

PICNIC SHELTER & ATHLETIC FIELD

Rental Information



Tukwila Parks & Recreation

12424 42nd Ave S, Tukwila WA 98168

206-767-2322



GOOD - HEALTHY - FUN

Thank for your interest in Tukwila Parks and Recreation picnic shelters and athletic fields. This packet will provide you with helpful information for booking and planning your event. Our goal is to provide you with a fun, safe and clean facility, enjoyable for all.

TAKE CARE OF OUR COMMUNITY

By using our parks, it is your responsibility to clean up after your event.

Please Remember to:

- ◆ Pick up all your garbage
- ◆ Place all garbage in garbage receptacles
- ◆ Place all excess garbage in **TIED** bags next to receptacles
- ◆ Clean tables and benches
- ◆ Make sure area is presentable for future groups to enjoy

FOR MORE INFORMATION

Please visit : www.tukwilawa.gov/rentals (to book online)

Call 206-767-2322

or email rentals@tukwilawa.gov

Reservation Procedure

All picnic shelter and athletic field reservations must be completed in person at TCC or online at www.tukwilawa.gov/rentals

All applicable fees are due at the time of application. Acceptable forms of payment: cash, check, Visa, MasterCard

Applications are:

1. Subject to approval
2. Must be received at least 3 full business days prior to the event.
3. Accepted Monday—Friday
7:00am-4:30pm

Damage Deposit

All applications may be charged a damage deposit depending on the nature of the event/activity (i.e. tournaments, special events, etc.) Damage deposits will be charged at the discretion of the Parks & Recreation Department.

Damage Deposit=\$100



Refund Policy

Athletic field damage deposits are refundable as long as the athletic field and immediate area is clean after your event and no damage occurs. Failure to meet these conditions will result in forfeiting the damage deposit and may also include additional charges and loss of further reservation privileges.

Please allow 3-4 weeks for your damage deposit to be returned.

Policy Reminders

The City of Tukwila complies with the State of Washington's Fair Play act in Community Sports Act" that prohibits discrimination against any person in a community athletics program on the basis of gender. Third parties that request use and receive permit use of the city sports facilities for community sports programs may not discriminate against any person on the basis of gender in the operation, conduct or administration of the programs. Please direct questions or comments to John Dunn, Recreation Superintendent.



ATHLETIC FIELDS... *continued*

Reservation Availability

Athletic fields are available for rental on a seasonal basis. Specific dates to be determined by the Parks & Recreation Department.

What does a Reservation Include?

Reservations allow you exclusive use of the Athletic field during the schedule time on your contract.

Priority System

When scheduling athletic fields, Tukwila Parks and Recreation takes the following into consideration:

1. User Group Priority (in order)
 - a) City sponsored activities
 - b) Tukwila School District Activities
 - c) Tukwila-based community organizations
 - d) Private Groups (team practices, etc)
2. Current community needs and Interests
3. Past field use by the organization
4. Impact of use on field and surrounding neighborhood
5. Construction and/or park improvements

Reservations for Private groups are based on the following:

1. Tukwila Residents, may reserve beginning on Mondays
2. Non-Residents, may reserve beginning on Tuesdays
3. Teams may schedule 1 practice per week
4. Reservations may only schedule up through Sunday of the following week.



PROHIBITED IN CITY PARKS:

PARK RULES

All park visitors must follow the park rules and regulations.

General Rules

1. Motorized vehicles restricted to paved roadway and parking lot.
2. Pets must be on leash or under verbal/signal control
3. Animal Waste must be picked up and disposed properly.
4. Place litter and garbage in proper receptacle.
5. Do not place stakes or other objects into the ground as it may damage the irrigation system. You may use sandbags or weights to anchor objects.

- Smoking within 25 feet of children's play equipment
- Shooting firearms, fireworks, explosives of any kind
- Fires, except in designated and posted devices
- Charcoal barbecues, except in City-provided devices
- Charcoal must be disposed of in designated charcoal receptacles
- Dunk tanks, pony rides and other attractions
- Bounce houses, unless approved by Parks & Recreation
- Engaging in commercial activity, except by permit
- Attaching notices to vehicles or structures
- Causing damage to park property
- Illegal Drugs or consuming Alcohol
- Amplified sound that is plainly audible from 50 feet
- No overnight parking

PARKS WITH RENTAL FACILITIES

CRESTVIEW PARK

16200 - 42nd Avenue South



Picnic Shelter (max. cap. = 50)

Athletic Field (t-ball only)

Park includes power, children's play area, walking trail, maze, sani-can restroom, BBQ and open space

DUWAMISH PARK

11646 42nd Ave South



Picnic Shelter (max. cap. = 25)

Athletic Field (Youth Soccer/t-ball only)

This 3 acre park includes basketball court, BBQ, children's play area, playfield, sani-can restroom. Parking is very limited.

**Use of bounce house must be approved by Parks & Recreation*

JOSEPH FOSTER MEMEORIAL PARK

13919 53rd Ave South



Picnic Shelter (max. cap. = 50)

Lee Phillips Athletic Field

Lower Foster Athletic Field

This 7 acre park includes BBQ, children's play area, playfield, power, restroom.

**Bounce house allowed; must rent Lee Phillips Field*



ATHLETIC FIELD RESERVATIONS



RESERVATION FEES

To be eligible for the Tukwila Resident rate, you must present a valid photo ID that verifies that you live/work within the Tukwila city limits. Failure to provide proof of Tukwila residency will result in the Non-Resident rate.

	Tukwila Resident	Non-Resident
2 Hour Block	\$40	\$50
Event Rental: Full Day	\$250	\$250
Refundable Damage Deposit	\$100	\$100

Youth Athletic Associations: Please contact Rental Staff

NOTE: Groups of 50 or more may reserve the Tukwila Community Center athletic field, based on availability. Large groups will be charged the event rental fee and the shelter fee.

If the size of your group exceeds the capacity of the Athletic field/Picnic shelter you have reserved, you may be subject to additional damage fees and/or be denied future reservation privileges.



PICNIC SHELTERS...continued

Rental Reminders

1. Certain activities may require a special event permit, additional fees and liability insurance. Examples include, but are not limited to: large groups of 50 or more, special events, company picnics & tournaments. For more info, please contact the Tukwila Community Center.
2. City of Tukwila Parks & recreation department sponsored activities have first priority of park facilities. The city reserves the right to suspend, cancel or alter park facility availability at any time.
3. We STRONGLY recommend you bring your reservation contract during your scheduled use of the park facility. Groups with reservations have priority use of the picnic shelter. Your reservation contract is proof of reservation. If you have difficulties with another group, please call 911 for assistance.

Reservation Modifications

If you need to **modify** an existing reservation (change the time, date, etc.), it **MUST** be done at least 3 days in advance. All modifications are subject to availability and must be approved.

Cancellations and modifications can ONLY BE MADE IN PERSON. You MUST bring your contract to the Tukwila Community Center Monday through Thursday between 7:00 a.m. and 4:00 p.m.

Refund Policy

Reservation cancellations are as follows:

1. At least 1 week notice= Full refund less \$5 processing fee
2. At least 48 hours notice= 50% of reservation fee and full damage deposit.
3. Less than 48 hours notice= Forfeit of all reservation fees, damage deposit will be refunded.

Picnic Shelters are covered. Refunds will not be given due to inclement weather.



RIVERTON PARK

4101 south 131st Street



**Use of bounce house must be approved by Parks & Recreation*

Picnic Shelter (max. cap. = 35)

This 5 Acre park includes, children's play area, pea patch, large grass area, sani-can restroom, BBQ and walking path

TUKWILA PARK

15460 65th Ave South



Gazebo (max. cap. = 35)

This 6.5 acre park was developed in the 1930s with a WPA grant-in-aid. Park features BBQ, basketball court, children's play area, power, tennis courts, walking trail and restroom.

**No bounce houses allowed*

TUKWILA COMMUNITY CENTER

12424 42nd Ave South



Picnic Shelter (max. cap. = 50)

Athletic Field (Softball/Soccer)

Home to the Tukwila Community Center. Site includes BBQ area, basketball court, power, restroom, 1/2 mile trail, skate park and spray park.

**Bounce house allowed; must rent Athletic Field*



PICNIC SHELTER RESERVATIONS

WHAT DOES MY RESERVATION INCLUDE?

Your reservation allows you exclusive use of the Picnic Shelter during the scheduled time on your permit, picnic tables within the shelter, BBQ immediately adjacent to shelter (where applicable), and electricity (where applicable).

All other areas of the park, including other picnic areas are open to the public on a first-come, first serve basis

RESERVATION PROCEDURE

Picnic Shelters are available for rent from April 1st to September 30th

Reservations are accepted beginning February 1st for
TUKWILA RESIDENTS
February 15th for NON-RESIDENTS

All applicants must complete *Picnic Shelter Reservation Application Form*. These forms must be completed at the Tukwila Community Center, or book online at www.tukwilawa.gov/rentals.

All applicable fees must accompany your application. Acceptable forms of payment are cash, check, Visa, and MasterCard.

Applications are:

1. Subject to approval
2. Must be received 3 days prior to event date
3. Accepted M-F 7:00am-4:30pm

Reservation times

All Picnic shelters are reserved for a full day.

FULL DAY

9:00am-8:00pm

Reservation times include set-up and clean up time



RESERVATION FEES

FULL DAY

\$90 Resident

\$150 Non-Resident

NOTE:

Groups of 50 or more may only reserve the Tukwila Community Center picnic shelter, based on availability. Large groups will be charged a reservation fee and the event fee for the athletic field.

If the size of your group exceeds the capacity of the picnic shelter you have reserved, you may be subject to additional damage fees and/or be denied future reservation privileges.

DAMAGE DEPOSIT

All reservations will be charged a \$100 damage deposit.

Damage deposits are refundable as long as the picnic shelter is clean, no damage has occurred and all garbage is in the proper receptacle. Any excess garbage must be bagged, **TIED** and put next to the garbage receptacle.

Failure to meet these conditions will result in forfeiting the damage deposit. This may also result in additional charges/fees and forfeiting future reservation privileges.

