



2025 RENTAL FACILITIES GUIDE

FACILITY RENTALS

1. Reservation Process:

- a. Reservations are accepted up to 12 months in advance, and on a space available first-come, first-served basis.
- b. Reservation requests cannot conflict with or interfere with current Parks Tacoma programs, activities, or scheduled administrative use.
- c. The requested date(s) is not secure until full payment of the minimum required rental fees are received. Full payment of additional hours and applicable fees are due 90 days prior to the rental date.
- d. Once payment is received, a rental permit and rental contract will be provided to the renter. Completed documents are due 90 days prior the rental date. Failure to return documents may result in cancelation of rental and loss of payment.
- e. A minimum 14 day advance notice is requested for a facility rental reservation. Requests made under 14 days prior to event date will be considered on a case-by-case basis. If a rental is made less than 90 days prior to the event, full payment of all applicable fees are due at that time.

2. Rental Fees and Payments:

- a. Facility rental payment may be made by credit card (VISA, Discover, MasterCard, AMEX), organizational check, or cash. Personal checks will not be accepted. Insufficient funds will result in a cancellation of the event and will not be reinstated if reserved by another party or until the renter pays the amount due plus a \$25 NSF service fee.
- b. No checks will be accepted for any fees less than 14 days prior to the event.
- c. Any cash payments that are refunded will be reimbursed by Parks Tacoma check. The check refund process can take up to 4 weeks.

3. Final Confirmation & Damage Deposit Payment:

- a. The Renter is strongly encouraged to work with Parks Tacoma staff to submit the initial rental payment and review the rental contract on a date no less than 90 days prior to the event. A rental primary point of contact must be named and identified prior to the rental date. The point of contact(s) is required to remain on-site from the time the rental begins (set-up) through the time the rental ends (clean-up).
- b. Additional rental requests or changes must be made and finalized 90 days in advance of the rental date (i.e. extending rental hours, amenity add-ons, etc.). Additional requests may be accommodated, if available.
- c. If Parks Tacoma does not receive full payment 90 days prior to the event date, the reservation may be cancelled, and the no-refund policy applies. (See refund policy).

4. Rental Hours:

- a. Parks Tacoma facilities may be rented on an hourly basis and require a time minimum based on venue. The rental timeline must include the time needed for set-up and clean-up by the renter.
- b. Any alcohol service must end one hour prior the end of the rental time – no exceptions.

- c. All guests must vacate the rental facility and Parks Tacoma premises no later than the rental contract end time.
- d. **Rentals which do not vacate the premises per the rental contract terms will be assessed additional fees at a rate of 2 times the established hourly rate.** This will be assessed on 15-minute intervals.

5. Damage Deposit:

- a. A damage deposit is required for most rentals, the amount depends on venue and serving of alcohol. Damage deposits are intended to guarantee that the renter will abide by the contract terms. Actions such as: going over contracted rental time, exceeding venue capacity, violating the terms of the banquet permit, violating park code, necessitating excessive cleaning, park property damage, and other negligent actions are grounds for withholding the damage deposit. The damage deposit is typically refunded within 14-21 business days following the rental.

6. Security:

- a. Private security or Tacoma Police Department security is required at your event if alcohol is served, and may be required if admission is charged, if your event is open to the public or other reasons deemed appropriate by Parks Tacoma based on the type of event, group size, and/or rental history.
- b. Security is coordinated through Parks Tacoma but paid by the renter.
- c. Parks Tacoma will collect security fee payment as part of the rental contract fees. Failure to pay the required fees may lead to the cancellation of the event with no refund.

7. Certificate of Insurance:

- a. A certificate of insurance (COI) is required for a rental by a company, business, community / non-profit organization and/or if the event is open to the public. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage with Metropolitan Park District of Tacoma named as additional insured. Parks Tacoma staff must receive a copy of the COI at least 14 days prior to the event, or the rental is subject to cancellation.

8. Cancellations, Refunds & Rescheduling Process:

- a. All cancellation requests must be made in writing via email, letter, or in-person by the person who signed the rental contract.
- b. A 100% refund will be allowed if request is received 90 days prior to the contracted facility rental date. A 50% refund will be allowed for cancellations received 60-89 days prior to the contracted facility rental date. No refunds for cancellations within 60 days of the rental date or due to inclement weather conditions.
- c. If a rental is cancelled by Parks Tacoma due to the renter failing to provide the necessary rental information, documents, or fees, Parks Tacoma shall retain the rental fees paid.
- d. Parks Tacoma shall make every effort to open a facility when a rental is scheduled. However, there may be circumstances which dictate we may not be able to allow a facility to open. In those circumstances, Parks Tacoma will notify the renter as soon as possible. The Renter will be provided the opportunity to reschedule to another available date/venue.
- e. By signing the rental contract, the Renter waives any claim for damages and/or additional costs incurred by the Renter and will hold Parks Tacoma harmless for any and all claims from other participants, vendors, etc., as a result of the postponement and/or cancellation.

9. Discounted Fees:

- a. Only non-profit organizations or designated Parks Tacoma partners may be eligible to receive a reduced rental rate. Discounts apply only to the facility rental fee. Discounts do not apply to cleaning fees, staffing fees, damage deposits, additional amenities, etc.
- b. To be eligible for a rental discount, non-profit organizations must be 501c3 status. Proof of status must be on file at Parks Tacoma to receive the discount.

10. Rental Fee Exceptions:

- a. Any group that is provided an exception to the rental facility fee must have a Parks Tacoma agreement stating the nature of the terms for the fee waiver and the signature of the Parks Tacoma designee authorizing the waiver. All waivers require a partnership agreement signed by the Department Director or designee.
- b. The rental fee may be waived; however, fees related to staffing, cleaning and damage deposits cannot be waived.
- c. A valuation of the services granted must be included in the agreement as well as a statement that reflects the benefits Parks Tacoma and its citizens gain from the authorization of the exception.
- d. Discounts for recurring, non-exclusive use of meeting space may be negotiated.
- e. Rental agreements for meetings and recurring services that do not require the scheduling of a cleaning crew may be exempt from the cleaning fee.
- f. Recurring rentals shall pay a damage deposit at the time of the first rental. This deposit, if not expended, can be carried over for future scheduled rentals within the calendar year the meetings are held.

11. Sale of Food, Non-Alcoholic/Alcoholic Beverages, Merchandise and/or Admission:

- a. It is illegal to sell food/beverages, or merchandise and/or charge admission within any Parks Tacoma facility or property without express written approval by Parks Tacoma staff as outlined in the rental contract or special event permit.
- b. If sales of merchandise are permitted a minimum rental fee of 1 ½ times the published standard rate is charged. Additional fees may be assessed based on what is being sold and the volume of gross sales. These additional fees will be determined on a case-by-case basis.
- c. A business, association, or organization must submit, along with their rental application, a photocopy of their City of Tacoma Business License and Tax ID Number or other documentation which allows them to do business.
- d. The sale of alcohol requires a licensed bartender and proof of permits issued by the Washington State Liquor Control Board. Client and distributor of alcohol must comply with any and all Parks Tacoma, city, state and federal rules and policies. The sale of alcohol will be subject to additional fees.

12. Use of Outdoor Park Space:

- a. If a rental facility client wants to extend the rental to outdoor park space immediately adjacent to the rental facility, Special Use Permit requirements must be followed.
- b. The Special Use Permit guidelines and procedures will be made available to the rental facility client at the time of request. Special Use Permit fees will be applied.

RENTAL POLICIES & GUIDELINES FOR USE

1. Customer Responsibilities:

- a. All rental use inside and outside of Parks Tacoma facilities must be in alignment with Parks Tacoma's Mission: *Creating healthy opportunities to play, learn and grow.*
- b. Each individual in the rental group must obey all applicable Parks Tacoma, City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action. Renter is responsible for informing all guests of all rules and expectations.
- c. The renter is responsible for providing general supervision and control over all activities to promote safety and to prevent damage. A designated point of contact must be named, identified and on-site for the entire rental which includes set-up and clean-up.
- d. Renter is responsible for setting up tables and chairs. They are also responsible for storing the chairs after the event. Tables can be left out for cleaning by Parks Tacoma staff.
- e. Renter must provide general clean-up of rental facility related to their decorations and food/beverage. Renter is responsible for the removal of all personal belongings and/or left-over food and beverage from the premises. Any items left behind will be thrown away. Additional cleaning requirements apply for all kitchen use. Parks staff will review expectations with you at time of booking and on the day of
- f. The renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk through with Parks Tacoma staff. **The renter is required to sign the rental checklist at the beginning and end of the rental.** The same person must be available to sign both times. If the designee/renter is not available for the walk through per the terms of the agreement, they void the right to have representation present and the Parks Tacoma judgment on facility condition will be final.
- g. Renter is financially responsible for any damage to or the need for excessive cleaning (beyond 2 hours) of the facility, or for cleaning related to improper use of the facility, park grounds, or amenities that may be caused by the customer or someone from their group. Excessive cleaning fees are assessed on a case-by-case basis and will be charged to the renter. Examples include urination outside restrooms, bottles on park grounds, not using trash receptacles, carpet/floor stains from food or drink, holes in walls, etc.
- h. Parks Tacoma staff is not responsible for providing any amenities the day of the event that were not explicitly agreed to on the signed contract/permit. Amenities requested within 14 days of the event are not guaranteed.
- i. A certain number of tables and chairs are available at each facility. If additional/different tables or chairs are needed, arrangements must be made with an outside vendor by the renter.
- j. Room capacity limits determine the maximum number of guests allowed either seated or standing. By Tacoma Fire Department code, the listed capacity cannot be exceeded at any time, and will be enforced by Parks Tacoma staff. Violation of the capacity will result in loss of the damage deposit and termination of the event.

2. Sustainability:

- a. The Parks Tacoma sustainability plan requires renters to properly sort and dispose of waste during their event. Proper disposal includes sorting glass waste separate from plastic and paper, an effort to avoid contaminating recyclables with non-recyclable waste and disposing of such waste in the proper receptacles.

- b. Rental clients are required to comply with all posted signage regarding sustainability, recycling, and waste removal.
- c. Rental clients are required to share this sustainability effort with their caterer, food provider, and other vendors.

3. Decorations:

- a. Consult with Parks Tacoma staff on what types of decorations are permissible at each venue.
- b. The use of nails, push pins/tacks, staples, or most tape are not allowed at any facility.
- c. Lighted candles are only allowed if enclosed in a glass container or vase. Open flames cannot exceed the height of the container. Candelabras are prohibited.
- d. Rice, birdseed, confetti, and glitter are not allowed. Their use will result in a portion of the damage deposit being withheld due to excessive cleaning needs.
- e. Machines that create smoke, fire, mist, or bubbles are not allowed.
- f. Helium balloons are not allowed in many locations. Consult with Parks Tacoma staff when planning.

4. Catering & Kitchen Items:

- a. Cooking, eating/serving utensils, food containers, dish towels, potholders, dish soap, etc. are not provided. If a renter has a private rental, they can prepare the food on site for private consumption at the rental. If the rental is for a public event, or if food is to be sold, the renter needs to secure a permit from the Tacoma Pierce County Health Department. If a renter hires a caterer, the caterer must be licensed. Privately prepared food may not be distributed to the public.

5. Alcohol:

- a. Beer, wine, hard alcohol and/or champagne are allowed to be served and consumed inside the rental facility at most locations, when a valid Banquet Permit has been obtained through the Washington State Liquor Control Board. A copy of the Facility Rental Contract will be required to obtain a Banquet Permit. The original Banquet Permit must be submitted to Parks Tacoma at least 14 days prior to the event. Failure to obtain a Banquet Permit will result in alcohol not being allowed to be served to guests.
- b. Alcohol must be served by a licensed bartender – no exceptions. A copy of the serving license and bartender’s photo ID will be required at the time of alcohol service.
- c. Alcoholic beverages of any kind are not allowed in any open park space, including the exterior of a rental facility unless specifically outlined in rental contract. Alcohol service must stop one hour prior to the end of the rental. Serving alcohol without the appropriate banquet permit, alcohol being served by a non-licensed bartender, consuming alcohol outside the building, and/or serving anyone under 21 is cause for a rental to be immediately terminated and the damage deposit withheld. It is the renter’s responsibility to inform guests of all park, city and state policies.
- d. Parks Tacoma will review each rental requesting that alcohol be allowed. Parks Tacoma reserves the right to deny any group permission to serve or have alcohol on the premises. Security is required if alcohol is being served after 8pm, or after Community Center open hours. Alcohol deposits may be retained if all procedures and guidelines related to the distribution and consumption of alcohol are not followed.
- e. If alcohol is part of an event, all alcohol must be brought into the facility during set-up hours, checked in with and stored by Parks Tacoma staff in a non-event space. The alcohol can only be moved into the event space when a licensed bartender is present.

- f. Security is required at all events serving alcohol from the time alcohol service begins through the end of the event.
- g. Security is not required if alcohol is brought in as a gift; however, gifted alcohol cannot be consumed on-site.
- h. Bartenders cannot be friends/family of the renter.

6. Smoking/Vaping:

- a. **All** smoking is prohibited inside Parks Tacoma facilities and on all park properties.

7. Parking:

- a. Parking can be limited at rental facilities. Customers are encouraged to carpool or use public transportation to the event. Larger groups should consider shuttling their participants from an authorized pre-arranged location.
- b. Rentals are not given exclusive parking privileges at Parks Tacoma facilities/sites. Illegally parked cars may be ticketed or towed at the guest's expense.

8. American Disability Act (ADA).

- a. Parks Tacoma has several facilities that are historic in nature or were constructed prior to the establishment of American with Disability Act (ADA) standards. The renter accepts the facility with these limitations unless reasonable accommodations are requested and approved at the time of signing.

9. Music & DJ's:

- a. All musical systems must arrive and depart from the facility within the scheduled rental hours to avoid additional charges. It is the renter's responsibility to communicate this to all participants. Musicians cannot use any device that creates smoke, mist, fire, or bubbles as part of their performance, or violate other rental rules. Should the music exceed reasonable indoor levels, Parks Tacoma staff will ask the designated event point of contact to turn the music down. If more than 3 requests are made by staff, the event may be terminated.

10. Signs:

- a. Signs may be posted outside on sandwich board type structures only. Balloons can be used as a marker and may be tied with string to a fixed object. However, balloons cannot obstruct the view of any road sign or obscure visibility of others. Signs are not allowed to be nailed, stapled, or attached to trees, buildings, light poles, or road signs.
- b. Driving stakes into the ground or the painting of any pavement or hard surface is **prohibited**.
- c. Any temporary outside signage must be approved by Parks Tacoma and immediately removed following the end of the rental.

11. BBQ's:

- a. Renters may use self-contained barbeque unit(s) in specified locations with approval from facility staff. All barbeques must be an above ground type unit that use propane gas only and must be used outside of and away from the building. The renter is responsible for the safe removal of grease and any debris related to the BBQ. These items cannot be dumped or buried in the park/facility or in park trash cans. Based on the type of equipment being used, Tacoma Fire Department may require a permit. Please visit www.tacomafiredepartment.org for permitting information.



12. Animals / Pets:

- a. Only service animals are permitted inside Parks Tacoma facilities during rentals.

13. Food Carts/Trucks:

- a. Food carts/trucks are allowed at most venues with approval from the Rentals team. Renters must work with staff on identifying best location for cart/truck to be placed.
- b. Food cart/truck must only serve to event attendees.
- c. Food trucks are required to provide a Certificate of Insurance (COI) naming Metropolitan Parks District of Tacoma as additional insured in the amount of \$1,000,000.

14. Bounce House/Attractions:

- a. Bounce houses and other inflatables are allowed only with prior approval from Parks Tacoma.
- b. Bounce houses/Play Attractions must be provided by a professional special event equipment provider and are required to provide a Certificate of Insurance (COI) naming Metropolitan Parks District of Tacoma as additional insured in the amount of \$1,000,000.

If you have any questions please contact:

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