



CITY OF KIRKLAND PARKS AND COMMUNITY SERVICES DEPARTMENT

PARK FACILITY RENTAL GUIDE

DECEMBER 2016
425.587.3330

PURPOSE

The City of Kirkland Parks and Community Services Department manages park property within Kirkland City limits. The purpose of this Facility Rental Guide is to assist in the ability to attain the maximum use of City parks and facilities while simultaneously respecting general park users, surrounding park neighbors and citizens.

Note: This document does not include information, policies or prices for the North Kirkland Community, Peter Kirk Community Center, or the Peter Kirk Pool. Policies and information for NKCC, PKCC and the Pool can be obtained via http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm.

POLICY

It is the policy of the Kirkland Parks and Community Services Department to make selected areas of Kirkland parks and certain park facilities available to rent for private parties when not in use. Events sponsored or co-sponsored by the City of Kirkland receive priority for use of all City of Kirkland facilities.

CITY CODES AND ORDINANCES

Park users are required to obey City of Kirkland Park use rules and regulations as outlined within this policy, within the Park Rules section of the Kirkland Municipal Code (KMC, Chapter 11.80), and within a Facility Use Permit, shall one be issued. City, State, County and Federal laws and regulations also apply.

PERMIT OPTIONS

The City of Kirkland Parks and Community Services Department issues the following types of event permits:

- Facility Use Permits (organized use of a facility, shelter and/or park open space for a private, by invitation only gathering)
- Athletic Field Formal Use Permits (use of athletic fields by leagues, organizations, schools or companies)
- Park Use Permits (events open to the public contained to within a park, exceeding 100 people or more, and/or involving sales)
- Special Event Permits (such as festivals, runs, walks, etc.)
- Community Program Permits (on-going activities such as Farmer's Markets or Performing Arts Series)
- Film/Photography Permits (use of a park for filming or photography)
- Block Party Permits (neighborhood gatherings within a residential setting)

This Guide provides policies and information for general park use and gatherings requiring a Facility Use Permit. For information regarding league or formal use of an athletic field, refer to the City of Kirkland Athletic Field Use Policy. Information regarding Special Events, Park Use Permits, Community Program permits, Film/Photography permits and Block Parties can be found on the City's website at

http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/SpecialEvents.htm.

WHEN A FACILITY USE PERMIT IS REQUIRED

A Facility Use Permit is most often required in the following circumstances:

- a) If a reserved time is desired for a City facility, shelter, park open space or field
- b) If a gathering or amount of space is large enough – either in attendance or in size (a group of approximately 20 to 25 people most often triggers the need for a Facility Use Permit and/or one person or more want to consume a large amount of park space for a unique activity or purpose)
- c) If hired services, such as entertainment, catering, or live/band music, is an element of a gathering or an event
- d) If alcohol will be an element of the event (an option at the Pavilion at Marina Park, Heritage Hall, Peter Kirk Community Center and North Kirkland Community Center only)
- e) If the gathering includes any high risk activities
- f) If athletic field use is desired

These are examples only. Other elements may cause the need for a Facility Use Permit. An individual is encouraged to inquire with the City of Kirkland Parks Department to ensure whether a gathering would require a permit for use.

PRIVATE, BY-INVITATION EVENTS

Use of park facilities under the Facility Use Permitting process are an option for private, by-invitation only events. For information regarding options for events open to the general public/community events and/or Special Events, please visit the City's website: http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/SpecialEvents.htm. A private event is one which there is a specified guest list and the event organizer knows who will attend. A public event is one to which the general public is invited through word-of-mouth, flyers, advertisements, social media etc. and one for which a guest list is unknown.

LEGAL AGE REQUIREMENT

All applicants must be at least 18 years of age or older.

RESPONSIBILITY OF APPLICANT AND HOLD HARMLESS

Applicants must be present throughout the entire use of the facility. The person applying for the rental location and signing the waiver form will be considered the responsible party in the case of damage to the park, park facility and amenities, surrounding areas, etc., for any overstay, and for any disturbance during the rental. All minors must have adequate adult supervision and are the responsibility of the applicant.

Upon submission of a formal Facility Rental Use application, by signing the application form, applicants acknowledge full responsibility and hold the City harmless from any and all claims by any person(s) arising from use of the facility and/or participation in the host's event and/or activities.

SUBLETTING

Subletting is not allowed.

HOW TO CHECK DATE AVAILABILITY

A minimum of 14 calendar days prior to the event date is required for shelters and athletic fields, 30 calendar days for the Marina Park Pavilion and Heritage Hall. Visit the City of Kirkland website to check availability for each location http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm.

HOW TO APPLY FOR A FACILITY USE PERMIT/RESERVATION

A minimum of 14 calendar days prior to the event date is required for picnic shelters and informal use of athletic fields. 30 calendar days in advance is required for the Marina Park Pavilion and Heritage Hall. Applications can be submitted up to six months in advance for picnic areas and up to a year in advance for the Marina Park Pavilion and Heritage Hall.

- 1. Find a location that fits your needs.**
- 2. Create an account or login to your account on the City's website.**
- 3. Complete the appropriate rental application information.**
- 4. Submit a Site Plan, if applicable** (see "Site Plan Required" section below).
- 5. Finalize payment and waiver(s).**
- 6. Complete and submit any necessary application requirements.**
- 7. Print and/or retain an electronic copy of your permit. A permit must be in hand during the rental.**

For any additional review (i.e. of site plans, insurance documents) the customer will be contacted by email within a maximum of 10 business days from receipt. Contact the Parks Department at 425.587.3330 if a response to an application or submission has not been received within 10 business days.

SITE PLAN REQUIRED FOR PARK OPEN SPACE, LAWN AREAS AND HERITAGE HALL CENTENNIAL GARDENS

There are limitations on how park open space and lawn areas can be used. If a Heritage Hall user would like to use the outdoor space of Heritage Hall (the two patios and the Centennial Gardens) or if an applicant would like to rent Park

Open Space or bring equipment in to use at a picnic area/shelter, a rough sketch site plan and a list of equipment proposed to be used on-site are required for staff review. (A Centennial Gardens floor plan is available via a link below.) Please submit site plan to the contact person for the facility as soon as possible to ensure review, any additional requirements which may apply and final approval. A site plan is due the same day as application submittal or no later than 30 calendar days from the date of the event, whichever comes first.

PARK HOURS, TIMEFRAMES AVAILABLE/REQUIRED, RENTAL DATES AND HOURS AVAILABLE

Park Hours – Available rental hours are listed within the information posted on the website for each facility and:

- All non-waterfront parks are closed to the general public between dusk and dawn the following day, except Peter Kirk Park.
- Waterfront parks are open to the general public dawn to 10:00 p.m., except Marina Park, which is open dawn to 11:00 p.m., and except by Park Use or Facility Use Permit.

Timeframe Available and/or Required

- Maximum allowed – Picnic shelters - six months in advance; Heritage Hall and the Marina Park Pavilion – one year in advance; Athletic fields – varies - after league field allocation is complete for each season.
- Minimum required - 14 calendar days in advance

Rental Date Options

- Year round **except**
 - 4th of July at Marina Park Pavilion, Heritage Hall, Houghton Beach, Juanita Beach, OO Denny and Waverly Beach
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 - New Year’s Eve
 - New Year’s Day
 - Other limitations may apply

Rental Hour Options

- Picnic Shelters, Park Open Space
 - 9am to 2pm; and/or
 - 3pm to 9pm (dusk on unlit fields; 10pm at Lee Johnson); and/or
 - All Day
- Athletic Fields and Marina Park Pavilion
 - 2 hour minimum required - any two hour plus timeframe between 7am and 11pm
- Heritage Hall & the Centennial Gardens
 - 4 hour minimum required
 - 7am to 11pm

FEES AND PAYMENT DUE DATES (SEE CITY OF KIRKLAND PARK USER FEE SCHEDULE)

Application fees include any or all below:

- Rental Fee
- For Heritage Hall Only - Damage Deposit

Fee amounts are due in full at the time of application submittal. Fees are subject to change without notice. For current fee amounts, see the Park User Fees Schedule (link below).

RENTAL FEE*

The rental fee is based on the number of hours and/or number of people expected. The rental fee is due in full at the time of application submittal.

DAMAGE DEPOSIT

Required for Heritage Hall only. The damage deposit is due at the time of application submittal. The damage deposit fee is in addition to the rental fee. The damage deposit is refundable provided required conditions are met. A link to the Park User Fee Schedule, which contains current damage deposit amounts, is available below.

CANCELLATION FEE

If a rental is cancelled, the event is subject to a minimum of a Cancellation Fee. Additional fees may apply depending on the timing of the cancellation. See the Cancellation Policy section below for additional information. The current cancellation fee amount is provide within the Park User Fee Schedule - a link is available below.

ADMINISTRATIVE FEE

An Administrative Fee could apply if a permit has been issued and changes are requested after the issuance – i.e. a change in date, time, scope of the event, etc. See the “Application/Event Changes” section below. The current admistrative fee amount is provide within the Park User Fee Schedule - a link is available below.

CANCELLATION POLICY

Once an application is submitted, the Cancellation Policy applies. All cancellations must be made in writing (email is acceptable) by emailing eparks@kirklandwa.gov. Cancellation refunds are detailed below and are subject to the timing of the cancellation:

For Facility Use cancellations of the Marina Park Pavilion, picnic shelters, park open space and fields and athletic fields (non-league use of athletic fields), the following apply:

- | | |
|-------------------------|---|
| • 90+ days’ notice | 100% of Rental Fee paid will be refunded, less a Cancellation Fee |
| • 30 to 89 days’ notice | 50% of Rental Fee paid will be refunded, less a Cancellation Fee |
| • 0 to 29 days’ notice | No refund |

For Heritage Hall and The Centennial Gardens cancellations, the following apply:

- | | |
|-------------------------|--|
| • 90+ days’ notice | 100% of Rental Fee paid will be refunded and 100% of Damage Deposit will be refunded, less a Cancellation Fee. |
| • 60 to 89 days’ notice | 50% refund of Rental Fee paid, 100% refund of Damage Deposit. |
| • 0 to 59 days’ notice | No refund of Rental Fee. 100% refund of Damage Deposit. |

EMERGENCY CANCELLATIONS BY THE CITY

The City, acting in good faith, may cancel a reservation in circumstances where the facility or park becomes unsafe for the intended use. Such circumstances include but are not limited to: natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. If a rental is cancelled by the City, the customer will receive 100% refund of all paid fees or the customer may choose to move their event to an alternative date of equal cost.

SPECIAL EVENTS AND CROWDED/PUBLIC PARK WARNING

When considering to host an event within a Kirkland park, consider not only the everyday crowd, but also the potential for simultaneous other uses nearby, such as Special Events, classes, ball games, volunteer gatherings, and even other rentals. Some of Kirkland’s parks can become quite crowded on a sunny day, especially parks located in the downtown or on the water. A private party rental is of the facility – the park itself remains open to the general public. Events sponsored or co-sponsored by the City of Kirkland receive priority for use of all City of Kirkland facilities. To keep up-to-date on scheduled Special Events, please see the Special Events Calendar on the City’s website [Special Events](#). **Calendars are subject to change without notice.** Please be advised when considering the impacts of a Special Event nearby - Special Events can create noise (amplification/announcements, music, etc.), can impact parking, increase pedestrian traffic, close roads, redirect traffic, etc.

SITE VISITS & WALK THROUGHS

Picnic shelters, park open space and the Marina Park Pavilion are accessible for viewing by visiting a park during open park hours. Heritage Hall Site Visits are available by appointment only. To inquire, call 425.587.3330.

RENTAL PERIOD/FACILITY ACCESS

All deliveries and pick-up of equipment, set-up for an event, decorating, clean-up after an event, cleaning of the facility, etc. must occur within the contracted rental period (and within park hours). When considering the time needed for an event, include all time needed on-site.

- At Heritage Hall, early arrival or overstay is subject to 2 times the hourly rental rate. See a supplemental Heritage Hall section here [Heritage Hall Additional Application Requirements, Information and Capacity Options](#) for additional details regarding Heritage Hall day-of access and the cleaning requirements for the Hall, information helpful in properly estimating the full amount of time needed for a rental.

EQUIPMENT DELIVERIES AND STORAGE

Loading, delivery, drop off and pick-up must occur within a contracted rental period and must be coordinated/accepted by the renter. City staff is not authorized to accept deliveries. Equipment may not be left beyond the contracted rental period or overnight – **no exceptions**.

DECORATING, RICE, BIRDSEED, CONFETTI AND GLITTER

All decorating and clean-up must occur within the contracted rental period. Decorations are allowed and must be *fully* removed at the conclusion of the event. Please be advised of the following:

- Hanging decorations from light fixtures is strictly prohibited.
- At all locations, the use of staples, nails, tacks and duct tape is prohibited when affixing decorations. The use of paint safe tape on concrete or wood trim is acceptable. All tape must be removed when taking down decorations.
- Rice, birdseed, glitter, confetti, dance wax, etc. are not allowed.

CLEANING REQUIREMENTS

The renter is responsible for leaving a facility, rental amenities, grounds and parking area clean and intact and ready for the next rental. If a site is left unclean or damage occurs, a permitted user may be invoiced for janitorial costs at \$75 an hour and/or the cost of repairs, and may also not be able to rent City of Kirkland sites again in the future. Heritage Hall specific cleaning requirements will be provided the day of the event. A copy of the cleaning requirements is available upon request. General cleaning requirements include:

- Place all garbage fully into a garbage can. If it doesn't fit, please use a dumpster onsite or take it home (i.e. pizza boxes, Costco cardboard boxes, cake boxes, etc.).
- Removing all decorations, banners and belongings
- Remove all tape, string, etc. from facility
- Wipe down all tables and benches
- Clean up any debris and wipe up any spills on floor of structure or the ground within the picnic area
- Wipe down and clean out all on-site barbeque facilities
- Remove all game debris (i.e. water balloon bits, egg shells, etc.)

The City will not be liable for any personal injuries or damage to personal property resulting from set-up, cleaning, take-down activities, etc.

RENTAL AREA AND CAPACITY

Both event capacity limitations and included seating capacity for picnic shelter and picnic area rentals are posted within the website. Private party rental permits of a shelter/picnic area cannot exceed the listed capacity limits. Rental of a picnic shelter/area includes the tables within and (proper use of) approximately 15' of surrounding lawn area.

Athletic fields are not included and are offered to rent separately. Rental information for fields is provided on the City's website: http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm.

The Marina Park Pavilion maximum occupancy is 100 people. The Pavilion itself is available for private rentals. **The lawn area and beach at Marina Park are not available to rent. All organized elements of a private event/rental scheduled at the Pavilion at Marina Park must be contained underneath the Pavilion itself – organized elements cannot be set-up on the lawn or beach.**

Heritage Hall capacity is 70 people. During peak weather months of May through September, Heritage Hall, in conjunction with the Centennial Gardens space, can provide event capacity of up to 125 people after application requirements have been met. Additional information is available in the Heritage Hall supplemental section [Heritage Hall Additional Application Requirements, Information and Capacity Options](#).

TENTS

Tents are not allowed at the Marina Park Pavilion as the lawn cannot be rented or used for private parties.

If a tent is desired at an event, a rough site plan is required at the time of application submittal indicating where the tent is requested to be located. Delivery and pick-up of a tent must occur within the contracted rental period.

Staking is not allowed. Tents will need to be secured with weights.

Certain size tents require a tent permit from the City of Kirkland Fire and Building Department. The Fire and Building Department can provide information regarding any necessary permits (425.587.3661 or http://www.kirklandwa.gov/depart/Fire_Services/Fire_Prevention_Bureau/FirePermits.htm). It is the responsibility of the applicant to check with Fire and Building to see if a permit is required and to obtain a tent permit if one is needed. A Facility Use Permit will not provide permission for the tent structure, only for a tent location. Early inquiry with Fire and Building is strongly recommended to ensure required tent permit timeline can be met.

APPROPRIATE USE OF PARK FACILITIES AND HIGH RISK DETERMINATIONS

Not all types of uses, activities and or events are permissible use of City/park property. Please review limitations below and the Kirkland Municipal Code Park Rules (Chapter 11.80). Inappropriate use of a park facility could be unlawful and may result in immediate shut down of an activity, an event, a citation and/or additional fees and fines. For activities which are questionable, to seek permission, please contact the Parks Department Customer Service Hub at 425.587.3330. If a high risk determination is made, insurance will be required. Insurance requirements for High Risk events or activities are detailed in the Insurance section below.

BUSINESS ACTIVITY/USE AND SOLICITATIONS

Conducting business activity in a park or park facility is unlawful without first entering into a concession contract or obtaining a Special Event Permit. Business activity shall include, but not be limited to sale of food, beverages or merchandise, providing classes or other forms of instruction for a fee or other valuable consideration, or use of a park facility for advertising any business, product or service.

Solicitations are not allowed within a park.

ADMISSION, FEE BASED MEETINGS/SEMINARS, FUNDRAISING AND DONATIONS

Use of a facility for private events that charge admission, fee based business meetings or seminars, include fundraising activities and/or collect donations, may be restricted at the discretion of the director. Event fees, admissions and/or fundraising efforts must disclose this information at the time of application submittal. Additional fees may apply. When admission is charged to attend a private event, the event organizer will be provided an Admission Tax Application and an Admission Tax will apply. Unsolicited donations may be accepted at a Facility Use permitted event. Donations cannot be required to gain access or to attend. To discuss the possibility of these types of uses, contact the Parks Department Customer Service Hub at 425.587.3330.

HIRED ENTERTAINMENT

Hired entertainment may be permissible depending on the type of entertainment. Facility Use applications for events which include hired entertainment must be submitted a minimum of 30 calendar days prior to the event date. **Any**

potential insurance required for hired entertainment must be met by 30 calendar days prior to the event date or within 30 calendar days of application review, whichever comes first. A determination regarding the classification of the hired entertainment (high risk or not) is made by the City during application review. If an entertainer is deemed High Risk and permissible, insurance will be required and the City's insurance requirements will need to be met within 30 calendar days of application submittal or within 30 calendar days of the event, whichever comes first (see Insurance Requirements section below).

All vendors conducting services on-site at any function being held at a City of Kirkland facility must hold a current City of Kirkland business license. For information, please visit the City of Kirkland website:

<http://www.kirklandwa.gov/Assets/Finance+Admin/Finance+Admin+PDFs/Business+License+Ordinance.pdf>

MUSIC/AMPLIFICATION

Out of respect for other park users and residential and business neighbors, renters are asked that the volume be kept at a level that can't be heard 50' from the music site. Music outdoors must end by 10:00pm. Music indoors must end by 11:00pm. For music components arranged outdoors –the music equipment/speakers are required to be arranged in a fashion that directs the music inward, towards the event itself, not outward, not facing other park users or neighbors.

INFLATABLE TOYS, BUBBLE SOCCER AND LASER TAGS

Inflatable toys, including Bubble Soccer and Hamster Ball type activities– neither personal devices nor industry devices – and laser tag are not allowed at private functions. Inflatables may be permitted at Neighborhood Association events or Special Events after meeting City requirements.

PETS, DOGS AND OTHER ANIMALS

Pets are not allowed indoors at Heritage Hall (except for service animals). Dogs are not allowed at Phyllis Needy Park or on athletic fields. Animals outdoors are subject to Park Rules (contained within) and the Kirkland Municipal Code, State and Federal Laws. Permissible animals must be on a leash at all times.

CANDLES, OPEN FLAMES, AND FIREWORKS/SPARKLERS

- Candles are allowed under the following conditions:
 - Candles must be fully enclosed in a hurricane style enclosure or within a votive candle holder.
 - Votive and tea light candles that are contained and will not tip over are allowed.
 - Bare candles and/or candelabras are not allowed.
 - Any wax that spills in any City facility is the responsibility of the renter for cleaning and or damage/repairs.
- Tiki torches and open flames are not allowed.
- Fireworks/sparklers are prohibited in the City of Kirkland and cannot be used at City facilities.
- Fuel canisters for warming food are allowed.

FOOD AND NON-ALCOHOLIC BEVERAGES

Food and **non-alcoholic** beverages are welcome. Renters have the option of either bringing their own food or having an event catered. In the case of catering, certain elements are required. Please see the Catering section below for detailed requirements. **In compliance with the City Fire Code, flaming food is not permitted at indoor facilities.** Fuel canisters for warming food are allowed.

BARBEQUES

On-site, charcoal operated barbeques are provided at a handful of parks. Renters are responsible for the care and condition of any equipment being used and must remove any debris and clean all on-site used barbeques.

Personal barbeques which are propane operated are permissible. Personal charcoal operated barbeques are NOT allowed to be brought in for use at any park. Barbeques are not permitted indoors. Barbeques must be placed within the contracted rental area, in a location that is safe for event guests as well as in a location that prevents fire and/or smoke

damage to facilities. A drip pan underneath the unit is required and the drip pan must be removed after the rental – it cannot be left behind or placed into a City garbage facility.

CATERING & FOOD TRUCKS

Catering is defined as a person or company being paid to prepare and/or serve food at a City facility and/or within a park. Having food dropped off or bringing prepared food purchased off site is not considered catering. Catering is permissible if/when requirements have met within 30 calendar days of the event date or within 30 calendar days of the transaction of renting a facility, whichever comes first. Customers are welcome to choose any caterer they wish. Please see below for requirements. It is the responsibility of the renter to submit requirements to Coordinator Nicci Osborn at nosborn@kirklandwa.gov).

Food trucks are considered caterers. Food trucks may not sell items/services, nor can they advertise, during a rental. Parking is not available to rent, nor can parking be blocked off. Food trucks have to abide by the same parking rules as any other street/park users.

Requirements for catering must be met by 30 calendar days prior to the event date or within 30 calendar days of application review, whichever comes first. If an event includes catering, the following requirements apply:

- The caterer must have general liability insurance coverage, which must be valid through the date of the event.
 - Proof of the caterer's valid insurance (insurance valid through the date of the rental) is required via a copy of the caterer's Certificate of Insurance. **Only** a copy of the Caterer's Certificate of Insurance providing proof of General Liability insurance coverage is required. The City does not impose general aggregate coverage requirements in the case of catering alone and the City does NOT need to be listed as Additional Insured (nor does the applicant). The City simply requires the caterer be covered by insurance.
- The caterer must hold a City of Kirkland business license, which must be valid through the date of the event.
 - All vendors conducting services on-site at any function being held at a City of Kirkland facility must hold a current City of Kirkland business license. For information, please visit the City of Kirkland website: <http://www.kirklandwa.gov/Assets/Finance+Admin/Finance+Admin+PDFs/Business+License+Ordinance.pdf>

ALCOHOL

Alcohol (**beer and wine only – no kegs**) is a possibility (after application and site requirements have been met) at Heritage Hall, the Pavilion at Marina Park, the North Kirkland Community Center and the Peter Kirk Community Center. **Alcohol is NOT allowed at any other locations.** For PKCC and NKCC policies, contact PKCC and NKCC directly. This document does not cover NKCC or PKCC. For Heritage Hall and the Marina Park Pavilion, alcohol site conditions and application requirements apply and are detailed in the Facility Use Permit Alcohol Requirements document, which is available upon request or by visiting this link: [Alcohol Requirements and Information](#) . Insurance requirements are detailed in the Insurance section below.

All requirements for alcohol must be met by 30 calendar days prior to the event date or within 30 calendar days of application review, whichever comes first.

Serving alcohol without proper approval and permits, and/or in violation of any city policies and procedures, will result in immediate shut down of the event, may result in police citation, will cause forfeiture of deposits and rental fees, and additional fees may apply.

INSURANCE

Insurance may be required for any event. For event applications which include high risk elements (i.e. high risk activities or high risk entertainment), catering on site, and/or alcohol), insurance will be required. All related insurance requirements, other documents and payments, as outlined within must be received 30 calendar days prior to the event date or within 30 calendar days of a rental transaction, whichever comes first. If requirements are not met by the deadline, the application may be denied, the event may be subject to cancellation by the City or the high risk element may be required to be removed from the application and will then not be allowed at/during the event. All associated rental fees collected will be forfeited if requirements are not met by the deadline.

The City of Kirkland’s insurance coverage type and required limits are:

- General Liability Insurance
- \$2,000,000 General Aggregate, \$1,000,000 Per Person, Per Incident
- For events with alcohol: Host Liquor Liability Coverage
- City of Kirkland listed as Additional Insured
- Policy coverage must be valid through the date of the event
- The name(s) of the insured/policy holder must match that/those on the Facility Use Application form

An applicant has **three options to purchase insurance**. A description of these three options is available via the “Insurance Purchasing Options and Requirements for Facility Use Permit Applications” document (available upon request) or at the City’s website using the following link: [Insurance Purchasing Information](#).

GARBAGE & RESTROOMS

Rental customers are welcome to utilize any garbage can or dumpster on site. If Proper use is greatly appreciated.

Restrooms are not available at all sites. Please check the City’s Online Parks Guide for parks with restrooms: [Online Parks Guide](#). Restrooms are not available year round. Restrooms are typically open March 1st through October 30th. Customers are able to request permission to have a port-o-potties on-site. The request should be made at the time of Facility Use application submittal. Customers are responsible for coordinating and paying for any port-o-potty needs. Rental of a port-o-potty is at the customer’s expense.

POWER, GENERATORS AND WATER

Power – Only the Marina Park Pavilion, Heritage Hall and OO Denny picnic shelter have power available to renters. A Marina Park Pavilion power schematic is available upon request. Overloading available power is not allowed. If a circuit is tripped through overloading, a breaker will be reset by City staff once during a rental.

Generator - Certain size generators may require a Generator Permit from the City of Kirkland Fire and Building Department. They can be reached at 425-587-3660 for information. If a generator permit is required, the renter will be required to obtain one in order to use the generator during the rental. The Facility Use Permit does not provide legal permission for the use of a generator.

Water - Rental of the OO Denny picnic shelter includes access within the shelter to water from March 1st through October 31st. No other parks, rental areas or shelters offer water access.

PARKING

Parking is not provided at all parks. **Parking is not guaranteed at a park or with a rental.** Parking within a park is available to any and all park users. **Parking cannot be blocked off or saved.** All park users, including vendors hired by renters, are required to follow parking rules as posted. The City of Kirkland reserves the right to request large groups furnish effective plans for parking, traffic and crowd control. If an event is one larger in size, a parking plan or carpool plan may be required as part of the application process.

BANNERS & SIGNAGE

Small, non-advertising event banners/signage are permissible on the Pavilion or picnic shelters during rental hours. Signage/banners cannot be advertising/solicitous in nature. Banners and signage also cannot invite the general public to attend a Facility Use permitted event. Use the hooks provided at the Pavilion and picnic shelters for hanging signage.

FLAMMABLE MATERIALS

- Open flames and Tiki torches are not allowed.
- Fireworks/sparklers are prohibited in the City of Kirkland and cannot be used at City facilities.

The use of flammable materials is regulated by the City of Kirkland’s Fire Department. The desire to use flammable materials must be disclosed at the time of application submittal.

SMOKING

City of Kirkland facilities are smoke/tobacco free.

APPLICATION/EVENT CHANGES

If there are changes proposed to any of the answers given through the Facility Use Application process, or any proposed changes to the details contained within the issued Facility Use Permit, the changes must be reported and any applicable requirements must be met by the timeline required. After a permit has been issued, changes may be subject to an Administrative Fee. Significant changes (i.e. the addition of alcohol, a change in date, a change in the scope of the event) must be received a minimum of 30 days prior to the date of the event. Changes in the time of day may be requested up to 14 days prior and are subject to availability. Failure to report the proposed within insufficient time for the City to process the request may result in denial or cancellation of the application/permit - even on the day of the event if the City deems it necessary. The cancellation policy applies. Changes in the scope are subject to the timeline required to meet any necessary/applicable deadlines. The City will try to accommodate any change requested and reserves the right to cancel the application/permit if the City deems it necessary. Email is acceptable for communicating a request for a change. Additional fees may apply.

APPLICATION DENIAL

If a request does not meet regulations and if an applicant does not meet requirements as outlined, the application will be denied. If an application must be denied due to an applicant not meeting submission requirements and deadlines, rental fees will be forfeited.

ALTERNATE FORMAT

Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

TITLE VI

The City of Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or gender in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 or titlevicoordinator@kirklandwa.gov.

ADDITIONAL DOCUMENTS

The following documents may be helpful and/or required and are available on the City's website:

- Rental Site Information Matrix [Rental Site Information Matrix](#)
- Park User Fee Schedule [Park User Fee Schedule](#)
- Heritage Hall and Marina Park Pavilion Facility Use Permit Application [Heritage Hall/Park and Marina Park Pavilion Application](#)
- Additional Heritage Hall/Heritage Park Application Requirements, Information and May – Sept Capacity Expansion Options [Additional Heritage Hall/Park Application Requirements, Information and Capacity Options](#)
- Facility Use Permit Alcohol Requirements (for Heritage Hall and the Marina Park Pavilion) [Hall and Pavilion Alcohol Requirements](#)
- Insurance Requirements and Purchasing Options for Facility Use Applications [Insurance Purchasing Options](#)
- Park Open Space/Informal Athletic Field Facility Use Permit Application [Picnic Shelter, Area, Open Space and Informal Field Use Application](#)
- Athletic Field Locations [Athletic Field Inventory \(Summarized\)](#)
- Athletic Field Use Policies [Athletic Field Use Policies](#)
- Athletic Field Formal Use Application (an application form required for formal/league/organizational use of an athletic field) [Athletic Field Formal Use Application](#)

Kirkland Municipal Code Chapter 11.80 PARK RULES

11.80.010 Title of chapter.

This chapter may be cited as the park rules for the city of Kirkland. (Ord. 4334 § 6 (part), 2011)

11.80.020 Police power.

This chapter is hereby declared to be an exercise of the police power of the city for the public peace, health, safety and welfare and its provisions are to be liberally construed. (Ord. 4334 § 6 (part), 2011)

11.80.030 Definitions.

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

- (1) "Director" means the director of the parks and recreation department of the city as established by Chapter [3.68](#).
- (2) "Park" means and includes all city parks and all areas within the boundaries of a city park, including structures, regardless of whether the area is under the management and control of the park and recreation department.
- (3) "Park board" means the board of park commissioners as established and created by Chapter [3.36](#).
- (4) Wherever consistent with the context of this chapter, words in the present, past or future tenses shall be construed to be interchangeable with each other and words in the singular number shall be construed to include the plural. (Ord. 4334 § 6 (part), 2011)

11.80.040 Posting signs, posters and notices.

(a) It is unlawful for any person, without prior written permission of the director, to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; provided, that the director may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics.

(b) It is unlawful for any person, without prior written permission of the director, to use, place or erect any signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park, or to place or erect in any park a permanent or temporary structure of any kind; provided, that before granting any such permit, the director shall establish general rules and regulations pertaining hereto, including provisions pertaining to removal, protection of the city park department and its employees, protection of the interests of the general public, and of persons using said park. (Ord. 4334 § 6 (part), 2011)

11.80.050 Injury to park property unlawful.

It is unlawful for any person to remove, destroy, mutilate or deface any structure, or any part of any structure, or any fixture therein, or attached thereto, or any monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system or sprinkling system, or any other property lawfully located within any park. (Ord. 4334 § 6 (part), 2011)

11.80.060 Animals at large prohibited.

The provisions of Chapter [8.04](#) of the Kirkland Municipal Code, including all portions of the King County Code adopted by reference, shall apply in all parks. It is unlawful for any person to allow or permit any animal owned by him or within his possession or under his control to run at large in any park or enter any designated swimming area located therein. The director, acting pursuant to Section [11.80.220](#), may adopt rules prohibiting dogs or other types of domesticated animals from entering certain parks or certain portions of parks after consultation with the city council. (Ord. 4334 § 6 (part), 2011)

11.80.070 Firearms and explosives.

It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, bows and arrows, B.B. gun, or use any slingshot or other propelling device wherein the applied human energy or force is artificially aided, directed or added to in any park, except in such designated recreational areas as may be by the department of parks and recreation be developed and provided for such activities. (Ord. 4334 § 6 (part), 2011)

11.80.080 Teasing, annoying or injuring animals prohibited.

It is unlawful for any person in any park, in any manner, to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl; or to catch any fish or feed any fowl except at those places as may be so designated for the catching of fish or the feeding of fowl by the director. (Ord. 4334 § 6 (part), 2011)

11.80.090 Certain vocations and loudspeakers prohibited.

It is unlawful to sell, solicit or peddle in any park without first obtaining a written permit from the director. It is also unlawful to operate or use any loudspeaker or sound amplification devices in any park without first obtaining a written permit from the director. (Ord. 4334 § 6 (part), 2011)

11.80.100 Business activity in parks.

It is unlawful to conduct any type of business activity in any park without first entering into a concession contract according to the rules and regulations of the parks and recreation department therefor with the city. As used in this section, "business activity" shall include, but not be limited to, the following:

- (1) Sale of food, beverages or merchandise;
- (2) Providing classes or other forms of instruction for a fee or other valuable consideration; or
- (3) Use of park facilities for advertising any business, product or service. (Ord. 4334 § 6 (part), 2011)

11.80.110 Watercraft.

It is unlawful for any person to have, keep or operate any boat, float, raft or other watercraft in or upon any bay, lake, slough, river, or creek, within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at such places as shall be set apart for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

11.80.120 Emergency aid by watercraft.

It is unlawful for any person to land or dock a boat at any swimming dock or float, nor shall any boat be allowed within a swimming area except in an emergency involving rescue or lifesaving. (Ord. 4334 § 6 (part), 2011)

11.80.130 Riding vehicles and animals.

It is unlawful for any person to ride or drive any vehicle or animal over or through any park except along and upon the park drive parkways, park boulevards, and bicycle paths, or at a speed in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is so posted or to stand or park any vehicle in any park except in areas designated for such purpose by the director and so posted by signs, or to stand or park any vehicle between the hours of eleven p.m. and seven a.m. of the following day except in such areas as may be designated for such purpose by the director and so posted by signs. (Ord. 4334 § 6 (part), 2011)

11.80.140 Camping areas.

It is unlawful for any person or group of persons to "camp out" in any park except at places set aside for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

11.80.150 Practicing and playing games.

It is unlawful for any person to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton or other games of like character or to hurl or propel any missile except at places set apart and developed for such purposes by the department of parks and recreation and so designated by the director. (Ord. 4334 § 6 (part), 2011)

11.80.160 Depositing refuse and litter.

It is unlawful for any person to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any waste or abandoned material therein except in designated receptacles. (Ord. 4334 § 6 (part), 2011)

11.80.180 Permit for assemblies required.

It is unlawful for any person to hold, sponsor, or participate in any organized assembly without first giving to the director notice thereof and obtaining therefrom his written permit to do so. Such notice shall be given at least seventy-two hours prior to the date established for such assembly. Pursuant to Chapter [3.68](#) and Section [11.80.220](#), the director is hereby ordered to establish forthwith such rules and regulations pertaining to the issuance of assembly permits as shall permit the fullest peaceful utilization of the parks by all of the general public (including such persons attending such assemblies and such other persons utilizing the park, but not in attendance at such assembly) as shall be reasonably possible and consistent with the health, safety, and general welfare. In this connection, and in addition to the conduct requirements of this chapter, such rules and regulations may require the deposit of "cleanup" undertakings, the furnishing of waste and sanitary conveniences and effective plans for traffic and crowd control and management. (Ord. 4334 § 6 (part), 2011)

11.80.190 Races prohibited.

It is unlawful for any person in any park to engage in, conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal, except at specified places and times designated for such activities by the director upon his determination that:

- (1) Adequate provision has been made to ensure that the health and safety of participants in and spectators of any such activities will not be subject to undue hazard;
- (2) Such activities will be conducted in such a manner as to minimize potential damage to public or private property;
- (3) Such activities will not constitute a public nuisance; and
- (4) Such activities will not unduly interfere with the use of park facilities by the general public. (Ord. 4334 § 6 (part), 2011)

11.80.200 Building fires.

It is unlawful for any person to build any fire in any park except in such areas as may be designated by the director and such designation is clearly defined by signs posted in such area. (Ord. 4334 § 6 (part), 2011)

11.80.210 Intoxicating liquors and drugs prohibited.

It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container within one's immediate reach or control (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park may be considered to be in possession of the container for the purposes of this section. A person is exempt from this section to the extent that his/her actions are in accordance with a parks department special alcohol permit. (Ord. 4334 § 6 (part), 2011)

11.80.220 Adoption of rules and regulations by director.

The director shall have the power, pursuant to Chapter [3.68](#), to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of the parks, and shall post the same in conspicuous places in the parks. Such rules and regulations shall include a procedure for granting blanket permits encompassing any particulars of this chapter to locally and nationally recognized organizations or associations. Such rules and regulations may include the establishment of hours during which any park or portion thereof, as designated by signs located within the designated portion, shall be closed to the general public; such closures may be for reasons of public safety, welfare and convenience, or for reasons of park maintenance. It is unlawful for any person to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. (Ord. 4334 § 6 (part), 2011)

11.80.230 Aiding and abetting violations.

Any person participating in a violation of any provision of this chapter whether directly committing the act or omitting to do the thing constituting the offense or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, shall be proceeded against and prosecuted as such. (Ord. 4334 § 6 (part), 2011)

11.80.250 Parks closed between ten p.m. or eleven p.m. and dawn.

The provisions of this section shall apply to all parks, improved and unimproved, within the city or owned by the city.

- (1) Except as otherwise provided herein, all waterfront parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of ten p.m. and dawn of the following day.
- (2) Except as otherwise provided herein, all other parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of eleven p.m. and dawn of the following day.
- (3) It is unlawful for any person, other than a police officer or authorized park department employee, to enter into or remain within a park within the city or owned by the city at any time between the closing hour designated above and dawn of the following day.
- (4) For the purposes of this section, "dawn" means the time of official sunrise for the particular day as published by the U.S. Weather Service. (Ord. 4334 § 6 (part), 2011)