



# RESERVATION GUIDELINES

## GENERAL

- \* A park reservation, as defined by the City of Federal Way, refers to rented usage of City property wherein a designated park site/area is occupied on a specified day and timeframe for general usage with no special accommodations or requests.
- \* Reservation times are 10:00am - 3:00pm and 4:00pm - 9:00pm. When available, both blocks of time may be reserved for a "Full Day" reservation.
- \* Park Reservation fees are due in full at the time of reservation.
- \* A finalized City issued receipt must be present during the reservation for site verification purposes. By reserving with the City of Federal Way you are agreeing to abide by all guidelines and policies listed below.
- \* The rental site/area must be cleaned and left in a condition equivalent to or better than it's condition prior to use. All trash must be properly disposed of in receptacles and/or removed from the park grounds.
- \* Parking is available on a first-come, first-served basis. Consider carpool and other transit options and prepare alternative parking locations in the event the lot is full.
- \* The City allows the usage of charcoal briquettes in the on-site park grills only. Briquettes must be disposed of properly in metal containers and removed from the park grounds. Personal propane grills are allowed.
- \* Alcohol is not permitted.
- \* Sound volume should be limited to the perimeter of the reserved park site/area and considerations should be given to the lyrical content of any music that is played.
- \* Inflatables and all other similar attractions are strictly prohibited.
- \* Sports/activity equipment should not puncture or damage the park grounds and should not disrupt other park patrons.
- \* Decorations may be secured using tape, string, or other material that will not puncture or damage park property. All decorations and fastenings must be removed and disposed of. Due to the additional clean up necessary, piñatas are not allowed.
- \* Graffiti of park property (paint, chalk, etc.) is not allowed.
- \* Pets must be kept on a leash at all times and may not enter the beach area, picnic sites, children's play area or volleyball courts. It is the responsibility of the pet owner to obey the scoop law.
- \* Feeding wildlife is not allowed.
- \* Electricity provided at designated picnic sites is limited and is not intended to run any type of commercial equipment.

## SITE DISPUTES

- \* If another person/group is occupying the reserved park site/area during your reserved time, please use the following steps:
  - 1.) Indicate to the person/group that the site/area has been reserved for you and ask them to vacate the site/area premises.
  - 2.) If no resolution is made, locate a City employee on the park grounds.
  - 3.) If no resolution is made, or you are unable to locate a City employee, place a non-emergency police call for assistance.
- \* Please note the City employee and/or police officer will require your City issued "Park Permit" for verification.

## CANCELLATIONS

- \* Cancellation requests must be given a minimum of two weeks prior to the reservation date and will receive a 50% refund.
- \* Cancellation requests made less than two weeks prior to the reservation date will not receive a refund.
- \* Cancellations will not be honored due to weather conditions.
- \* Rescheduling requests will be subject to the same terms and conditions as cancellations.
- \* Reservation fees paid by debit/credit card will be directly refunded to the card used for payment. Fees paid by cash or check will be refunded via check and will take approximately four weeks to process and arrive by mail.

**The City reserves the right to cancel a Park Reservation at any time. Cancellations due to non-compliance of the Reservation Guidelines and/or safety risk will not receive a refund of the reservation fees.**