



100 3<sup>rd</sup> Ave SE  
Pacific, WA 98047  
www.pacific.wa.us

# CITY OF PACIFIC

## PARK SITE RESERVATIONS

Dear Applicant,

Thank you for choosing our City of Pacific Park for your activities!

### ***How to Reserve a Park Site***

We accept reservations for use of the park from April 1 through September 30, subject to availability. Certain dates may not be available due to heavy demand or due to City Sponsored Events. Please make your reservation as early as possible to allow the best possible chance for obtaining the area you want. Reservations are accepted for picnic sites, the stage, baseball field, and basketball court. Areas can be reserved all day (10:00am to 8:30pm) or half days (10:00am-3:00pm or 3:30pm to 8:30pm).

### ***Mail or Fax Reservations***

Mailed or faxed reservations will be scheduled and confirmed in the order received. To make a reservation, fill out the attached *Park Site Reservation Application* and fax the application to (253)887-9910 or mail it to:

City of Pacific  
Community Development Dept  
100 – 3<sup>rd</sup> Ave SE  
Pacific, WA 98047

Payment must be made by cash or check (payable to *City of Pacific*). You will receive your *Park Site Reservation Confirmation* packet upon payment.

### ***Walk-in Reservations***

You are also welcome to make your reservations in person at the above address. Fees must be paid at time of application to reserve the site and receive your confirmation packet.

### ***Telephone Reservations***

Over-the-phone reservations are accepted by calling (253) 929-1110. A *Park Site Reservation Application* must be returned with your **payment within two weeks of your call**. Please make checks payable to *City of Pacific*. **Do not mail cash**. A *Park Site Confirmation Packet* will be sent out upon receipt of payment.

### ***Confirmation Packets***

Once payment has been received, we will mail out your *Park Site Reservation Confirmation* packet. The packet will consist of:

- Park Site Reservation Application (copy)
- City Park map
- Reservation sign. ***Please post this at your reserved site early in the morning on the day of your activity.***



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## PARK SITE RESERVATIONS

**Fees** (*all fees are non-refundable*)

[See Current Fee Schedule](#)

### ***Rescheduling***

A rescheduling fee will be charged for changing reservation dates for use of a park site. Please be sure you are certain of your date and location before you schedule your activity.

### ***Baseball Field and Basketball Court Scheduling***

The City of Pacific also has a baseball field and/or basketball court that can be reserved. Reservations for these areas should be made at the same time you schedule your activity. These areas may not be available due to heavy demand or due to City events.

### ***Rights & Privileges***

Groups with reservation permits have the right to enjoy their park sites for the time reserved. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If no permit or proof of a permit for park site/tables is presented, the facilities are available on a first come, first served basis.

If unauthorized or uncooperative individuals will not relinquish their hold on your permitted park site, you have the right to notify Pacific Police by dialing 911 or the non-emergency line at (253) 288-2121 for assistance.

### ***Site Features & Support***

Restrooms are near all sites. Some picnic shelters have electrical outlets. Most picnic sites have a garbage can and a wood stove or a charcoal grill. If a cooking fire is desired, you must bring your own wood or charcoal. (You must remove your ashes and used briquettes from the park). Picnic tables located in the vicinity of your shelter may be moved (if not bolted down) to accommodate your activity. Please return them to their original site upon leaving.

Everything possible will be done to ensure that these services are available. However, restrooms, water, and electricity may not be available at the time of your event due to unreported vandalism or facility damage. **If you encounter any of these circumstances during the weekend, please call Pacific Police non-emergency line at (253) 288-2121 and report the situation. On weekdays, call (253) 929-1110.**

**During the weekend, if you require any assistance, call (253) 929-1110 *option 1*.**



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## PARK SITE RESERVATIONS

### ***Your Responsibilities***

The following items are prohibited at City parks, including all picnic areas:

- Alcoholic beverages of any kind
- Fires, except in stoves or grills
- Motorized vehicles on the turf/grass or in unauthorized areas
- Digging and/or driving stakes into the ground
- Removal, destruction, or defacing of any City property of vegetation

### ***ADA Compliance***

We offer the best access for persons with disabilities when possible and most areas are substantially barrier-free, including restrooms. Within the limitation of the park site, the City will attempt to make accommodations for persons with disabilities upon request. Please arrange this through the City Clerk at the time you schedule your reservation. For information or complaints regarding the Americans with Disabilities Act, please contact the City Clerk at (253) 929-1105.

### ***Miscellaneous***

- We try to keep picnic areas clean. If you encounter an extremely littered picnic area, please contact the Public Works Department Staff at (253) 929-1110 during normal business hours or (253) 929-1110 *option 1* on weekends.
- Thank you for picking up around the site following your activities.
- Activities using special equipment or requiring a caterer's vehicle to remain on-site during the event should provide that information on the *Park Site Reservation Application*.
- The City does not rent or distribute any sports or field equipment.
- Please keep pets leashed at all times in park areas and make sure to remove their waste from the park.
- There is NO overnight camping allowed in City Parks.

If you have any questions regarding your Park Rental reservation, please call the Community Development Department at (253) 929-1110.

### ***Anti-Discrimination***

As a matter of policy, law, and commitment, the City of Pacific does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, Religion, ancestry, national origin, or presence of any sensory, mental or physical handicap.

Discrimination complaints can be filed with the City Clerk's Office at 100 3<sup>rd</sup> Ave. SE Pacific, WA 98047 or by calling (253) 929-1105, or with the Office of Equal Employment Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.



**CITY OF PACIFIC**  
 100 – 3<sup>rd</sup> AVENUE SE  
 PACIFIC, WASHINGTON 98047  
 CITY HALL (253) 929-1100  
 FAX (253) 939-6026

## Park Rental Fees

*All Park Fees are Non-refundable*

Full Day: 10:00 AM to 8:30 PM

Half Day: 10:00 AM to 3:00 PM or 3:30 PM to 8:30 PM

	In City Resident	Out of City Resident	In City Resident	Out of City Resident
<b>CITY PARK: 600 3<sup>rd</sup> Ave SE</b>				
AREA	Half Day		Full Day	
Cabana	\$ 35.00	\$ 45.00	\$ 60.00	\$ 80.00
Group Picnic Sites	\$ 30.00	\$ 35.00	\$ 45.00	\$ 60.00
Stage	\$ 25.00	\$ 35.00	\$ 35.00	\$ 50.00
All Major Park Facilities*	XXX	XXX	\$ 350.00	\$ 500.00
<b>CLINT STEIGER MEMORIAL (VOLUNTEER) PARK: 100 3<sup>rd</sup> Ave SE</b>				
	Per Hour		Per Day	
Baseball Field	\$ 15.00	\$ 25.00	XXX	XXX
All Park Facilities*	\$ 15.00	\$ 25.00	\$ 200.00	\$ 300.00
<b>RHUBARB PARK: 215 Rhubarb Ave SW</b>				
Basketball Court	\$ 15.00	\$ 25.00	XXX	XXX
All Park Facilities*	\$ 15.00	\$ 25.00	\$ 200.00	\$ 300.00

<b>Rescheduling Fee</b>	\$ 15.00	\$ 20.00
<b>**Deposit for clean-up/ damage fees - REQUIRED</b>	\$250.00	

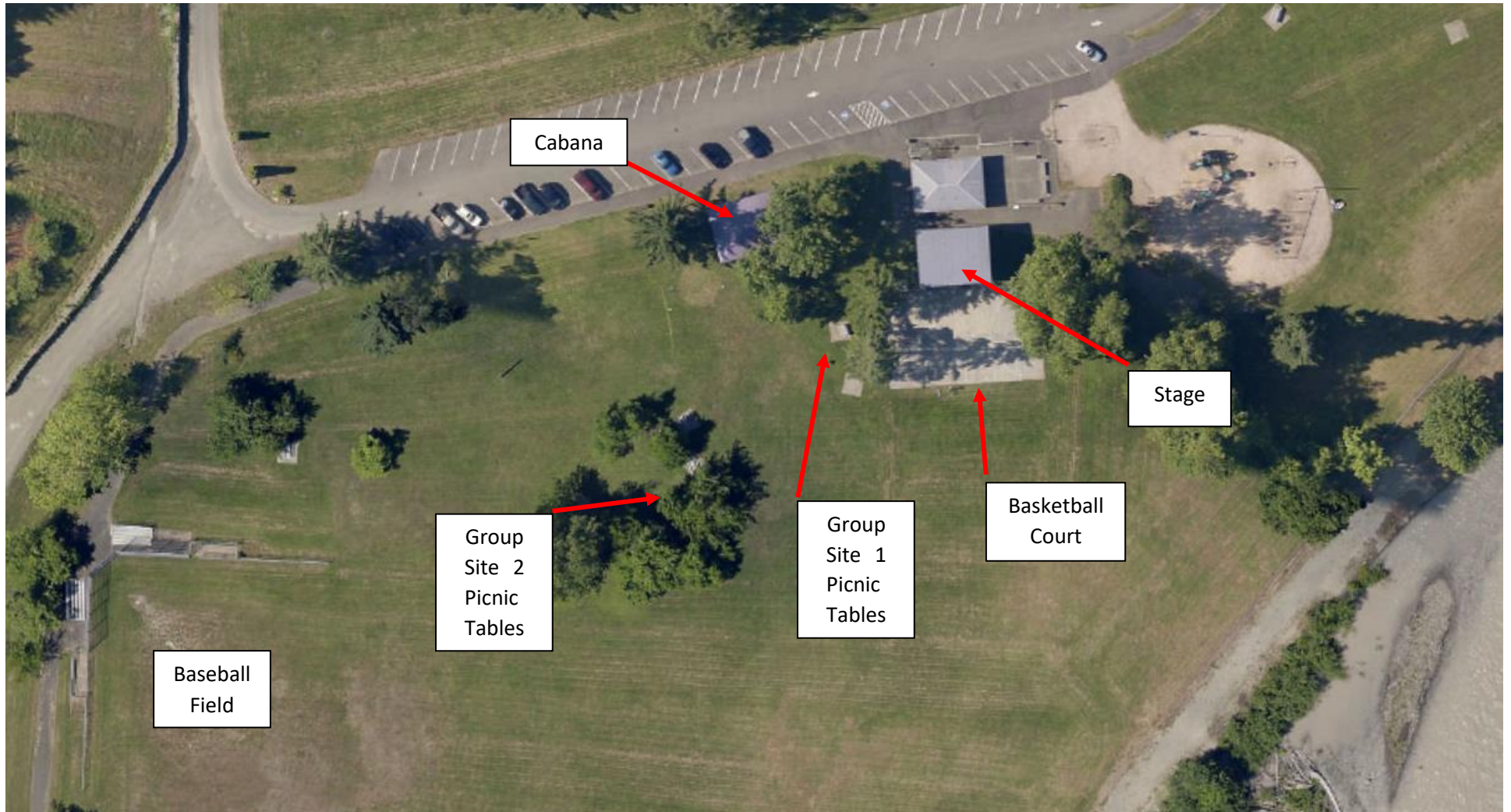
\*Public access granted to restrooms and non-reserved areas.

**\*\*All clean-up fees will be billed at the rate of \$50.00 per hour.**



# CITY OF PACIFIC

100 – 3<sup>rd</sup> AVENUE SE  
PACIFIC, WA 98047  
CITY HALL (253) 929-1110  
FAX (253) 939-6026



## Pacific City Park

600 3<sup>rd</sup> Ave SE  
Pacific, WA





**Address:**  
100 3<sup>rd</sup> Ave SE  
Pacific, WA 98047

**Phone & Fax:**  
Ph: (253) 929-1100  
Fax: (253) 887-9910

**Website:**  
[www.pacificwa.gov](http://www.pacificwa.gov)

# Park Site Reservation Application

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Areas can be reserved for FULL DAY (10am to 8:30pm) or HALF DAY (10am to 3pm or 3:30pm to 8:30pm)**

Choose the areas for your reservation and indicate Date of Use, Number of Hours, and Number of Attendees.  
*All Baseball & Basketball areas must be stated separately by the hour.*

**Picnic Tables seat an average of eight (8) persons each.**

CITY PARK AREAS		DATE OF USE	# of HOURS	# of PEOPLE
<input type="checkbox"/>	1 City Park: Cabana			
<input type="checkbox"/>	2 City Park: Group Site 1			
<input type="checkbox"/>	3 City Park: Group Site 2			
<input type="checkbox"/>	4 City Park: Stage			
<input type="checkbox"/>	5 City Park: Baseball Field			
<input type="checkbox"/>	6 City Park: Basketball Court			
<input type="checkbox"/>	7 Other Park:			

**Please help us determine what you will need**

Will you need Electricity?  Yes  No  
 \*Will you have a caterer?  Yes  No Name of Caterer: \_\_\_\_\_  
 \*Any Special Equipment?  Yes  No Type of Equipment: \_\_\_\_\_  
 Name of Company providing equipment: \_\_\_\_\_

**\*User will be required to provide liability insurance naming the City of Pacific as additional insured.**

**Reminder:**

- Alcoholic beverages are not allowed in City Parks
- Review City Park Rules & Regulations provided
- Fees are adopted by City Resolution on current fee schedule
- Payment by check or cash only to receive park permit
- *Reservation fees are not refundable*

**Mail To:**  
 City of Pacific  
 Community Development  
 Park Site Reservations  
 100 3<sup>rd</sup> Avenue SE  
 Pacific, WA 98047

Applicant's Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Payment received: \_\_\_\_\_ Permit # \_\_\_\_\_

# City of Pacific

## *Park Site Reserved*



PERMIT #: \_\_\_\_\_

Activity: \_\_\_\_\_

Contact: \_\_\_\_\_

Area Reserved: \_\_\_\_\_

Area Reserved: \_\_\_\_\_

Date of use: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Time Start: \_\_\_\_\_ End: \_\_\_\_\_



Electricity Needed? \_\_\_\_\_

Not valid unless signed by City Official

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

For Park reservation information contact Community Development Department at 100 3rd Ave SE, Pacific, WA 98047 or call 253-929-1110