



## **COVERED PICNIC SHELTER** **RENTAL REGULATIONS**

It is the policy of the City of Burlington to permit the use of its facilities by local area citizens, organizations, and groups for periodic and temporary activities. The City intends the use of the 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 & Recreation Director.

### **HOURS OF OPERATION**

Picnic shelters and park facilities are available for use each day of the week, Sunday through Saturday, from 8:00 a.m. until 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: <a href="mailto:bparks@burlingtonwa.gov">bparks@burlingtonwa.gov</a>

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.

### **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 the facility to offending Event Sponsor. The City may hold the Event Sponsor responsible for damage including repairs and/or replacement.

### **HOLD HARMLESS AGREEMENT**

When renting a City of Burlington facility, 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 exercise the utmost care in the use of the City facilities and agrees to reimburse the City for any costs incurred by the City in repairing damage to its facilities caused by the sponsored event. The Event Sponsor agrees to defend, indemnify and hold harmless the City of Burlington, its Elected Officials, Appointed Officers, Employees and Agents from all liability resulting from the Event Sponsor’s use of these facilities except only such liability as shall have been occasioned by the sole negligence of the City of Burlington.

## RENTAL FEES

Full payment of the applicable Rent & Damage Deposit and a completed Rental Agreement are required to confirm a reservation.

COVERED SHELTER:	Street Address:	City of Burlington Resident Mon-Thur	Non Resident Mon-Thur	City of Burlington Resident Fri-Sun	Non Resident Fri-Sun	Damage Deposit
MAIBEN SHELTER East OR West Half	1011 Greenleaf Ave	\$60	\$95	\$65	\$115	\$100
MAIBEN SHELTER (Whole)		\$100	\$150	\$120	\$200	\$200
HORSESHOE PIT SHELTER	1720 Whitmarsh Rd	\$65	\$110	\$70	\$125	\$100
ROTARY PARK SHELTER	821 S. Section St	\$50	\$75	\$55	\$90	\$100

## ACCEPTED FORMS OF PAYMENT

Damage Deposits: Checks or Cash Only

Rent Fee: Visa/MasterCard, Checks or Cash

Checks are payable to the City of Burlington.

## DAMAGE DEPOSITS

Damage Deposit refunds will automatically be processed shortly after the rental date. Refunds are issued as checks payable to the recipient indicated on the Rental Agreement. Please allow up to 4 weeks for receipt of the refund.

Sponsors can expect a full refund if the following conditions have been met:

1. There has been no destruction of the building or property;
2. All rules and terms of this agreement have been complied with;
3. City ordinances have not been violated and
4. 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.

## CANCELLATIONS & REFUNDS

The following administrative fee will be charged for cancellations or date changes made after reservation confirmation:

- \$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 \$100.00 With 7 days or less notice from rental date, the greater of the following admin fees will be assessed: *50% of rental and monitor fees* OR \$100
- If the rental fee is less than the administration fee, 100% of the rental fee will be retained.

## INFLATABLES AND OTHER AMUSEMENT RIDES

**Inflatables and other amusement rides are not permitted** in City parks except for events sponsored by the City of Burlington. This feature may be approved at the Parks and Recreation Director's discretion for special event hosts.

## 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 these items with you:
  - Large Garbage Bags (33 gallon)
  - Multipurpose cleanser
  - Cleaning & grilling supplies when using BBQ pit
  - Paper towels / cleaning cloths, sponge

### ***Your clean up responsibilities include:***

- Emptying garbage receptacles & replacing bags;
- Picking up loose garbage created by your event from the ground, tables and sink;
- Wiping down surfaces of picnic tables & benches;
- Removing all of your personal belongings & decorations immediately after the event.

**IMPORTANT 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.

4. **GARBAGE:** Full garbage bags at the shelter should be placed in the nearby trash dumpster. Please replace garbage 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. **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.
6. **BBQ GRILLS:** Grills for the BBQ pits located at Maiben Shelter & Whitmarsh's Horseshoe Pit Shelter are available at no additional charge. Please notify the Parks Department in advance if grills will be needed for the day of rental. You must supply your own wood and/or charcoal when using the pit. There is not a BBQ 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.
7. **BRING A COPY OF YOUR SIGNED RENTAL AGREEMENT WITH YOU** on the rental day as it is your proof of "Right of Occupancy".

## PRE-RENTAL CONDITIONS REPORT – Covered Picnic Shelter

This report is designed in hopes of improving your satisfaction when renting a City facility. Please use this “Pre-Rental Conditions Report” to let us hear from you. Did you find the covered shelter satisfactory when you arrived? Did you have concerns we should know about? If you have a moment to share your input, we would welcome your feedback.

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

Renter’s Name: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Park Name: \_\_\_\_\_