



Park Shelter/Pavilion Use Reservation

Date Requested: _____ Type of Event: _____

Activities Planned: _____

**Shelter rentals require a 2-hour minimum, maximum of 4 hours.
Half rental only available at Gateway Park pavilion.

Park Shelter Requested

- Volunteer Park Time Requested: _____
- Home Park Time Requested: _____
- Gateway Park Time Requested: _____
- **Half rental** Time Requested: _____

Key Pen Parks District Resident or Non-Profit

Name: _____ Organization/Business: _____

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

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

E-mail Address (REQUIRED) _____

**If you use a P.O. Box for mailing, we will need a physical address for residency verification.*

Non-Key Pen Parks District Resident or For-Profit

Name: _____ Organization/Business: _____

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

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

E-mail Address (REQUIRED) _____

Limited decorating the shelter(s) or pavilion is permitted. Absolutely no use of nails, tacks, or anything to puncture wood. No duct tape, scotch tape, or any other tape that leaves a residue. Use of blue painter's tape and/or string (able to cut through easily) are acceptable to hang decorations in the shelters and pavilion. Use of ladders or standing on picnic tables is prohibited. All decorations must be removed, including tape and/or string, before you leave.

All persons or organizations renting the shelter(s) or pavilion must adhere to park rules. You can find the general rules list here: [Parks \(keypenparks.com\)](http://keypenparks.com)

Indemnification / Hold Harmless: The responsible Individual or responsible 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

Signature: _____ Date: _____

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