



## Bellevue Parks & Community Services

# 2019 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:**

Bellevue City Hall, Service First Desk

450 110th Ave NE

Monday-Friday, 8am to 5pm

### INTRODUCTION

Thank you for your interest in reserving a Bellevue park. This guide provides the essential information needed to make a Bellevue park reservation.

### 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 from:**

- Those who reside or have a business within the city limits of Bellevue starting January 23.
- Everyone starting February 20.

**Requests received less than 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.
- Applicant may be required to pick up reservation packet at Bellevue City Hall prior to reservation date.

### WHO CAN RESERVE

Primary Contact must be at least 21 years of age and be present throughout the entire reservation. The person signing the Park Reservation Request Form is the responsible party.

### 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/>.

### SITE VISIT

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:** The Parks Scheduling Office may schedule two half day picnic rentals at the same site. No late departures or early arrivals please. All set-up and clean-up needs to be done within the requested hours.

### WHAT TO SUBMIT TO RESERVE

A completed Park Reservation Request Form with mandatory physical signature and full payment included, can be scanned or photographed and submitted by email, fax, drop-off or mail, no less than 10 days in advance. See Instructions section at the top of form. 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 half-day or full-day 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

Requests are processed on a first-come, first-serve basis. After the paperwork and payment is processed, a rental agreement and receipt will be sent to the email address provided. About 30 days prior to the reservation date or at time of reservation, a reservation packet will be sent in the U.S. mail. 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 (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 conditions.
- Policies are subject to change.

## RESCHEDULING POLICY

Once a reservation is confirmed, changes must be made in writing (email is acceptable) and include a \$15 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.

## 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/>.

## 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/>.

## PICNIC TABLES

Most picnic sites have secured picnic tables available for exclusive use. All parks have unsecured tables available to the public on a first-come, first-serve basis. For the number of secured tables at each picnic site, refer to the Picnic Site Information matrix on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.

## PARKING

Parking at most parks is limited and only available on a first-come, first-serve basis. All groups are encouraged to carpool. An alternative parking plan may be requested by the Parks Scheduling Office depending on the size, location, and nature of the event.

## SPECIAL USES - FOOD/CATERING \*

**Private Events** – Will a hired food vendor (caterer) stay at the park during the event? If yes, a special use permit is required\*. If planning to bring food **or** have it dropped off (delivered) by a food vendor/caterer, a special use permit is not required.

**Public Events** – Will food items of any kind be given away/sold/served at the public event? If yes, a Public Health - Seattle & King County Temporary Event Permit may be required. A copy of the permit application is required a minimum of 30 days prior to event. A copy of the approved Temporary Event Permit is also required.

## SPECIAL USES - INFLATABLE RIDE \*

If an inflatable ride is planned for the event, a special use permit is required\*. Only pre-approved companies are permitted in Bellevue Parks, contact us for a list. The company will need to provide a generator for power and must 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. When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection.

## SPECIAL USES – ENTERTAINMENT OR GAMES \*

Will a hired company or individual provide other forms of entertainment or games? Examples: animal show, balloon artist, bubble soccer, face painter, game truck, magician, etc... If hired, a special use permit is required\*.

## SPECIAL USES - RENTAL EQUIPMENT \*

Will a hired company deliver additional equipment to the park? Examples: chairs, tables, staging, tents/canopies etc... If so, a special use permit is required\*. Note: 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, a special use permit is required\*.
- 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.

\* If any special uses are planned, the Park Special Use Form is required. Submit form as soon as company has been selected. Our office will work directly with company to meet requirements. 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/>.

## GEESE & DUCKS

Water fowl are common visitors to park sites. Be aware that there may be droppings at the park, especially at beach parks. Please do not feed the geese and ducks.

## BARBECUES & GRILLS

Most Bellevue parks do **not** have barbecue grills available. For a list of picnic sites with grills, refer to the BBQ column of the Picnic Site Information matrix on the Outdoor Rentals webpage at <https://parks.bellevuewa.gov/rentals/outdoor-rentals/>.

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.**

## RIGHTS & PRIVILEGES

- An approved reservation allows exclusive use of a designated area of the park, as shown on the Rental Agreement. Please refer to the park map for specific areas. All other areas of the park are open to all users. The entire park will not be closed to a private group or function under any circumstance.
- Be prepared to post the reservation sign provided at the park upon arrival, if not already posted in advance.
- Groups with a Rental Agreement have the right to enjoy their picnic site for the time indicated on their agreement and reservation sign. Bring a copy of the issued Rental Agreement to the park to avoid scheduling conflicts.
- Individuals or groups without a reservation must vacate the picnic site when someone arrives with a Rental Agreement.
- Should a conflict persist or for park code information contact a Park Ranger on duty 10am-4pm at 425-452-6885, option 2. If it is between Memorial Day to Labor Day, call a Summer Park Ranger on duty at 425-864-1899.

## RENTER'S RESPONSIBILITY

Primary 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.
- Make area presentable for the next group.
- Provide security to maintain order.
- Ensure everyone attending event is following City Codes and Policies.

## 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, Primary 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 and West Tributary of Kelsey Creek Park June 1 through September 15.
- 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, not staked.
- Balloon releases and sky lanterns (aerial luminaries)
- Dunk tanks, water inflatable rides, pony rides, and trackless trains.

## SWIMMING & BOATING

- Lifeguards are on duty seven days a week from approximately 12noon to 7pm late June through Labor Day at most beach parks.
- Canoe, kayak and paddle board rentals are available at Enatai Beach Park. Call Bellevue Aquatics Center at 425-452-4444 for more information.
- Non-Motorized watercraft may be launched and landed at the following parks during the following times:

All year, in designated areas at:

Burrows Landing, Clyde Beach Park, Enatai Beach Park, Newcastle Beach Park, 40<sup>th</sup> Street Boat Launch and Sweylocken Boat Launch

During non-swimming season at:

Chesterfield Beach Park and Chism Beach Park.

- Motorized watercraft is not permitted to land, launch, or dock within the limits of a park, per park code. Boats can be launched all year at the 40<sup>th</sup> Street Boat Launch and Sweylocken Boat Launch.