation business office at 900 E. Fairhaven Avenue or to the department's drop-box located under the maple tree in the Fairhaven Avenue parking lot.

Failure to comply with the City of Burlington's facility rental regulations will result in forfeiture of damage deposit in its entirety. In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit will be returned within 30 days after the damage has been corrected.

CANCELLATIONS & REFUNDS

Cancellations or date changes must be confirmed with department staff prior to the scheduled event. The following administrative fee will be charged: *(Please allow up to 4-weeks for processing refunds)*

- \$25.00 With 61 or more days notice prior to rental date
- \$50.00 With 15 to 60 days notice prior to rental date
- \$100.00 With 8 to 14 days notice prior to rental date
- 50% or \$100 With 7 days or less notice from rental date, the greater of the following admin fees will be assessed: *50% of rental fee or \$100*
- If the rental fee is less than the administration fee, 100% of the rental fee will be retained.
- The rental fee is not refundable for "No-Shows".

For Organizations participating in the City's "Rent-for-Labor" Program: An administrative fee of \$10.00 will apply for cancellations confirmed with Parks & Recreation staff prior to rental time. Refunds will not be issued without advance notice of cancellation.

ALCOHOLIC BEVERAGES

The following conditions must be met for alcohol service to be permitted as a feature of the event:

1. **A Certificate of General Liability Insurance** is required from the Event Sponsor.
 - A. The Certificate Holder/Additional Insured must be listed as follows:

City of Burlington
833 S. Spruce Street,
Burlington WA 98233
 - B. An **Endorsement Page** declaring the **“City of Burlington, It’s Elected Officials, Appointed Officers, Employees and Agents”** as an Additional Insured must accompany the certificate.
 - C. The liability insurance coverage must provide at minimum **\$1,000,000 per occurrence** and **\$2,000,000 General Aggregate**.
 - The City must receive the certificate of coverage at minimum 7 days before event date.
 - Please note: If alcoholic beverages are being sold at your event, Liquor Liability Insurance is required with the insurance policy.
2. The Event Sponsor is required to obtain a **Liquor License** from the Washington State Liquor Control Board (WSLCB).
 - Liquor licenses may be purchased online at <http://liq.wa.gov/licensing/banquet-permits>.

You may also phone 360-664-1600 for options. As of December 2014, the cost for a standard Banquet Permit is \$10.00, Special Occasion License is \$60.00.
 - During your event, the permit/license must be displayed in a conspicuous place at the event location.
 - Use of alcoholic beverages shall conform to all rules and regulations of WSLCB.
 - Contact WSLCB at www.liq.wa.gov or 360-664-1600 with questions or for additional information.
 - **Consumption of alcoholic beverages is allowed within the Community Center building only.**

AMPLIFIED MUSIC

Amplified music at the event must be approved by the City in advance and approval must be indicated on the completed Rental Agreement. Per City ordinance, amplified music is permitted no earlier than 10:00 am daily and must cease no later than:

- 11:00 pm on Friday or Saturday evenings within the Community Center building.
 - 9:00 pm on Sunday through Thursday evenings within the Community Center building.
 - In City parks, music must cease by sunset on Sunday through Saturday evenings.
- **All doors and windows must remain closed** within the Community Center while music is being played. The Community Center is in a residential neighborhood and those using the facility owe consideration to the residents.
 - Please note that the Community Center **is not air-conditioned**. Sponsors might consider supplementing with fans from home on warm weather days.
 - DJs or live bands hired for an event should be forewarned that **smoke and dry-ice machines are not permitted**.

Detailed information regarding the City’s Noise Ordinance can be found in Chapter 8.14.060 of the City’s Municipal Code (BMC). To view the BMC, visit the City’s website, <http://www.burlingtonwa.gov/>. Failure to comply with this City ordinance will result in forfeiture of Event Sponsor’s damage deposit in its entirety.

RENT-FOR-LABOR PROGRAM for NON-PROFIT & GOVERNMENTAL ORGANIZATIONS

The standard rental fee may be waived for community-based non-profit and governmental organizations whose purpose is non-religious and non-political in nature and when the following conditions are met. Documentation of State or Federal ID/Non-Profit Status must be provided.

1. Organizations must contact the Parks and Recreation Department in advance to reserve a facility. Confirmed reservations require a current and completed Rental Agreement and prepayment of all applicable fees.
2. Organizations participating in the Rent-For-Labor program are obligated to an “in-kind” contribution to the community for each contractual term. The Parks and Recreation Director will approve in-kind contributions.
3. All meetings must be open to the public at no charge – this includes free will offerings. Meeting room use cannot be restricted to any particular group or denied to any person or organization because of race, creed or color.
4. No products or services may be advertised, solicited or sold. Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected; however, the purchase of these materials cannot be a requirement for attendance and/or registration. Permission for the sale of these items must be obtained in advance through the Parks and Recreation Director.
5. Rent cannot be waived for fund-raising events.
6. Confirmed reservations require payment of an hourly \$5 utility fee, a damage deposit and, when applicable, facility monitor & security fees.
7. Damage deposits from organizations using the facilities on a continual basis will be held in the City’s account for the length of the agreement. The deposit will be retained by the City in cases where rental conditions have not been followed or when requirements for in-kind contribution are not met as outlined in the Rental Agreement.
8. Non-Profit use will be limited to 4 times per month, and not more than 8 hours per month unless prior permission has been given by the Parks and Recreation Director.
9. Non-Profit reservations may be rescheduled in the event that the facility is needed to accommodate clients paying full rental fees. Every effort will be made to relocate the Non-Profit group for the scheduled date. A minimum of one week notice will be given to the Non-Profit organization.
10. An administrative fee of \$10.00 will apply for cancellations confirmed with Parks & Recreation staff prior to rental time. Refunds will not be issued without advance notice of cancellation. Please allow up to 4-weeks for refund receipt. Numerous cancellations or no-shows may result in contract review.
11. Non-Profit rental agreements will be limited to a 12-month time period and reviewed for renewal at the end of each time period. Time periods will encompass January 1st through December 31st of each calendar year.
12. Continued compliance of all rules and regulations set forth for the City of Burlington’s facilities will determine further use. Non-compliance will result in termination of Rental Agreement.

INFLATABLES AND OTHER AMUSEMENT RIDES

Inflatables and other amusement rides are not permitted in City parks or facilities except for events sponsored by the City of Burlington. This feature may be approved at the City’s discretion for other special events.

INAPPROPRIATE FACILITY USE

Any unlawful behavior or mischievous act while using the City’s facilities can result in eviction. Misconduct, rowdiness, damage or destruction of City property or failure to leave the premises in a satisfactory condition may be sufficient reason to refuse future use of City facilities to offending Event Sponsor. The City may hold the Event Sponsor responsible for damages including repairs and/or replacement.

FACILITY KEYS

Event Sponsors renting the Burlington Community Center or Whitmarsh Horseshoe Pit Shelter will need a key for access to the facility. The Sponsor, or their designee, may pick up a key at the Parks and Recreation business office as early as 3 business days prior to the event, but no later than 4:00 pm on the last working day prior to the event (unless other arrangements have been made). Please be mindful of State and federal holidays and plan ahead accordingly. Event Sponsors should note that **picking up a key in advance does not grant permission to access the premises outside of the hours stated in the Rental Agreement.**

The key should be turned into the Facility Monitor upon their arrival at the event. If a Facility Monitor is not required at the event, the key must be returned before the end of the next business day to the Parks and Recreation Department's business office or dropped inside the gray, metal 'Drop-Box' located in department's Fairhaven Avenue parking lot (underneath the maple tree). Alternate arrangements must be listed in writing and turned in with Rental Agreement. *If City Staff is called to unlock the facility for the event, \$50.00 will be deducted from the deposit refund.

SETUP AND USE RESTRICTIONS – Burlington Community Center

1. Event Sponsor may use the "Pre-Rental Conditions Report" found on **page-7** of the Rental Regulations to list any items of concern noticed upon arrival at the rented facility.
2. The building's fire detection system is extremely sensitive and will not allow smoke in the air. Accordingly, the **use of candles or any other type of open flame is not allowed inside of the Community Center.** For this same reason, **Dry-Ice fueled or any other types of smoke generating devices are not allowed.** Use of the **Community Hall Room's fireplace is not allowed.**
3. **Only those tables and chairs located within your rented space are available for your use.** Furniture or amenities located in other areas of the Community Center are not to be relocated for your event.
4. Do not use glue, tape, tacks, nails, pins or any other fasteners that may damage the walls.
5. Do not hang objects or decorations from the ceiling.
6. Smoking is not allowed within the building. Smoking outside of the building must be at least twenty-five feet from entrances, exits, windows that open, and ventilation intakes. (Washington State RCW 70.160.075)
7. Animals are not permitted in the building. Bona fide service animals are the only exception.
8. All groups must limit activities to the rented space.
9. The Reception area is not to be rearranged or incorporated into your rented space.
10. The noise level should not impact others within or outside of the facility.
11. All alcoholic beverages must be consumed within the building- **No Exceptions.**
12. Contents of the building belong to on-going programs and are not for use by renters.
13. All personal items brought in by Event Sponsor, including those used for decoration, setup and food service, must be removed before Event Sponsor vacates the premises. No overnight storage is permitted.

FACILITY CLEANUP

Before departure, Event Sponsor is responsible for cleaning duties in all applicable rented spaces. It is NOT a function of the Facility Monitor to assess the quality of the Event Sponsor's cleanup. It is the sole responsibility of the Event Sponsor to ensure all cleanup duties have been completed before departure from the Center. Any additional cleaning deemed necessary by the City to return the facility to good order shall be charged at current overtime rate and will be deducted from the damage deposit.

Please carefully follow the Event Sponsor's Cleanup Checklist **on page-8** of the Rental Regulations.

PRE-RENTAL CONDITIONS REPORT – Burlington Community Center

This form is designed to help the City better track the condition of your rented facility as you found it at the start of your rental. Please use this “Pre-Rental Conditions Report” to let us know whether you found your rented facility in satisfactory condition or had concerns. Your feedback also helps us better serve your needs and the needs of future renters. Thank you for your input.

Please return this report to your Facility Monitor at the start of your rental event or in the Drop-Box located under the maple tree at the Parks & Recreation Center’s Fairhaven Avenue parking lot. You may also email or fax the report to BParks@burlingtonwa.gov or (360) 755-1017.

Community Center Room	Condition Prior to Rental	Details and Comments
Floor / Carpet	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Tables / Chairs	Clean, accessible, sufficient: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Kitchen		
Counters / Sink	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Oven Micro-Wave Refridgerator	Clean & Empty: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Bathrooms		
Counters / Sinks / Supplies	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
General		
Garbage Cans	All Empty: <input type="checkbox"/> Yes <input type="checkbox"/> No (please detail)	
Exterior Grounds	<input type="checkbox"/> Exterior garbage cans noted as empty; grounds clean. Further remarks or concerns?	
Overall	Comments and feedback (...challenges you encountered, or suggestions for a smoother experience in the future).	

Sponsor’s Name: _____ Date of Rental: _____

Thank you!

EVENT SPONSOR'S CLEANUP CHECKLIST for the BURLINGTON COMMUNITY CENTER

The Event Sponsor is responsible for performing the following cleaning duties in all applicable rental spaces:

1. CLEANING SUPPLIES YOU WILL NEED TO BRING WITH YOU:

- Large Garbage Bags/Trash Liners (33 gallon)
- Multipurpose cleanser/disinfectant
- Glass cleaner
- Paper towels, cleaning cloths, sponge

2. REMOVE ANY DECORATIONS SETUP FOR YOUR EVENT

3. TABLES AND CHAIRS

- Thoroughly wipe down all tables, chairs & any other hard-surfaces used.
- Fold tables, stack padded chairs and return them to their original location. (The chairs & round tables in the Multi-Purpose room should not be broken down, simply returned to their original location if rearranged for your event.)
- Only those tables & chairs located in your rented space are available for your use.** Do not rearrange furniture from other rooms for your event.

4. KITCHEN

- Thoroughly clean all countertops.
- Clean oven & stove top if it was used for your event.
- Sink must be well cleaned and free of food debris. Be sure to empty strainers.
- Remove all food brought in for your event from counters & refrigerator.
- Wipe out microwaves and refrigerator if used.

5. RESTROOMS

- Thoroughly clean countertops and sinks.
- Clean bathroom mirrors using glass cleaner.
- Check each bathroom stall and dispose of debris and garbage.
- Check individual commodes. Wipe down with cleanser and provided toilet brush, if needed.
- Be sure to check both bathrooms for use (off main lobby and in Community Hall room).

6. FLOORS

- Vacuum all carpeted areas. Vacuums are located in closets in both the Community Hall and Multi-Purpose rooms.
- Remove scuff marks made on Community Hall's tiled floor.
- Sweep & Mop. The floors of bathrooms, kitchen and the Community Hall must be swept & mopped. Brooms, mops & buckets are located in the Warming Kitchen off the Community Hall room. Be sure to **mop areas twice using hot water only letting floors dry between moppings and change water frequently.** Dirty mop water can be flushed down a toilet.

7. GARBAGE

- Pick up all garbage in rooms used.
- Empty all trash receptacles and place garbage bags in dumpster. This includes outside trash receptacles that may have been used for your event. Dumpster is located outside on the northwest corner of the Community Center building inside green fenced area. (There are two dumpsters, one for garbage, one for recycle only.)
- Replace garbage bags in trash receptacles emptied (33 gallon liners).

8. CHECK ALL DOORS AND WINDOWS TO BE SURE THEY'RE CLOSED AND LOCKED

9. CHECK STOVES & OVENS IN WARMING KITCHEN TO ENSURE THEY ARE TURNED OFF

10. TURN OFF LIGHTS (Emergency lighting will remain on.)

11. TURN IN FACILITY KEY

- Return the facility's key to the monitor if a monitor has been contracted for your event. Otherwise, the key should be returned to the Parks & Recreation office or dropped in the 'Drop-Box' located in the Parks & Recreation building's Fairhaven Avenue parking lot (underneath the maple tree). Key should be returned no later than the next business day.

12. SUGGESTIONS ON OTHER ITEMS THAT MAY BE HELPFUL TO BRING WITH YOU:

- Dish washing soap, oven cleaner
- Dish pan for dirty dishes
- Coffee maker
- Can opener
- "Take away" food containers, plastic bags, foil, plastic wrap
- Pots/pans for food preparation
- Plates, Napkins
- Cups for hot & cold beverages
- Flatware, knives & cooking utensils
- Small garbage bins

GUIDELINES FOR USE OF COVERED PICNIC SHELTERS

1. **ALCOHOL:** Consumption of alcohol in City parks is not permitted.
2. **MUSIC:** Amplified music in City parks requires prior approval from the department director.
3. **CLEAN UP:** Outside facilities should be left clean after each event for the next patron's use. Please be sure to bring the following with you:
 - Large Garbage Bags (33 gallon)
 - Multipurpose cleanser
 - Cleaning or grilling supplies when using BBQ pit
 - Paper towels / cleaning cloths, sponge

Event Sponsor's clean up responsibilities include:

- Picking up loose garbage created by event from the ground, tables and sink.
 - Wiping down surfaces of picnic benches.
 - Removing all personal belongings and decorations from the shelter immediately after the event.
 - Emptying garbage receptacles & replacing bags.
4. **GARBAGE:** Full garbage bags at the Shelter should be placed in the nearby trash dumpster. Event Sponsor should replace bags in emptied garbage receptacles with clean 33 gallon bags. The dumpster at Maiben Park is located inside the green-gated area at the west end of the Community Center building. Rotary's dumpster is in the north corner of the paved parking lot. The dumpster at the Whitmarsh Horseshoe Pits Shelter is in the nearby parking area.
 5. **PRE-CONDITIONS RENTAL REPORT:** Event Sponsor may use the "Pre-Rental Conditions" Report found on **page-10** of the Rental Regulations to list any items of concern upon Sponsor's arrival at the rented facility.
 6. **VANDALISM:** The shelters & bathrooms are cleaned and trash receptacles are emptied by Parks staff each morning. Please be aware that the Shelters are victim to frequent vandalism. If this appears to be the case upon your arrival at the shelter and it is interruptive to your event, please the call the "Non-Emergency" phone number for Skagit 9-1-1, 360-428-3211 so that dispatch can contact Parks staff to address the concern.
 7. **BBQ GRILLS:** Grills for the BBQ pits located at Maiben Shelter & Whitmarsh's Horseshoe Pit Shelter are available at no additional charge. Event Sponsor must notify the Parks Department in advance if grills will be needed for the day of rental. The Sponsor must supply their own wood and/or charcoal when using the pit. There is not a pit available at the Rotary Park shelter. Personal BBQs brought from home must use charcoal or propane (LPG) as fuel. They must be of the type intended for residential or homeowner use. Larger BBQs (like those intended for commercial use) require a permit from the Burlington Fire Department.
 8. ***Please Note:** Unless reserved, covered shelters are available to the general public for use. While most users are conscientious with their cleanup, there are those that are not. Some cleanup may be needed prior to the event.

Be sure to have a copy of your signed-around Rental Agreement with you on the day of rental as it is your proof of "Right of Occupancy".

PRE-RENTAL CONDITIONS REPORT – Covered Picnic Shelter

This form is designed to help the City better track the condition of your rented facility as you found it at the start of your rental. Please use this “Pre-Rental Conditions Report” to let us know whether you found your rented facility in satisfactory condition or had concerns. Your feedback also helps us better serve your needs and the needs of future renters. Thank you for your input.

Please return this report either by Email or Fax to BParks@burlingtonwa.gov or (360) 755-1017 or by using the Parks & Recreation Drop-Box located under the maple tree in the Fairhaven Avenue parking lot.

Covered Picnic Shelter	Condition Prior to Rental	Details and Comments
Floor / Surface	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Tables / Benches	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Counters / Sink, (if applicable)	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Garbage Cans	Clean & Emptied: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Exterior Grounds	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
BBQ Pit & Grills	Cleanliness, Convenience: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Bathroom Facility		
Restroom Building or Portable Restroom	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Overall	Comments and feedback (...challenges you encountered, or suggestions for a smoother experience in the future).	

Sponsor's Name: _____

Date of Rental: _____

Thank you!