



# Parks, Arts & Recreation Department

910 9<sup>th</sup> Street SE, Auburn, WA 98002

Phone: 253-931-3043 Fax (253) 931-4005

www.auburnwa.gov/rental

Return completed application via fax, address above or e-mail to play@auburnwa.gov

## SPECIAL USE REQUEST APPLICATION

Any public event may require approval by the Auburn Parks, Arts & Recreation Board or their designee. Examples of special uses are, but not limited to, groups of 200 or more people; religious or political activities; dances; tournaments; concessions; feeding programs; 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.

### Applicant Information

Today's Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail (required): \_\_\_\_\_

We are a Non-Profit Organization  Requires proof of 501(c)3 status for Community & Event Center and Senior Center rentals

### Event Information

- Facility Requested:
- |   |   |
|---|---|
| <input type="checkbox"/> Auburn Community & Events Center | <input type="checkbox"/> Picnic Shelter at _____        |
| <input type="checkbox"/> The REC Teen Center              | <input type="checkbox"/> Amphitheater at Game Farm Park |
| <input type="checkbox"/> Les Gove Multi-purpose Building  | <input type="checkbox"/> Soccer Fields at _____         |
| <input type="checkbox"/> Senior Activity Center           | <input type="checkbox"/> Ball Fields at _____           |
| <input type="checkbox"/> William C. Warren Building       | <input type="checkbox"/> Les Gove Gymnasium             |
| <input type="checkbox"/> Backyard Idea Garden             | <input type="checkbox"/> Other: _____                   |

Date(s) Requested: \_\_\_\_\_ Time Requested (including set-up and take-down) \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

\*Inflatable Toys:  YES  NO Name of Inflatable Toy Vendor: \_\_\_\_\_

\*Open to the Public:  YES  NO Vehicle Access:  YES  NO Amplified Sound:  YES  NO

Religious or Political Event:  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 at least 30 days prior to your event for an inflatable toy or any event open to the public.**

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 Auburn Senior Activity Center and the Auburn Community & Event 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 and/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 (Required) \_\_\_\_\_ Date \_\_\_\_\_

Permit # \_\_\_\_\_ Deposit Paid: \$ \_\_\_\_\_ Balance Due Date: \_\_\_\_\_ Paid in Full: \_\_\_\_\_

Comments: \_\_\_\_\_

Insurance Required  YES  NO Insurance Received  Signed Permit