



Key Pen Parks

The key to your next adventure!

Park Shelter/Facility Use Reservation

Date Requested: _____ Type of Event – Purpose: _____

Activities Planned: _____

Park Shelter Requested

- Volunteer Park Time Requested: _____ 2-hour min. \$30, each additional hour \$15
- Home Park Time Requested: _____ 2-hour min. \$30, each additional hour \$15
- Gateway Park Time Requested: _____ 2-hour min. \$100, each additional hour \$50
- **Half rental** Time Requested: _____ 2-hour min. \$60, each additional hour \$30

Shelter rentals require a 2-hour minimum, maximum of 4 hours.

****Half rental only available at Gateway Park pavilion.**

Please do not use nails, tacks or anything to cause damage to the pavilion. Use of scotch tape or zip ties to hang decorations and signs from the pavilion is acceptable.

Name: _____ Organization/Business: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

E-mail Address (REQUIRED) _____

Park Rules

- **ALL CARS MUST USE PARKING LOTS; LOADING AND UNLOADING FROM PAVED ROAD ONLY IS ACCEPTABLE.**
- **INTOXICANTS, MARIJUANA, OR OTHER DRUGS ARE PROHIBITED ON PARK PROPERTY.**
- **AREAS SHOULD BE CLEANED AFTER YOUR EVENT USING AVAILABLE TRASH CANS.**
- **EXCESSIVE NOISE OR OTHER DISTURBANCES MAY RESULT IN YOUR GROUP BEING ASKED TO LEAVE THE PARK.**
- **PLEASE RESPECT OTHER PARK USERS.**

Indemnification / Hold Harmless: Promoter shall defend, indemnify and hold harmless Key Pen Parks, its officers, officials, employees and volunteers 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 Premises or from any activity, work or thing done, permitted, or suffered by Promoter in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Key Pen Parks.

PAYMENT OPTIONS:

CASH **CHECK # _____ (Make payable to Key Pen Parks)** **Credit Card (Use payment portal on website)**

Cancellation/Refund Policy: A \$5.00 processing fee will be deducted from all refunds and credits when requested more than one week prior to the start date of the course/program. Refunds and credits requested less than one week prior to the start date of the course/program will not be granted, unless authorized by the Executive Director. Full refunds will be issued if Key Pen Parks cancels a program due to insufficient registration. A \$40.00 reprocessing fee will be charged on returned checks.

Return to: Key Pen Parks, P.O. Box 70, Lakebay, WA 98349 **Phone:** 253-884-9240 **Email:** veronica@keypenparks.com

OFFICE USE ONLY: Paid \$ _____ Cash _____ Check _____ Receipt# _____ Date _____