



City of Ellensburg Park Rental Information

Ellensburg Parks & Recreation Department

Phone: 509-962-7210

www.ci.ellensburg.wa.us



Dear Rental Applicant,

Thank you for considering Ellensburg for your special event. Whether you are renting a picnic shelter for a birthday party, wedding, or family reunion, the City of Ellensburg has much to offer. The information found in this packet is meant to provide an overview of the facilities available for rent and procedures to rent these facilities. If, after reviewing the packet, you have additional questions please feel free to contact a City staff member. A complete list of park facilities, recreation centers, and staff contact information can be found at www.ci.ellensburg.wa.us.

Thanks again for your interest in the City of Ellensburg. We look forward to the opportunity to work with you to ensure the success of your event.

Sincerely,

Ellensburg Parks & Recreation Department Staff

Park Picnic Shelter Reservation Procedures

Reservations for park picnic shelters are accepted Monday – Friday, 8am - 12pm & 1pm - 5pm at the Kittitas Valley Memorial Pool & Fitness Center, 815 E 6th Avenue. You may call 509-962-7210 to confirm shelter availability; however reservations must be completed in person. Reservations are secured as soon as the ‘Park Shelter Reservation Form’ has been completed and the fee has been paid. **Cash or check** is only method of payment available at the Kittitas Valley Memorial Pool & Fitness Center.

Reservations are accepted on a first come first served basis starting January 1st of each year.

Parks are open to the public and cannot be denied access. Your reservation is exclusive to any picnic shelters, picnic tables with the shelter and pad area surrounding the shelter.

Shelters are available in four hour rental blocks. Any additional hours beyond the four hour block may be pro-rated at an hourly fee based on the number of people attending your event.

Park Rental Rules and Regulations

1. Please clean-up the picnic shelter at the conclusion of your event. Our picnic shelters are used by many people and we want to make sure that those following your party enjoy a clean shelter.
2. Alcohol is prohibited.
3. All vehicles must remain in the park parking lot. We understand that you want to get as close as possible to drop off food, tables, etc. however in order to ensure the safety of other park use and to minimize potential park damage you must keep all vehicles in the designated parking areas.
4. In order to maintain the family atmosphere in our parks the volume level for all bands, music, performers, stereos and karaoke machines must be kept at an acceptable level, and also be appropriate for a park setting. Amplification that produces sound cannot be audible at a distance of 75 feet or farther from the event area except by special permission (i.e. a “Noise Ordinance Waiver”) from City Council
5. With the exception of City sponsored activities all circuses, carnival rides, livestock, and bouncy toys are not allowed in City parks.
6. Fires are allowed only designated in BBQ areas.
7. Do not place stakes or other objects into the ground as it may damage the irrigation system or other park infrastructure. You may use sandbags or weights to anchor objects.

Individuals or groups found in violation of established rules and regulations pertaining to park rentals may be suspended from use of the parks/shelter and/or participation in future programs. Refunds will not be granted when rentals/events are interrupted by policy violations.

Frequently Asked Questions

1. *How many picnic tables are at the shelters?* We try to keep at least six picnic tables at each shelter. Please keep in mind that on occasion park patrons will take it upon themselves to remove the tables from the picnic shelters and move them to another area of the park.
2. *Is information posted at the shelter to let people know about my shelter rental?* Yes, Park staff will post shelter rental information in advance of your event; however we strongly encourage you to have your permit with you during your scheduled use of the park facilities. Your permit is your sole proof of reservation. If you have difficulties with another group, please call 911 for assistance.
3. *Is alcohol allowed at our event?* No, the use of alcohol in City parks is prohibited.
4. *Is set up and clean up time included in my four hour rental time?* Yes, you must account for clean-up and set-up within the four hour time block. In the summer we have days w with multiple shelter reservations so your courteousness in leaving the shelter in a timely manner, as well as picking up all litter is appreciated. Failure to clean-up after yourself may result in your group being denied future use of City park facilities. No nails, tacks, screws, thumbtacks, etc. are to be used on wood structures or trees. All decorations, tape, signs, etc. must be removed to avoid damage and/or cleaning charges.
5. *Is electricity available at the shelter?* Most shelters have electricity at the shelter or nearby; please refer to the list of park amenities attached to this packet for specific information. You will not need a key to access the electrical outlets at any of the picnic shelters you pay for. Those outlets will remain unlocked throughout the picnic season. Please note that the electrical capacity of these outlets is limited! One electric coffee pot uses about 2/3 to 3/4 of the electricity available at these outlets. Exceeding the capacity of the outlets will likely trip circuit breakers that are not accessible to the public and would disrupt the electricity completely. We make an effort to check and ensure proper operation of these electrical outlets. We can normally correct problems that occur during normal working hours (6:00am – 2:30pm, Monday through Friday). Vandalism, overloads and other failures beyond our control do occur. Our ability to correct problems on evenings, holidays and weekends is subject to the availability of an electrician and overtime/call-out labor charges. If electricity is essential to your event, please contact our office at least 2 weeks in advance to discuss having an electrician put on stand-by for your event.

6. *Can I bring out my own BBQ to our event?* Yes, gas bbq grills are allowed, as well as briquette bbq's, however those using briquette bbq's must take their briquettes with them at the conclusion of their event. Most picnic shelters already have stand in place briquette style bbq's available for use.

7. *Will the shelter be cleaned by City staff prior to our event?* Not necessarily. With the exception of Saturday's, park staff cleans out the shelter each morning. However there are times when a shelter gets used between the time Park staff cleans the shelter and the start of your event. Bringing along with you extra cleaning supplies and garbage bags is not a bad idea.

8. *Do we have access to water?* Potable water is available from the drinking fountains and restrooms (except at Irene Rinehart Riverfront Park). Bring small container to fit under faucet.