



City of Bellingham WASHINGTON



2018

Park & Facility Reservation Information

City of Bellingham
Parks & Recreation
360.778.7000
parks@cob.org

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CITY OF BELLINGHAM PARK & FACILITY USE REGULATIONS

These regulations apply to the following Bellingham Parks & Recreation facility categories including picnic shelters, buildings, open spaces, and trails.

Purpose

Our mission is to support a healthy community by providing high quality parks and recreation services. Our facilities are intended for recreational activities for the enjoyment of the public. Parks and recreation facilities are available to the public for rent for commercial and non-commercial activities.

City activities receive first priority for facility use. The City may cancel reserved facilities for City program needs or emergency conditions with reasonable notice to the reserving party.

In order to provide opportunities for priority use, the Parks & Recreation Director may deny multiple reservations for the same individual or group uses which are not recreation or education oriented.

Requirements

Renters must be 18 years or older; be responsible for all payment of fees (from set up through clean up); be responsible for clean-up of facility within the reserved time; be responsible for any damages to equipment and property which is incurred and make full payment at time of reservation in US funds.

All scheduling must be confirmed and payment made prior to use. Payment may be made by cash, check or credit card. Governmental/Educational agencies may use purchase orders.

Reservations of facilities may be made up to one year in advance of the scheduled date. If the one-year mark falls on a weekend or holiday, we accept the reservation on the previous business day. Reservations must be made no less than 3 working days in advance of the reserved date.

To be eligible for a refund, the renter must notify the Parks & Recreation Department no less than 5 days prior to the event date. There is a \$20 fee charged to process refunds. No refunds will be given if cancellation is less than 5 days prior to event.

Renters are required to conduct their activities in accordance with the Parks Facilities Use Regulations, City policies, ordinances and codes. Subsequent use of facilities to renters abusing the facilities or violating regulations will be denied. The cost of damages to facilities or extra cleaning requirement will be charged to the renter.

Renters are responsible for security. The City of Bellingham does not assume responsibility for providing security for any persons or items, personal or otherwise, brought to the facility by the renter or persons or businesses affiliated with the rental.

Facility rental hours are 8:00 a.m. to 10:00 p.m. Woodstock, Maritime Heritage Park, Depot Market Square and Fairhaven Village Green have a (4) hour minimum, all other park facilities have a three (3) hour minimum. Neighborhood Associations may reserve park facilities a minimum of (2) hours for approved Neighborhood Association meetings.

Restrictions

Alcoholic beverages are prohibited in all City Parks & Recreation facilities. Exceptions include Woodstock Farm, Depot Market Square and permitted beer gardens provided all requirements are met.

Smoking or electronic smoking device (vaping) is prohibited in all Parks & Recreation managed properties (both indoor and outdoor). (BMC 8.16.020)

Motor vehicles may only be operated and parked in designated paved or graveled roadways and parking areas, unless prior authorization is given (BMC 8.04.050).

Inflatable Play Equipment may only be used in accordance with the "Using Inflatable Play Equipment in Parks" City Policy (PAR 01.00.02), which is available at the Parks & Recreation Administration Office.

Overnight use of the facilities is prohibited (BMC 8.04.040)

Commercial Use

“Commercial” refers to all individuals, groups or businesses, who charge a monetary admission, class fees, sell tickets, food or other items, solicit funds or donations, offer other for-profit activities or promote a commercial business. Donations of a non-monetary nature such as food, clothing, etc. do not qualify the use as commercial.

Examples: Bazaar or craft sales, fundraisers, concerts, performances, and/or fitness events **where admission is charged for entry** or any event that includes food or merchandise vendors are considered commercial use.

The renter is responsible for obtaining any additional applicable and/or required permits for a commercial event including, but not limited to, City of Bellingham business license, special event permit, food worker-card and right-of-way permit.

Park Special Request Form

Applicants/renters must complete a Special Request Form in advance for any of the following:

- All open space and/or trail reservation requests
- All requests for events with expected attendance above the facility’s maximum capacity. Open space must be reserved to accommodate facility overflow.
- All requests for events that do not fall within the intended recreational use of the facility
- All requests for beer gardens (may require additional Facility Use Agreement)
- All requests for vending trucks
- All Commercial Events
- At the request of the Parks & Recreation Department

The Parks & Recreation Administration Office will tentatively hold Special Request reservation dates for 10 working days from the date of contact to allow for completion of the Special Request Form. Special Request forms not received by the Parks & Recreation Administration Office at least 20 working days in advance of the event date may not be considered. Some Special Requests may require additional permits and insurance. Facilities required for a Special Event must be paid in full no later than seven days prior to the event.

The Parks & Recreation Department reserves the right to require that the renter provide event monitors or security, parking attendants, additional portable toilets, recycling containers and garbage receptacles, as well as a site plan and parking plan. The Parks & Recreation Department may charge additional fees for special services rendered including, but not limited to extra staffing, electrical needs, facility set-up, equipment use, etc. to ensure a safe and well managed event.

The Parks & Recreation Department reserves the right to require renter to rent additional facilities in the park depending on the size of their group and the impact on the community on the available use to those facilities.

Additional Rules:

- A staffing fee of \$30 per hour will be charged for events needing department staff in attendance as determined by the Department.
- **Lake Padden Park:** If you have more than 100 people, you must rent both picnic shelters
- **Fairhaven Park:** If you have more than 60 people, you must rent both the pavilion and picnic shelter
- **Whatcom Falls Park:** If you have more than 54 people, you must rent both picnic shelters
- **Bloedel Donovan:** Both the Multi-purpose room and pavilion must be rented for Special Events occurring in the park with an expected attendance of over 280 people
- **Boulevard Park:** Reservations are not accepted at Boulevard Park



2018 PARK AND FACILITY RENTAL FEES

To check availability for a shelter or facility, please call or check online at <https://apm.activecommunities.com/bellingham>.

To make a reservation call the office at 360-778-7000.

To make a reservation or check availability at Maritime Heritage Park, please call the office.

PICNIC SHELTERS - Minimum three hour use (W=Water L=Lights E=Electricity R=Restrooms) Shelters are reserved *with fee* between April 1 and Oct 31 (November – March no reservations or fees required, first come first served).

Park	Capacity	Amenities	Price	Commercial Rate
Cornwall Park				
North Shelter	72	60x30, Seats 72, 12 Tables, W/L/E/R, Parking: 51 Regular, 3 Handicapped	\$25/hr, \$250/day	\$37.50/hr, \$375/day
South Shelter	32	28x24, Seats 32, 8 Tables, No Utilities, Parking: 30 Regular, 2 Handicapped	\$20/hr, \$200/day	\$30/hr, \$300/day
Fairhaven Park Shelter	48	41x24, Seats 48, 8 Tables, W/L/E/R. Closed during winterized months, Parking: 18 Regular, 1 Handicapped	\$25/hr, \$250/day	\$37.50/hr, \$375/day
Lake Padden Park				
Rotary Shelter	100	24x40, Seats 48, 8 Tables, Near Restrooms, 2 Park Grills, Parking: 133 Regular, 5 Handicapped (shared by both shelters)	\$25/hr, \$250/day	\$37.50/hr, \$375/day
Playground Shelter	100	24x40, Seats 48, 8 Tables, Near Restrooms, 1 Park Grill, Parking: 133 Regular, 5 Handicapped (shared by both shelters)	\$25/hr, \$250/day	\$37.50/hr, \$375/day
Squalicum Creek Park Shelter	96	40x25, Seats 96, 12 Handicap Accessible Tables, W/L/E/R, 1 Park Grill, Parking: 120 Regular, 10 Handicapped, 48 Overflow	\$30/hr, \$300/day	\$45/hr, \$450/day
Whatcom Falls Park				
Large Shelter	54	24x28, Seats 54, 9 Tables W/L/E, near restroom, Parking: 72 Regular, 3 Handicapped (shared by both shelters)	\$25/hr, \$250/day	\$37.50/hr, \$375/day
Small Shelter	24	20x40, Seats 24, 4 Tables W/E, near restroom, 1 Park Grill, Parking: 72 Regular, 3 Handicapped (shared by both shelters)	\$20/hr, \$200/day	\$30/hr, \$300/day
Elizabeth Park Gazebo	50	Gazebo w/Electricity (capacity 50 people), Restrooms, On-Street Parking	\$20/hr	\$30/hr

Parking information for reference only, parking is not guaranteed with reservation

INDOOR FACILITIES- Minimum three hour use (W=Water L=Lights E=Electricity R=Restrooms) Indoor Facilities are reserved *with fee* Year Round (No winterized months).

Facility	Capacity	Amenities	Price	Commercial Rate
Bloedel Donovan Park				
Multi-Purpose Room	280	78x56, , Kitchen (2 outlets), stove/ref, 30 tables, 200 chairs, Gymnasium, 5 outlets W/L/E/R, Parking: 200	\$50/hr, \$500/day	\$75/hr, \$750/day
Pavilion	60	Meeting Room 25x28-Full Kitchen, 8 Tables, 40 chairs, W/L/E/R, Parking: 200	\$40/hr, \$400/day	\$60/hr, \$600/day
Fairhaven Park Pavilion	60	Meeting Room 32x25, Full Kitchen, 10 Tables, Group Size Max 100, seating for 60, W/L/E/R, Parking: 52 Regular, 3 Handicapped, 1 Unloading Zone	\$40/hr, \$400/day	\$60/hr, \$600/day

Parking information for reference only, parking is not guaranteed with reservation

SPECIAL FACILITIES- Minimum four hour use (W=Water L=Lights E=Electricity R=Restrooms) Special Facilities are reserved with fee Year Round (No winterized months). Woodstock off-season is October 1-May 31, Prime Season is June 1-September 30

Facility	Capacity	Amenities	Price	Commercial Rate
Depot Market Square	299	48,200 square foot open courtyard, 5,200 square foot pavilion building, users provide their own equipment), prep kitchen including microwave, refrigerator, and sinks, W/L/E/R	<u>Mon-Thur:</u> Building: \$75/hr, w/courtyard: \$100/hr <u>Fri-Sun:</u> \$100/hr, w/courtyard: \$130/hr <u>Mon-Thur All Day:</u> Building: \$700, w/courtyard: N/A <u>Fri-Sun All Day:</u> Building: \$1000, w/courtyard: \$1300	Not Applicable
Woodstock Farm All Areas	50	W/L/E/R, includes Barn, Gates House, Open Space, Available supplies listed online, 12 on-site parking spots	Off-Season: <u>Mon-Sun:</u> \$ 125/hr \$1,250/day Prime Season: <u>Mon-Fri:</u> \$ 125/hr \$1,250/day <u>Sat-Sun:</u> \$2,100/day	Not Applicable
Barn	50	30x25, electrical outlet, circuit breaker, windows	Off-Season: <u>Mon-Sun:</u> \$ 40/hr \$ 400/day Prime Season: <u>Mon-Fri:</u> \$ 40/hr \$ 400/day	Not Applicable
Gates House	50	Kitchen, gathering room, dining room, restroom	Off-Season: <u>Mon-Sun:</u> \$ 50/hr \$ 500/day Prime Season: <u>Mon-Fri:</u> \$ 50/hr \$ 500/day	Not Applicable
Maritime Heritage Park Pavilion	49	60x30, Open Space, W/L/E/R, On-Street Parking Only	\$ 40/hr \$ 400/day Hourly staff fee may apply	\$ 60/hr \$600/day
Amphitheater	300	Open Space, On-Street Parking Only	\$25/hr, \$250/day	\$ 37.50/hr, \$375/day
Fairhaven Village Green	600	150x100, Grass: 350 sitting or 200 w/tables and chairs, W/E/R, On-Street Parking Only	\$50/hour, \$500/day	\$ 75/hr, \$750/day

EXTRA FEES:

Park Events	\$50 review fee per rental in addition to hourly/day rental rate of facility reserved
Refund/Cancellation Fee	\$20, no refunds issued for cancellations within 5 days of reservation
Open Space Fee	\$20/hour, \$200/day, includes athletic courts
Inflatable's/Air Jumper	\$25/hour per piece in addition to hourly rental rate of facility reserved
Reservation Deposit Woodstock Farm	\$250 non-refundable if cancelled 90 days or less prior to reservation

*For more information see Facility Use Regulations, Procedures, or Park Profiles



DEPOT MARKET SQUARE RATE SCHEDULE

To rent Depot Market Square, a rental application must be completed. The rental application is available at the Parks & Recreation Office, and online.

Days	Hourly Rate		Daily Rate	
	Building	w/Courtyard	Building	w/Courtyard
Monday - Thursday	\$ 75	\$100	\$ 700	N/A
Friday - Sunday	\$100	\$130	\$1,000	\$1,300

Damage Deposit: \$250 without Alcohol or \$500 with Alcohol.

Space Hours: 8 am - 12 midnight (includes setup and cleanup)

Minimum Hours: 4 hours (includes setup and cleanup)

Music: Sunday - Thursday must be shut down by 10pm (must be out by midnight)

Friday - Saturday must be shut down by 11 pm (must be out by midnight)

Farmers' Market Days: Facility not available before 5pm

Courtyard: Cannot be rented separately and cannot be rented before 5pm on weekdays

Back to Back Rentals: Will have 1 hour in between rentals



CIVIC FIELD ATHLETIC USE FEES

Civic Field	Sport	Amenities Included	Fees
If Admission is Charged	Football	Entire Facility, Field Markings, Down Markers Equipment, P.A. System, Ticket Booth, Locker Rooms, Goals	\$140/hour \$2,160/day
	Soccer/Lacrosse	Entire Facility, Field Markings, Down Markers Equipment, P.A. System, Ticket Booth, Locker Rooms, Goals	\$140/hour \$2,160/day
	Track/Cross Country	Entire Facility, Blocks, Field Event Markings, High Jump and Pole Vault Pit's, Event Equipment, Locker Rooms, Ticket Booth	\$140/hour \$2,160/day
No Admission Charged	Football	Field Goals, Field Marking for Game if needed, Restrooms	\$70/hour \$1,180/day
	Soccer/Lacrosse	Field, Goals (Soccer), Game Equipment if needed	\$70/hour \$1,180/day
	Track/Cross Country	Track, Field Event Areas, Markings, High Jump and Pole Vault Pit's, Event Equipment, and Blocks	\$70/hour \$1,180/day
Lights	All Events: As needed, to be determined by staff		Game: \$60/hr Practice: \$40/hr

Joe Martin Field	Amenities Included	Fees
If Admission is Charged	Entire Facility, Including Game Attendant, and P.A. System	\$300/Game \$600/day
No Admission Charged	Entire Facility, including Initial Prep, and P.A. System	\$150/Game \$300/day
Practices	Field and Bathrooms	\$50/hour
Lights	As needed, to be determined by staff	\$40/hour

FEE POLICY FOR USE OF CIVIC STADIUM AND JOE MARTIN STADIUM

1. Curfew for all events at Joe Martin Stadium and Civic Field shall be 12:00 Midnight.
2. Payment of fees is required at the time of booking.
3. Renter shall follow all department rules and regulations plus applicable city codes.



ATHLETIC FIELD FEES

(Excluding Civic Field and Joe Martin Stadium)

Per Game	Softball	Baseball	Football/Soccer
Adult	\$40	\$60	\$60
Youth	\$30	\$30	\$30
Lights	\$24	\$24	\$24
Amenities Provided	Initial field prep, Bases, Lights as needed, to be determined by staff		

Practice Per Hour	Softball	Baseball	Football/Soccer
Adult	\$20	\$20	\$20
Youth	\$10	\$10	\$10
Lights	\$24	\$24	\$24
Amenities Provided	Field, lights as needed, to be determined by staff		

HIGH SCHOOL TURF FIELDS

Adult	\$35
Youth	\$35
Lights	\$24

ARNE HANNA AQUATIC CENTER RENTAL FEES

Pool Rentals	Hourly Rate
Whole Facility with 1-200 swimmers	\$230
Instructional Pool (Beach)	\$80
Instructional Pool (Beach) with Water Slide	\$130
Dive Tank	\$80
Hydrotherapy Pool	\$80
Water Slide	\$80
Lap Lanes (5 Lane Minimum)	\$18 / Lane
Meeting Room	\$20
Patio	\$20

Arne Hanna Aquatic Center Facility Reservation Procedure:

Reservations must be reserved and paid for at least 2 weeks (14 days) in advance of the date requesting to allow appropriate planning for scheduling staff and equipment.



BELLINGHAM SCHOOL GYM RENTALS

SCHOOL GYMNASIUM	NON-PROFIT YOUTH	OTHER/ADULT
Elementary School	\$ 4/hour	\$ 8/hour
Middle School	\$ 5/hour	\$10/hour
High School	\$ 6/hour	\$12/hour
School Showers	\$10/per rental	

WRESTLING/WEIGHT ROOMS

Wrestling and weight rooms must be reserved through the school.

ATHLETIC FIELDS

Refer to "ATHLETIC FIELD FEES"

COVERED SHELTERS

COVERED SHELTERS	NON-PROFIT YOUTH	OTHER/ADULT
Elementary Shelters	\$ 2/hour	\$ 4/hour

MISCELLANEOUS INFORMATION

1. To be eligible for a refund, the renter must notify the Parks and Recreation Department 5 days prior to reserved date.
2. Schools reserve their own facilities for large community or commercial events.
3. Minimum of 1 hour rental Monday thru Friday. Minimum of 2 hour rental on Saturdays, Sundays and holidays.
4. Custodial Overtime will be charged at \$30 per hour on Saturdays and \$40 on Sundays and holidays (or current rate as set by school district). Renters will pay for 30 minutes of additional over-time for set-up and 1 hour of additional over-time for clean-up.
5. Indoor school facilities are available from September through mid-June.
6. Public parking during non-school hours is permitted on a first-come-first served basis and is not exclusive or guaranteed. Parking must be in designated spaces only. No reserving or marking of parking spaces or posting signage permitted. Parking is at the user's own risk and the school district accepts no liability. Commercial shuttle companies shall not pick up or drop off on district property.

HOURS AVAILABLE FOR ELEMENTARY, MIDDLE SCHOOLS and HIGH SCHOOLS (subject to change)

SCHOOL	HOURS	SCHOOL	HOURS
Alderwood	3:30 - 9:00	Parkview	6:00 - 7:15
Birchwood	6:00 - 9:00	Roosevelt	3:30 - 9:30
Carl Cozier	6:30 - 9:30	Shuksan MS W/M/E	6:00 - 9:30
Columbia	5:00 - 7:00	Silver Beach Main	3:30 - 8:00
Cordata	3:30 - 9:30	Sunnyland	6:00 - 7:00
Fairhaven MS E/W	6:00 - 10:00	Wade King	6:00 - 9:00
Geneva	3:30 - 9:00	Whatcom MS 1/2/3/4	6:00 - 9:30
Happy Valley	4:00 - 9:00		
Kulshan MS N/S	6:00 - 9:30	Bellingham H.S.	6:00 - 10:00
Lowell	6:00 - 9:00	Sehome H.S.	6:00 - 10:00
Northern Heights	5:00 - 9:00	Squalicum H.S.	6:00 - 10:00

BELLINGHAM SCHOOL DISTRICT NO. 501
COMMUNITY USE OF SCHOOL FACILITIES

The user organization is responsible for the enforcement of the following regulations and is responsible for all participants, spectators and affiliated personnel. The User agrees to protect, indemnify and hold harmless the District, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses or rights of action directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement. The user further agrees to reimburse or make good any loss or damages or costs that the Bellingham School District may have to pay if any litigation arises on account of any claims made by any person while such facilities are being rented by the rental group. It is the aim of the Board of Directors to make school facilities available for community resident use. Usage must be in the public interest and for the public good. Buildings and facilities are offered for nominal rental fees, not on a commercial basis but as an accommodation.

Payment of the use charge will constitute acceptance by the applicant of responsibility and willingness to comply with the policies of the Board of Directors and the regulations established by the school administration. Permits will not be granted for any meeting which, in the judgment of the district, may be prejudicial to the best interests of the schools or educational system or for which satisfactory sponsorship is not provided. All permits are revocable and are not considered as a lease.

District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities. The Board of Directors reserves the right to reject any application for the use of school facilities when it believes a commercial facility should be patronized. The use of school facilities will not be granted for private or commercial gain or for advertising purposes. It is understood and agreed by the applicant that permission may be revoked or cancelled at any time with or without cause and in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred.

SCHOOL FACILITY USE POLICY REGULATIONS

1. Bellingham School District Facilities shall be available for community use whenever possible without conflict with school sponsored events and/or City recreation programs. The City Parks and Recreation Department schedules all school gymnasiums except the two High School facilities for community recreation use. The School District and the City reserves the right to cancel reserved facilities for their program needs or due to emergency conditions related to the building upon giving reasonable notice.
2. User organization must provide sufficient qualified adult supervision for any scheduled youth activity. The person applying for use must be 18 years of age and must assume responsibility for payment of fees and for all aspects of the reservation including cleanup of the facility and repair of any damages to equipment and/or property which may be incurred. Appropriate athletic shoes will be required for all indoor athletic activities.
3. Facilities to be used for community/public special events can be reserved one year in advance of scheduled date. When the school facilities are to be used for private or restricted use, then reservations will normally only be reserved six months in advance due to the school and city public programming. Reservations must be made 1 week (7 days) prior to the event.
4. Advance payment of use fees will be required on all reservations including reservations for more than one date. Payment will be made at the Parks and Recreation office located within City Hall (210 Lottie St).
5. Individuals shall notify the Parks and Recreation Office (778-7000) of any postponement and/or cancellation of use in advance of the reserved date. When properly notified, refunds will be approved in full. No refund will be approved if the department is not notified in advance.
6. Special group activities shall be conducted in a manner which is consistent with the policies of the School District and Parks and Recreation Department. Reservations will not be accepted for religious services, or functions of a strictly commercial nature. Organizations which advocate the violent overthrow of the government or its institutions or violations of its laws, or which promote any form of discrimination are excluded from utilizing district facilities. Groups causing problems due to abuse of facilities or regulations shall be denied subsequent exclusive use of facilities.
7. Non-profit groups who wish to charge admission, sell tickets, or solicit funds for benefits or other money-making activities must obtain permission from the School District in advance. If permission is granted, the School District will establish the facility rental fee for this event.
8. Smoking is not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought or consumed in a school building or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law.
9. School facilities are not available for public dances.
10. A custodian or other authorized district employee must be on the premises during any use of a district facility by a non-school group. Reservations are not accepted during non-custodian hours and school holidays unless approved by the School District. An additional fee will be charged to cover staff overtime expenses if approved.
11. Lessee shall make arrangements in advance for any special needs or requirements for their activity. An additional fee for special services rendered or equipment provided may be levied.