



**PARKS & RECREATION DEPARTMENT**

806 W. Main St., Monroe, WA 98272-2198  
 360-863-4519 (office) 360-863-4601 (fax)  
 E-mail: [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov)

**RESERVATION APPLICATION FOR PARK FACILITIES**

<b>Applicant/Organization:</b>		<b>Today's Date:</b>
<b>Contact Name:</b>		
<b>Day Time Phone:</b>	<b>Cell Phone:</b>	
<b>Email Address:</b>		
<b>Mailing Address:</b>		
<b>Date of Event:</b>	<b>Time of Event:</b>	<b># of people expected to attend activity or event:</b>

Which facilities do you wish to reserve?

- Sky River Park Gazebo #1 \_\_\_\_\_ #2 \_\_\_\_\_
- Lake Tye Park Gazebo #1 \_\_\_\_\_ #2 \_\_\_\_\_
- Lewis Street Park Gazebo
- Al Borlin North Picnic Area
- Al Borlin South Picnic Area (Across the walking bridge from Lewis Street Park)
- Stanton Meadows Park
- The Farm Gazebo – Hillcrest Park
- Other \_\_\_\_\_

What types of activities are you planning? (Some activities may require a Special Event Application filled out)

- Picnic
- Games (what types \_\_\_\_\_)
- Swimming
- Awards Ceremony
- Other \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees:** *(fees subject to City of Monroe local sales tax of 9.3%)*

		<u>Residents</u>	<u>Non- Resident</u>
Misc. use (fields, court, beach, parking lots...)	Adult	\$12 per hour + tax	\$18 per hour + tax
	Youth	\$ 8 per hour + tax	\$13 per hour + tax
<b>Gazebo</b>			
Weekdays- (4 hour blocks)		\$47.00 + tax	\$53.00 + tax
Weekends & Holidays - (4 hour blocks)		\$58.00 + tax	\$64.00 + tax
<b>Beach</b>			
Weekdays- (4 hour blocks)		\$44.00 + tax	\$50.00 + tax
Weekends & Holidays- (4 hour blocks)		\$55.00 + tax	\$61.00 + tax

**Cancellations:** Any cancellation must be made at least 30 days prior to event. The cost will be refunded minus a \$20.00 administration cost. No refund will be given if cancellation is less than 30 days. A \$30.00 fee is charged for all returned checks.

**NOTE – Must fill out back page too**

RENTAL APPLICATION FOR FACILITIES cont.....

**AGREEMENT, RELEASE, INDEMNIFICATION AND HOLD HARMLESS**

The person or organization entering into a use agreement with the City of Monroe (herein referred to as the "City") for the use of City facilities or equipment described above (collectively "the Facilities") certifies that the information given in this application is current and correct. The undersigned is at least 18 years of age and the undersigned agrees that the Applicant will observe all rules and regulations. The Applicant further agrees to reimburse the City for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to City immediately. FURTHERMORE, the applicant agrees as follows:

I am aware of and expressly assume all of the various risks of serious injury and/or death associated with or arising out of the use of the Facilities.

Initial: \_\_\_\_\_

In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City and its officials, employees, volunteers and agents ("the Released Parties"), and agree to waive any right of recovery that I AND/OR THE ORGANIZATION, AS APPLICABLE, may have, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

Initial: \_\_\_\_\_

I agree to defend, indemnify and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Facilities or from any activity, work or thing done, permitted, or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

Initial: \_\_\_\_\_

**COVID-19:**

I agree to follow the current Snohomish County guidelines in regard to COVID-19.

Initial: \_\_\_\_\_

**I HAVE CAREFULLY READ THIS DOCUMENT, AND AGREE ON MY OWN BEHALF AND ON BEHALF OF THE ORGANIZATION, AS APPLICABLE:**

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Initial \_\_\_\_\_ Routed to Parks & Rec \_\_\_\_\_

Reservation Request Approved?

\_\_\_\_ Yes, facility is available. BRING THIS APPROVED FORM WITH YOU TO EVENT.  
THIS APPROVED FORM IS YOUR PROOF THAT FACILITY IS RESERVED.

\_\_\_\_ No, facility is not available.

\_\_\_\_ A special event permit is required. Please contact Parks & Recreation office at (360) 863-4559.

Comments \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature \_\_\_\_\_