



Parks, Arts and Recreation Department
2840 Riverwalk Dr. SE, Auburn, WA 98002
Phone: 253-931-3043 Fax (253) 931-4005
www.auburnwa.gov/rental

RENTAL APPLICATION FORM – SPECIAL USES

Any large or public event may require approval by the Auburn Parks, Arts and Recreation Board or their designee. Examples of special uses are, but not limited to, religious or political activities; dances; tournaments; concessions; indoor events open to the public; outdoor events such as weddings, dog shows, Easter egg hunts, car shows, running or walking events, amplified performances, art shows and events with inflatable toys.

Today's Date: _____

Full Name: _____ Organization: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

- Facility Requested:
- | | |
|---|---|
| <input type="checkbox"/> Les Gove Building | <input type="checkbox"/> Picnic Shelter at _____ |
| <input type="checkbox"/> William C. Warren Building. | <input type="checkbox"/> Amphitheater at Game Farm Park |
| <input type="checkbox"/> Parks & Recreation Admin. Building | <input type="checkbox"/> Soccer Fields at _____ |
| <input type="checkbox"/> Senior Activity Center | <input type="checkbox"/> Ball Fields at _____ |
| | <input type="checkbox"/> Other: _____ |

Date(s) Requested: _____

Time Requested (including set-up and take-down time): _____

Number of Participants _____

*Inflatable Toys: YES__NO__ —Amplified Sound: YES__ NO__ Vehicle Access (Picnic Shelters Only): YES__ NO__

**A certificate of liability insurance for at least \$1,000,000 per occurrence, naming the City of Auburn as additionally insured is required*

Please provide a description of the activity, event, and other pertinent information: (Attach separate sheet if needed)

The undersigned hereby makes application to the City of Auburn for use of facilities described above and certifies the information in the application is correct. **The undersigned understands that no alcohol (except Senior Activity Center with approval), tobacco, or controlled substance is allowed in the facility or at this event. If these substances are present at the event, Parks staff or Auburn Police will close your event and future rentals will be denied.** The undersigned agrees to exercise the utmost care in the use of the premises and property and holds the City of Auburn harmless for all liability resulting from use of facility. The applicant agrees to adhere to all rules, regulations, and policies established by the City of Auburn and the Auburn Park Board. The undersigned is at least 21 years of age.

Signature _____ Date _____

FOR OFFICE USE ONLY

Amount Deposited: _____ Rental #: _____ Date: _____

Deposit Paid: \$ _____ Balance Due Date: _____ Paid in Full: _____

Comments: _____

Insurance Required YES NO Insurance Received