



"Building A Stronger Community TOGETHER"

CITY OF SHELTON  
PARKS AND RECREATION

FACILITY RESERVATION FORM

FACILITY: \_\_\_\_\_

ACTIVITY DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

DATE(S) OF PROGRAM: \_\_\_\_\_

HOURS OF PROGRAM: \_\_\_\_\_ TO \_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_

- Vendors will be present at the above event  yes  no
- Do you need electricity  yes  no
- Do you need water  yes  no

I hereby certify that I am the authorized and responsible representative of this organization; that the above statements are true to the best of my knowledge; that I have received a copy of the rules and regulations governing ballfield/picnic shelter use; and that I am familiar with and will comply with the regulations, policies, and fee schedule governing use of the facilities.

In making this application, the organization/group/individual above stated agrees to defend, indemnify, and hold harmless the City of Shelton, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented ballfield/picnic shelter except to the extent any such claims may arise from any act or omission of the City of Shelton. **I have read and agree to the regulations on the front and back of this form.**

APPLICANT NAME (PRINT): \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Return form with payment to: Shelton Parks and Recreation  
525 Cota Street  
Shelton, WA 98584  
360-432-5194

APPROVED BY: \_\_\_\_\_

SHELTON PARKS AND RECREATION

AMOUNT PAID \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

CITY OF SHELTON  
PARKS AND RECREATION  
FACILITY RESERVATION FORM

The City of Shelton's Parks and Recreation facilities are available to all citizens of the community. They are operated and maintained by the city as an integral part of the public recreation program.

Due to the extremely heavy use of shelters and ballfield areas by the public, certain restrictions have been placed on their use to help achieve maximum use efficiency. No group will be refused use of facilities if the planned program is of community-wide interest and the time and/or facility is available.

Scheduled events in City park facilities may be canceled by the City of Shelton at any time if the facility is deemed unsafe or the ballfield playing surface is damaged severely.

Proof of liability insurance may be necessary for competitive/league play, fairs, carnivals, or special events.

Inflatable (bounce houses) structures, water slides, pools, slip n' slides, etc. must obtain prior approval. Proof of insurance and Washington State certification must be submitted to the city in advance. Locations and sites will be limited and/or excluded based on impact to park or facility.

Contact numbers:	Parks and Recreation administration	432-5194 – scheduling, use regulations, etc.
	Parks maintenance staff	432-5188 – electrical problems, damage, etc.
	Emergencies	911 – life threatening emergencies

PARK RULES AND REGULATIONS

- Park Hours: **8:00AM – Dusk.** All activities must be completed during posted hours.
- Facilities used must be cleaned by the renter immediately upon conclusion of their program or activity.
- Any renter who damages property through misuse will be responsible for reimbursement of costs associated with repair including materials and labor.
- **NO ALCOHOLIC BEVERAGES PERMITTED.**
- No open flames. Barbecues are permitted. Renter is responsible to dispose of coals off of park property.
- No dogs permitted in any city park.
- Reservations for shelters must be done during normal business hours of Monday-Friday 8:00 AM – 5:00 PM.
- Reservations must include set-up and clean-up time.
- Reservations are not final until approved by the City of Shelton.
- Renter must have the Facility Reservation Form present at the time of rental.

**FEE SCHEDULE \***

PARK SHELTERS  
\$10.00 per hour

SPORTS FIELDS  
\$10.00 per hour  
\$15.00 field prep

\* Other fees may apply to the rental. i.e. extra garbage service, damage/cleanup repair, restroom service.