

## PICNIC SHELTER USE POLICY

It is the users responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit [www.everettwa.gov](http://www.everettwa.gov) and search Park Codes. Please read and follow the guidelines below. If you have any questions, please inquire at the Recreation Office. Office hours are Monday through Friday 8am-1pm (phone/email only). The telephone number is 425-257-8300 option 2 or email [recreation@everettwa.gov](mailto:recreation@everettwa.gov).

### **MAKING A RESERVATION:**

- Reservations are accepted up to one year in advance; no reservations will be taken by phone
- Payment in full is required at the time the reservation is made
- Applicants must be at least 18 years of age. Proof will be required.

### **GENERAL INFORMATION:**

- **NO ALCOHOLIC BEVERAGES OR DRUGS IN ANY CITY PARKS OR SHELTERS!**
- Electricity and water may not be available at shelters; renter may bring own generator for power needs
- No sound amplification in any City parks or shelters without prior written approval via Special Use Permit. Special Use Applications must be submitted at least 14 working days prior to date of rental.
- All music must be played at a volume to not disturb other park users or disturb neighbors located adjacent to the park.
- Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- All pets must be on a leash at all times, scoop laws followed and monitor behavior
- Tents or structures (10x10) must be portable; stakes are not permitted to be driven into the ground. Weights only should be used as anchors. Larger tents will be subject to further review and approval via Special Use Permit; Special Use Applications must be submitted at least 14 working days prior to date of use.
- All debris and garbage must be removed from shelter and placed in dumpster or other garbage receptacle in the park at end of event/rental. If containers are full, renter is to remove excess garbage from the park. If additional litter/garbage has to be cleaned up, the renter will be billed for services provided. Renter to provide own bags.
- Hay/straw must be placed on a tarp during use and removed from the park after the event. Area must be completely free of hay/straw.
- Large amusement-type equipment such as a dunk tank, moon walk/bounce house, miniature train, etc. are not permitted
- Adult supervision must be provided at all times. The holder of the permit is responsible for the proper conduct of all guests. Damages by renter/guests shall be the responsibility of the permit holder.
- Routine inspections by the Park Rangers or the Everett Police Department may be made to ensure that picnic shelters are being used in accordance with the Shelter Use Policy. Renters are requested to cooperate fully during these inspections.
- Park Rangers or Everett Police shall have final authority on any issues which may arise from this use and may enforce all park codes.

### **RENTAL CANCELLATIONS OR DATE CHANGES:**

- To change or cancel a reservation more than 30 days prior—\$25 fee charged
- To change or cancel 30 days or less prior—no refund
- Rental cancellations or changes must be requested in writing or email

**SHELTER CLEANING GUIDELINES:**

- Clean all tabletops
- Clean counters and sink
- Barbecue grates must be free of food and trash
- Extinguish fire in barbecue by spreading dying embers; please do not use water
- Bagged garbage (renter to provide bags) should be placed in garbage receptacles or dumpster in park. If containers are full, renter is to remove excess garbage from park
- Shelter and surrounding area must be free of litter, including cigarette butts and food scraps
- Remove all signage and/or decorations when you are finished