

## 2021 PARK USE GUIDELINES

These guidelines as well as other important park reservation information is available on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.

### Parks Scheduling Office:

**E-mail:** [ParkRental@bellevuewa.gov](mailto:ParkRental@bellevuewa.gov)  
**Phone:** 425-452-6914  
**Fax:** 425-452-7221

### Kelsey Creek Farm Park Scheduling Staff:

**Email:** [KelseyCreekFarm@bellevuewa.gov](mailto:KelseyCreekFarm@bellevuewa.gov)  
**Phone:** 425-452-7688  
**Fax:** 425-452-2804

### Mailing Address:

City of Bellevue  
Attn: Parks Scheduling Office  
PO Box 90012  
Bellevue, WA 98009-9012

### Drop Off:

N/A

### WHEN TO RESERVE

Park Reservation Request Forms are processed in the order received. It is recommended to make a reservation as early as possible. ***Request forms received less than 10 days prior to request date will not be processed and payment returned.***

### The Parks Scheduling Office begins accepting requests:

For 2021 starting March 5<sup>th</sup> with the first reservable date being March 12<sup>th</sup>. ***COVID-19 Restrictions Apply.***

### Requests received between 11 and 21 days prior to request date:

- Cannot be open to the public.
- Cannot include any special uses. Examples catering, inflatable ride, entertainment, additional equipment, etc...
- Must be paid by cash, VISA, or MasterCard.

### WHO CAN RESERVE

Main Contact must be at least 21 years of age and be present throughout the entire reservation. They must also be the person signing the Park Reservation Request Form and is the responsible for the rental.

### PARK SITES

Compare parks and sites to determine which one(s) might work best. The Park Site Information, a matrix of all parks with picnic sites available for reservation, is on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.

Visit the park prior to making a reservation to ensure it meets needs and capacity.

### AVAILABILITY

**For Kelsey Creek Park picnic shelter**, send an email with preferred date(s) and timeslot to [KelseyCreekFarm@bellevuewa.gov](mailto:KelseyCreekFarm@bellevuewa.gov).

**For all other parks**, send an email with park name, site, preferred date(s) and timeslot to [ParkRental@bellevuewa.gov](mailto:ParkRental@bellevuewa.gov).

Availability information is subject to change.

### HOURS AVAILABLE

Parks are open 30 minutes before sunrise to 30 minutes after sunset.

**Half Day:** 8am to 2pm or 3pm to Sunset

**Full Day:** 8am to Sunset or Any rental that includes 2-3pm

**Note:** No late departures or early arrivals please. All set-up and clean-up must be done within the requested hours.

## WHAT TO SUBMIT TO RESERVE?

A completed Park Reservation Request Form with required physical signature and full payment included, can be scanned, or photographed and submitted by email, fax, or mail. It must be received no less than 10 days in advance. Incomplete and/or digitally altered request forms will not be processed.

## FEES

Park Use Fees are available on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.

## DISCOUNTS

Non-Profit groups receive a 30% discount off the park use fees if proof of non-profit status is provided at the time of booking. No other fees are eligible for discount.

## CONFIRMING RESERVATION

After the paperwork and payment is processed, a rental agreement and receipt will be sent to the email address provided. About 2 weeks prior to the reservation date or at time of reservation, a reservation packet will be sent by email. The packet will contain a copy of the agreement, reservation sign(s) if applicable, any approved special use permits, park code reminders, map with driving directions, and information on recycling and litter control.

## CANCELLATION POLICY

Cancellations must be made in writing from the applicant (email is acceptable).

- Cancellations made 30 or more days prior to the reservation date will receive a full refund of the rental fees less a \$35 administrative fee.
- Cancellations made 14 – 29 days prior to the reservation date will be charged a \$35 administrative fee or 50% of the rental fees (whichever is greater).
- Cancellations made 0 – 13 days prior to the reservation date will result in no refund of the rental fees.
- No refunds will be made due to weather or water conditions.
- Policies are subject to change.

## RESCHEDULING POLICY

Once a rental agreement has been issued, reservation is confirmed, changes must be made in writing from the applicant (email is acceptable) and include a \$20 rescheduling fee. A minimum of 21 days' notice is required to be considered a reschedule. The amount of notice provided is calculated off the original reservation date even if date is rescheduled multiple times. A revised rental agreement and receipt will be sent once change is confirmed.

## LARGE PUBLIC EVENTS

Events open to the public with an anticipated attendance to be 500 participants or more **or** if the Parks Scheduling Office determines the event may impact parking or city services, the event will be referred to the Special Events Committee. Review the Special Events Committee webpage at <https://parks.bellevuewa.gov/special-events/special-events-committee/>.

## PARKING

Parking is limited and available on a first-come, first-serve basis. An alternative parking plan may be requested by the Parks Scheduling Office depending on the size, location, and nature of the event.

## BARBECUES & GRILLS

Self-contained barbecue grills are allowed in the parks. It is strongly recommended to bring gas grills rather than charcoal. Groups are responsible for SAFE removal of the coals and grease. **DO NOT DUMP COALS OR GREASE IN THE PARKS OR IN PARK TRASH RECEPTACLES.**

## ATHLETIC FIELD USE

There are athletic fields located at Lake Hills, Lakemont, Lewis Creek, Robinswood, and Wilburton Hill Parks. Reservations for fields should be made as soon as possible after scheduling the park site and will be based on availability. Review the Athletic Field Reservations Information webpage at <https://parks.bellevuewa.gov/rentals/athletic-field-reservations/>.

## CITY CODES & POLICIES

All relative City of Bellevue Codes will be in effect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc...per the Parks & Recreation Facilities Code webpage at <http://www.codepublishing.com/WA/Bellevue/html/Bellevue03/Bellevue0343.html>.

During a park reservation, Main Contact agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

**The following activities are prohibited at city outdoor park facilities, including all picnic areas:**

- Alcoholic beverages of any kind.
- Sound may not be amplified or travel beyond 30 ft of its origin for private events. Public events can apply for a sound exemption permit per BCC 3.43.260.
- Dogs and pets in beach parks June 1 through September 15 and year-round for the West Tributary of Kelsey Creek Park.
- Motorized vehicles on the turf, grass, walkways or in unauthorized areas.
- Digging and/or driving stakes into the ground. If tents/canopies are used, they must be weighted down.
- Balloon releases and sky lanterns (aerial luminaries)
- Dunk tanks, outdoor movie screens, pony rides, trackless trains, and water inflatable rides.

## RENTER'S RESPONSIBILITY

Main Contact must attend the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Clean tables, benches and BBQs, to make area presentable for the next group.
- Provide security to maintain order.
- Ensure everyone attending event is following City Codes and Policies.

*If any special uses are planned, the Park Special Use Form is required. Deadline to meet requirements is 21 days prior to reservation date. Park Special Use Form is located on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.*

**A Park Special Use Permit is required for each of the following activities:**

### SPECIAL USES - FOOD/CATERING

**Private Events** – On-site catering is defined as; when a caterer (food vendor) stays at the park to set-up, serve or cook.

If you bring food **or** have it delivered by a caterer (food vendor), a special use permit is not required.

**Public Events** – If food items of any kind will be given away/sold/served, a Public Health - Seattle & King County Temporary Event Permit may be required.

### SPECIAL USES - INFLATABLE RIDE

Contact us for a list of companies that are permitted in Bellevue Parks. The company must provide a generator for power and stay on site to operate inflatable. There is a limit of 1 inflatable ride allowed in most Bellevue Parks. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size.

### SPECIAL USES – ENTERTAINMENT OR GAMES

If hiring a company or individual to provide other forms of entertainment or games. (Ex. animal show, balloon artist, bubble soccer, face painter, game truck, magician, etc...)

### SPECIAL USES - RENTAL EQUIPMENT

If hiring a company to deliver additional equipment to the park. (Ex. chairs, tables, staging, tents or canopies etc...)

**All equipment must be delivered and picked up during the park reservation time.**

### SPECIAL USES – OTHER

- For stages larger than 4'x4' **or** taller than 12" above ground.
- For multiple tents/canopies **or** any larger than 20'x20' (400 square feet), a temporary land use permit may be required from the Fire Department. See Park Special Use Form for more details.