



Shelter Use Policy

802 E. Mukilteo Blvd, Everett, WA 98203
425.257.8300 ext. 2
Email: recreation@everettwa.gov

INFORMATION

Everett Parks & Community Services is pleased you are interested in one of its facilities. It is your 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 and search park codes. If you have any questions, please inquire at the Recreation Office.

Regular office hours are Monday through Friday, 8 a.m. to 5 p.m. (closed 12:30-1:30 p.m.).

The telephone number is (425) 257-8300 ext. 2.

MAKING A RESERVATION

1. Reservations are accepted up to one year in advance.
2. No reservations will be taken by telephone
3. All rentals must be paid at the time the reservation is made.
4. Applicants must be at least 18 years of age. Proof will be required.

GENERAL INFORMATION

1. NO ALCOHOLIC BEVERAGES IN ANY CITY PARKS OR SHELTERS!
2. 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 30 days prior to date of rental.
3. 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.
4. All animals must be on a leash at all times.
5. 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.
6. Large amusement-type equipment such as a dunk tank, moon walk/bounce house, miniature train, etc. are not permitted.
7. Shelters will be inspected by the Parks Department after use to check for cleanliness, damage or loss of equipment. The user group will be responsible for all damages or loss of equipment.
8. Routine inspections by the Park Rangers and the Everett Police Department will be made to ensure that picnic shelters are being used in accordance with the Shelter Use Application and Policy. Renters are requested to cooperate fully during these inspections.
9. For Forest Park, Legion Park and TA Sullivan Park shelters from 6/1-9/15, rentals scheduled until 3pm must end by that time. There may be another rental in the facility as of 4pm and staff must have time to prep the shelter for the next use.
10. Rental change and cancellations:
 - a. To change a reservation more than 30 days prior - \$25 fee charged
 - b. To change or cancel 30 days or less prior – no refund

SHELTER CLEANING GUIDELINES

1. Clean all tabletops.
2. Clean counters and sink.
3. Barbecue grates must be free of food and trash.
4. Extinguish fire in barbecue by spreading dying embers; please do not use water.
5. Bagged garbage should be left in garbage containers for pickup by Park personnel. If containers are full leave bagged inside shelter, making certain bags are tied securely and will not leak.
6. Shelter and surrounding area must be free of litter, including cigarette butts and food scraps.
7. Remove all signage and/or decorations when you are finished