PICNIC RESERVATION PERMIT

ORGANIZATION/GROUP:_____ CONTACT PERSON:_____

ADDRESS:_____ CITY:_____ STATE:____ ZIP:_____

DAYTIME PHONE:_____ WORK/CELL:_____

FAX:_____ EMAIL:_____

DATE SELECTION: _____ PARK SELECTION: Steel Lake ☐ Sacajawea ☐ Other ☐

BOOKING TIME FOR ALL PICNICS IS 10:00AM - 3:00PM OR 4:00PM - 9:00PM

ADDITIONAL HOURS ARE AVAILABLE UPON REQUEST AT AN ADDITIONAL COST

RESERVATION SELECTION: 10:00AM - 3:00PM ☐ 4:00PM - 9:00PM ☐ ADDITIONAL HOURS: _____

SITE SELECTION (#1, 2, 3, 4 or 5): _____ EXPECTED ATTENDANCE: _____

****ANY ACTIVITY NOT CONSIDERED THAT OF A GENERAL PICNIC AND GROUPS CONTAINING OVER 120 PEOPLE MAY REQUIRE A SPECIAL USE PERMIT. PLEASE ADVISE STAFF ACCORDINGLY.**

I, the undersigned, hereby request the use of the picnic shelter/area(s) as specified and agree to abide by the City Park regulations and by all other established regulations relating to park picnic shelter/area use and all activities taking place in the above area. I agree to keep the area in a clean and orderly condition, and assume responsibility for any and all damages incurred by my group's activities. In case of injury or damage, all claims or legal actions, financial or otherwise, are waived against the City of Federal Way, its elected and appointed officials and employees, unless injury or damage is caused by the sole negligence of the City of Federal Way. I also agree to defend and hold harmless the City of Federal Way, its agents and representatives, from any and all claims which may arise from personal injury, bodily injury or property damage as a result of this agreement. I also understand that the City of Federal Way Parks and Recreation Departments reserve the right to change/cancel any part of a use agreement and/or related scheduled activity. **Please review attached reservation guidelines PRIOR to making reservation. For picnic site maintenance or assistance, please locate a City of Federal Way employee within the park.**

APPLICANT SIGNATURE:_____ DATE:_____

Remit To: Federal Way Community Center
C/O: Picnic Reservations
876 South 333rd Federal Way, WA 98003
Phone 253-835-6964 w Fax 253-835-6929

✳ YOU MUST BRING THIS RECEIPT FOR SITE VERIFICATION ON DAY OF PICNIC ✳

OFFICE USE ONLY

SITE FEE:_____ RENTAL #:_____

ADDITIONAL FEES:_____ DATE PROCESSED:_____

TOTAL:_____ APPROVED BY:_____