



BENEFIT OF PARKS & RECREATION

Meaningful recreation activity is an essential source of self-esteem and promotes a positive self-image.

PICNIC RESERVATION POLICY

Revised July 2015

RESERVATIONS:

Reservations will be taken for the picnic shelters at Franklin, Manito North, Manito South, Mission North, Mission South, and Shadle Parks. Paid reservations will guarantee the use of the shelter, along with picnic tables and benches. A concerted effort will be made to keep the restrooms cleaned and stocked. **Paid reservations will be accepted a year in advance.** Keep in mind during your plans that there will be NO restroom/water availability prior to Memorial Day or after Labor Day, except for Manito, which has restroom availability year around. All portable tables and benches will be pulled from all parks by mid-October through mid-April. **Note:** Manito North and Franklin Shelters have a maximum of 300 people per reservation; both Mission Park Shelters have a maximum of 200 people per reservation; and both Manito South Shelter and Shadle Park Shelter have a maximum of 50 people per reservation. No nails, tacks, screws, thumbtacks, etc. are to be used on wood structures or trees. All decorations, tape, signs, etc. must be removed to avoid damage and/or cleaning charges.

AVAILABILITY and CONFIRMATION:

A maximum of two (2) consecutive reservations will be accepted per day at each shelter. All reservations may be made for up to four (4) hours. Reserving a shelter 4-8 hours constitutes two paid reservations. A reservation will not be confirmed unless payment is made and received within ten (10) working days of the original contact.

FEE SCHEDULE:

There is a \$50.00 reservation fee for use of a picnic shelter mentioned above for 1-50 people; \$100.00 for 51-100 people; \$150.00 for 101 to 200 people; and \$200.00 for 201 to 300 people. For Manito North or Franklin Shelters, groups of 201 or more are required to fill out a "Special Events" application. The shelter fee will include use of tables and benches with a maximum of four (4) hours per reservation. Reservation fees cannot be combined with other fees and/or equipment deposits. In all park activities, an additional \$25.00 per item will be charged if bringing in any unusual structure, jump castle, amplified sound, canopy or tent (must be free standing – NO stakes). An additional \$50.00 will be charged if the activity is catered. Please make payment with credit card, check, or money order. Family picnics under 50 people not using one of the main shelters mentioned--NO charge--unless bringing in a jump castle, catering, amp sound, or tent. Park use and additional fees apply and requires a special event permit.

SPECIAL EVENTS:

Groups over 50 people (not reserving one of the five shelters) require a Special Events permit. Included park use fees are \$25.00 per 100 people to use any park facility. Additional fees (tent, jump castle, or catering) also may apply. The Parks Division Manager will evaluate and determine the appropriate fees and requirements needed for the event. Please contact 509.363.5455 for information.

ELECTRICITY ACCESS:

You may need a key to access the electrical outlets at picnic shelters equipped with them. To help deter vandalism and abuse, outlets are kept covered and locked. Users with a confirmed reservation may check out a key by contacting our office at 509-363-5455 two weeks prior to their event to make arrangements to do so. A \$50 deposit, (check or exact cash) will be required. Please note that the electrical capacity of these outlets is limited - 15 amps at 120 volts! One electric coffee pot uses about 2/3 to 3/4 of the electricity available at these outlets. Exceeding the capacity of the outlets will likely trip circuit breakers that are not accessible to the public and would completely disrupt the electricity. We make an effort to check and ensure proper operation of these electrical outlets. We can normally correct problems that occur during normal working hours (6:00am – 2:30pm, Monday through Friday). Vandalism, overloads and other failures beyond our control do occur. Our ability to correct problems on evenings, holidays and weekends is subject to the availability of an electrician and overtime/call-out labor charges. If electricity is essential to your event, please contact our office at least 2 weeks in advance to discuss having an electrician put on stand-by for your event. There is a charge for this service.

WATER ACCESS:

Potable water is available from the drinking fountains and restrooms. Bring small container to fit under faucet.

PAYMENT:

We accept most major credit cards. Checks/money orders for reservations should be made payable to the "City of Spokane" and mailed to Park Operations, 2304 East Mallon Avenue, Spokane, WA 99202. It would be appreciated if you write on the lower left corner of the check/money order your contract rental permit number. ***Any returned checks (NSF) will incur an additional \$25.00 fee.***

REFUND POLICY:

Refunds can only be obtained when a written request is received at least fifteen (15) working days prior to the date of the event. The reservation permit and receipt must accompany the written request for refund. There will be a \$15.00 handling charge on all refunds. Refunds can take up to four (4) weeks to process. No refunds will be made due to inclement weather.

****CITY ORDINANCE PROHIBITS THE USE OF ALCOHOL IN ALL CITY PARKS****

**Park Operations
2304 East Mallon Avenue
Spokane, WA 99202
(509) 363-5455**

Office Hours: 7:30 am to 4:00 pm, Monday through Friday

PARKS & RECREATION BENEFIT

*Parks and open spaces enhance air quality
and preserve natural beauty for future generations.*

7/10/15