



Administrative Services Department

## City Facility Rental Program & Policies

**Please check for availability prior to submitting a rental application by calling (253) 862-8602.**

**Rental reservations are taken on a first come, first served basis.**

**Reservations are not finalized until payment is made in full.**

*To reserve the Bonney Lake Senior Center hall, contact the Senior Center directly at (253) 863-8538.*

View photos of facilities at [www.citybonneylake.org/cityblog/?page\\_id=6212](http://www.citybonneylake.org/cityblog/?page_id=6212)

### Bonney Lake Parks, Fields and Shelters

**Allan Yorke Park** 7203 West Tapps Hwy  
1 Picnic Shelter  
4 Ball Fields

**Cedarview Park** 9301 208<sup>th</sup> Avenue E  
1 Picnic Shelter

### RENTAL FEES – per [BLMC 12.12.055](#)

<b>Sports Fields (Sports Uses)</b>	Per field	\$15.00 per 2-hour block
<b>Picnic/Playground &amp; Other Uses<sup>1</sup></b>	1-50 persons	\$25.00 per 4-hour block
	51-100 persons	\$75.00 per 4-hour block
	101 or more	\$200.00 per 4-hour block
<b>League Block Rentals of Fields</b>	Week block rental <sup>2</sup>	\$100.00 per week
	Month block rental <sup>3</sup>	\$200.00 per month

1. Field rates also apply if rental includes any use of fields.
2. A week includes Monday-Friday from 4:00 p.m. to dusk and Saturdays from 8:00 a.m. to dusk.
3. Monthly block rentals include 4 weeks; partial months are charged at the weekly rate.
4. Cedarview residents are not charged a fee to reserve the shelter at Cedarview Park.

### PARK FACILITY RENTAL POLICY RULES AND REGULATIONS

See [BLMC 12.12 – Park Regulations](#). Violations May Be Deemed a Misdemeanor

- Park areas are open daily from dawn to dusk.
- Groups of 25 or more must make a reservation through the City.
- Motor vehicles are limited to parking areas. Bicycles are limited to using designated areas.
- Possession or use of alcohol or illegal drugs is prohibited.
- Tobacco use is prohibited in City parks per [Administrative Policy 700.100](#).
- Restrictions apply to weapons, firearms, and fireworks – see [BLMC 12.12.140](#) and [12.12.145](#).
- Animals are not allowed to run at large (i.e., must be on a leash).
- No person shall injure, deface, or damage City property, wildlife, trees, or plants. Littering or making fires in non-designated places are prohibited.
- Structures and non-directional signs may not be placed in any park.
- Soliciting is prohibited.
- For use of amplified sound equipment, groups must obtain prior approval from City staff.
- Facilities may be unavailable for use due to weather or other unforeseen causes.
- The City reserves the right to pre-empt block rentals for official city use upon advanced notice; refunds shall only be made if the impact is one week or greater.
- The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity
- The City has a policy of gender-based non-discrimination and equal access for community athletics/ sports facilities ([Administrative Policy 700.105](#)). Community athletics programs renting City sports facilities must submit the “Antidiscrimination in Field Rentals Statement” (provided by City).
- The City will provide Community athletics programs renting City sports facilities with a copy of [Administrative Policy 700.110](#) related to Sports Concussions (Lystedt Law).

## City Facility Rental Rates and Rooms Available

Per [BLMC 3.90.040](#)

View photos of facilities at [www.citybonneylake.org/cityblog/?page\\_id=6212](http://www.citybonneylake.org/cityblog/?page_id=6212)

### Bonney Lake Justice & Municipal Center

9002 Main Street, Bonney Lake, WA 98391

#### Meeting Room #130 & Lobby

Size/Occupancy: Meeting Room: *Please contact us for details.*

Lobby: 246 standing; approximately 83 with tables & chairs (1,232 square feet)

Equipment: Meeting Room: Rectangular meeting table (1); chairs (10)

Lobby: 36" round tables (3); chairs (12)

Rental Rate: Standard: \$250 Damage Deposit + \$30 per hour Rental Fee 2-hour minimum

Non-Profit\*: \$125 Damage Deposit + \$25 per hour Rental Fee 2-hour minimum

\* *Non-Profits not located within the City will be charged the Standard rate.*

#### Council Chambers & Lobby

Size/Occupancy: Chambers: 101 maximum; approximately 35 with tables & chairs (512 square ft)

Lobby: 246 standing; approximately 83 with tables & chairs (1,232 square feet)

Equipment: Chambers: Rectangular tables (2 small, 2 large) & chairs (35)

Lobby: 36" round tables (3); chairs (12)

Rental Rate: Standard: \$250 Damage Deposit + \$40 per hour Rental Fee 2-hour minimum

Non-Profit\*: \$125 Damage Deposit + \$25 per hour Rental Fee 2-hour minimum

\* *Non-Profits not located within the City will be charged the Standard rate.*

### Bonney Lake Public Works Center

19306 Bonney Lake Blvd, Bonney Lake, WA 98391

#### PWC Meeting Room

Size/Occupancy: 186 standing; approximately 62 with tables & chairs (930 square feet)

Equipment: Tables & chairs. *Please contact us for details.*

Rental Rate: Standard: \$250 Damage Deposit + \$30 per hour Rental Fee 2-hour minimum

Non-Profit\*: \$125 Damage Deposit + \$20 per hour Rental Fee 2-hour minimum

\* *Non-Profits not located within the City will be charged the Standard rate.*

### Bonney Lake Public Safety Building

18421 Veterans Memorial Drive, Bonney Lake, WA 98391

#### PSB Training Room

Size/Occupancy: 160 standing; approximately 80 with chairs; 25-50 with tables and chairs.

Equipment: Rectangular training tables & chairs. *Please contact us for details.*

Rental Rate: Standard: \$250 Damage Deposit + \$40 per hour Rental Fee 2-hour minimum

Non-Profit\*: \$125 Damage Deposit + \$25 per hour Rental Fee 2-hour minimum

\* *Non-Profits not located within the City will be charged the Standard rate.*

**The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.**

**Per [BLMC 3.90.040](#):** Rental rates may be reduced by 50% if a member of the rental group is a city employee who agrees to serve as the building monitor at his/her sole expense, and is so approved in advance by the city. The Justice & Municipal Center rental rate shall be reduced by 30% if both the Chambers and Meeting Room facilities are rented simultaneously.

The city may retain a portion of the damage deposit if rental activities require city staff to incur additional labor to return the facility to pre-use condition, even though there may have been no physical damage. Examples include but are not limited to: removal of balloons or other items caught in a ceiling fan, removing stains to carpet, general cleanup, trash removal.



Administrative Services Department

## City Parks & Buildings Facility Rental Form

**Organization** \_\_\_\_\_ **Non-Profit\***  Yes  No

**Applicant Name** \_\_\_\_\_ *\* Non-profits located outside Bonney Lake are charged standard rates.*

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_ **Alt Phone** \_\_\_\_\_

**FACILITY REQUESTED**

- Allan Yorke Park**       Main Shelter     Field 1     Field 2     Field 3     Field 4
- Cedarview Park**       Shelter
- Justice & Municipal Center**     Meeting Room #130/Lobby     Council Chambers/Lobby
- Public Works Center**       Meeting Room
- Public Safety Building**       Training Room

Facility	Date	Day of Week	Start Time	End Time	# of People	Event Type	Fee

**ACKNOWLEDGEMENT**

The applicant certifies that the information given in this application is accurate. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the above rules and regulations. The applicant further agrees to reimburse the City of Bonney Lake for any damages arising from the use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City facilities or equipment shall be reported to the City immediately.

The applicant agrees that the City of Bonney Lake and its officers and employees shall not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. The applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless the City of Bonney Lake and its officers and employees from claims, liabilities, or lawsuits arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to applicant's activities and/or use of premises except for sole negligence of the City. The applicant is responsible for special set-up requirements and clean-up.

I request use of the City facilities as listed above. I have reviewed and agreed to the terms of the Facility Rental Program & Policies. I understand the rental fee and deposit must be paid before the event and that it is my responsibility to leave area in the condition it was upon arrival for the event. I understand that the City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Payments may be made in person at 9002 Main St E, Suite 125, by phone at 253.862.8602, or by mail to City of Bonney Lake, Attn: Administrative Services, P.O. Box 7380, Bonney Lake WA 98391

**FOR STAFF USE ONLY**

Monitor needed:  Yes Name: \_\_\_\_\_  No      **TOTAL FEES:** \_\_\_\_\_  Reservation Pd/Confirmed

Sports/Athletics:  Antidiscrimination Statement Received (700.105)      Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sports Concussion Policy Provided (700.110)

**THIS IS YOUR RECEIPT. Bring a copy of the confirmed rental form to your event as proof of your reservation.**  
 For issues during your reservation, call dispatch at (844) 821-8911. General questions, call (253) 862-8602. Emergencies, call 9-1-1.