



Issaquah Parks and Community Services

Picnic Shelter Rental Guide



Contact:

(425) 837-3300 parkrentals@issaquahwa.gov

Website: cityofissaquah.perfectmind.com

Mailing Address: PO Box 1307 Issaquah, WA 98027

Shelter Amenities and Fees

Picnic Shelter	Capacity	Size	Tables	Power/Water	Resident Fees	General Fees
Central Park (A & B) 1907 Park Dr NE	Up to 50*	40'x40'	6	N/A	\$105/half day \$160/full day	\$126/half day \$192/full day
Confluence 655 Rainier Blvd N	Up to 50*	60'x30'	8	\$10 per rental	\$105/half day \$160/full day	\$126/half day \$192/full day
Gibson 105 Newport Way SW	Up to 50*	28'x28'	2	N/A	\$105/half day \$160/full day	\$126/half day \$192/full day
Tibbetts Valley 965 12th AVE NW	Up to 50*	34'x34'	4	N/A	\$105/half day \$160/full day	\$126/half day \$192/full day
Tradition Plateau 26475 SE 75th St	Up to 50*	32'x22'	6 benches	N/A	\$105/half day \$160/full day	\$126/half day \$192/full day

HOW TO RESERVE

Shelter Rentals are available starting May 1st through September 30th. Reservations are first come, first served and processed in the order they are received. Shelters are open to reservation starting February 25th. To rent you can visit cityofissaquah.perfectmind.com. For more information you can call (425) 837-3300 or email parkrentals@issaquahwa.gov.

RENTAL OPTIONS

Shelters may be rented at the following times only, May 1st–September 30th:

Half Day: 8:00am – 2:00pm

Half Day: 3:00pm – Dusk

Full Day: 8:00am – Dusk

No late departures or early arrivals. All setup and cleanup needs to be done within scheduled hours. Approved use is for the picnic shelter only.

CANCELLATION/ CHANGE/ REFUND POLICY

Applicant must notify the Issaquah Parks and Recreation Department fourteen (14) days prior to the scheduled rental date if they desire to cancel and receive a refund, less an administrative fee of 5%. Cancellation due to rain does not warrant a refund. If Issaquah Recreation Department cancels use, user groups will be refunded.

RENTER'S RESPONSIBILITY

Applicant needs to be in attendance at the event during the time specified on the rental confirmation and have a copy of the confirmation in their possession. Without the confirmation, reservations cannot be guaranteed. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Maintenance of the premises during the scheduled use.
- Cleaning of refuse and debris and disposing in dumpsters.
- Security to maintain order.

TENTS & PORTABLE CANOPIES

Only one portable freestanding canopy (without walls) measuring no more than 100 square feet (10' X 10') in size is allowed. Larger tents are not allowed without Parks Department prior approval. Stakes or in-ground anchors are not allowed.

SPECIAL USES

The following special uses require prior approval:

- Large Events (over 50 people)
- Catering
- Sound systems
- Activities other than the intended use of the facility.
- Animals

PARKS FACILITIES RULES

Persons using the picnic shelter at any City park will be held responsible for observing City of Issaquah rules and regulations (outlined in Park Rental Guide) in order to ensure that City parks and recreation facilities may be used and enjoyed by the greatest number of people. Please share relevant park information with your guests prior to the scheduled use. The following activities are **prohibited** at city parks, including all picnic areas:

- Alcoholic beverages or controlled substances of any kind.
- Unleashed dogs are not allowed in City parks where posted (guide dogs are exempted). Leashed pets are allowed on sidewalks and walkways only.
- Motorized vehicles on turf, grass or in unauthorized areas.
- Removal, destruction, or defacing of any City property or vegetation.
- Fireworks of any kind.
- Authority to conduct a for-profit business, sell souvenirs, food or drink upon City property.
- Inflatables, amusement devices or rides.

Sound Systems: Renter is responsible for monitoring volume of sound system to be audible no greater than 50 feet from the source (IMC 9.22.010).

Picnic Tables: Picnic shelter tables are available for your exclusive use.

Generators: Confluence Park is located in the Cities Critical Aquifer Recharge Area. Hazardous materials such as gasoline, diesel, oil is required to be stored in secondary containment. Materials to clean up potential spills are also required to be on-site. Critical Aquifer Recharge Area (CARA) (IMC 13.29).

Parking: Parking is limited and only available on a first-come, first-served basis. All groups are advised and encouraged to carpool or provide a shuttle service from the nearest Park and Ride. An alternative parking plan may be requested by the Parks Department depending on the size, location, and nature of your event.

Barbecues/Grills: Issaquah parks do not have barbecue grills available. You are welcome to bring self-contained gas grills. Charcoal grills are not allowed. Grills cannot be placed directly on the grass. You are responsible for safe removal of the grease, do not dump in the park or park waste bins.

FIELD SCHEDULING

Events requiring use of a City of Issaquah sports field will need to submit a completed "Athletic Field Rental Request" form in conjunction with the "Picnic Shelter Rental" form.

INSURANCE REQUIREMENTS (if needed)

All leagues, sports camps, private renters (depending on the scope of the event) and other groups reserving fields for multi-day use shall be required to obtain, maintain and provide an original Certificate of General Liability Insurance, from a company authorized to do business within the State of Washington, in the amount of one million dollars (\$1,000,000.00) with two million (\$2,000,000.00) aggregate on which policy the City of Issaquah is named as an additional insured. The following items shall be included on the certificate of insurance:

- Location of activities must show on certificate (City of Issaquah Parks)
- Type of activities must show on certificate (league play, tournaments, etc.)
- Dates of coverage
- Separate endorsement sheet (this is necessary)

Suggested verbiage for inclusion on the endorsement page:

One Time Event: The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for the ____(date)___ event.

Ongoing or Multiple Date Events: The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for any and all events held on City of Issaquah property or coordinated through City programs.

HAZARDOUS MATERIALS

Chemicals, liquid products, petroleum products, and other hazardous materials that have the potential to pose a threat to human health or the environment shall be operated in a manner that ensures safe storage, handling, treatment, use, production, and recycling and disposal. At a minimum hazardous material shall be stored using secondary containment at all times and spill containment supplies shall be located onsite. Map is available upon request.