



Facility & Park Special Event Information

Reservation Procedures

Sponsors of all events open to the public in a City of Longview building or park are required to fill out the Longview Parks & Recreation 'Park Use Special Event' application and include a narrative describing the event in detail. This includes fundraising events, political gatherings, protests/rallies, runs/walks, sporting events, ceremonies, vigils, charity events, and community events. *For softball tournament and disc golf rentals contact steve.plampin@mylongview.com.*

Reservations must be made and may be submitted up to one year in advance, as follows.

< 500 attendees	30 business days in advance
500-1,000 attendees	60 days in advance
1000+ attendees	90 days in advance

Promotional material provided to Longview Parks & Recreation may be promoted on the Longview Parks & Recreation website, in the quarterly brochure, and shared via Facebook, at the discretion of the department. Space is limited and advance notice is needed.

Outdoor / Park Fees

For a complete list of outdoor spaces and parks, visit us online at www.mylongview.com/parks

Fundraising Events

Events charging admission or seeking donations. Fee per 5 hours of use.

<i>Number of Attendees</i>	<i>5 hour fee</i>
1-99	\$150
100-199	\$250
200-299	\$350
300-399	\$450
400-499	\$550
500 & over	\$650

\$50 additional per hour. Or an additional \$200 for all day.

Non-Fundraising Events

*Events that are open to public (not private) and will **not** be charging admission or seeking donations.*
Fee per 5 hours of use.

<i>Number of Attendees</i>	<i>5 hour fee</i>
1-99	\$75
100-199	\$125
200-299	\$175
300-399	\$225
400-499	\$275
500 & over	\$325

\$25 additional per hour. Or an additional \$100 for all day.

Indoor / Facility Fees

Facility details can be found in the back of this packet, or online users may click on the links below.

[McClelland Center, 951 Delaware St.](#)

[Woman's Club, 835 21st Ave](#)

Nonprofit

Rentals based on hourly rate with two hour minimum

<i>Room</i>	<i>Hourly Rate</i>
Large Room	\$30/hour
Meeting Room	\$14/hour
Entire Building	\$37/hour

Private

Rentals based on hourly rate with two hour minimum

<i>Room</i>	<i>Hourly Rate</i>
Large Room	\$45/hour
Meeting Room	\$24/hour
Entire Building	\$57/hour

\$570 for the entire building, all day,
McClelland Center from 8am - 12 midnight

Woman's Club from 8am - 11pm

Business Use & Non-profit Funding

Rentals based on hourly rate with two hour minimum

<i>Room</i>	<i>Hourly Rate</i>
Large Room	\$52/hour
Meeting Room	\$27/hour
Entire Building	\$72/hour

A cleaning/damage deposit may be required for your event depending on potential impact of park and building facilities. The facility rental coordinator will notify you at the time of booking if a cleaning/damage deposit may apply.

Facility & Park Use Special Event Expectations and Regulations

1. Users must address the following items to the satisfaction of the City of Longview before receiving approval including but not limited to: security and crowd control, pedestrian and vehicle traffic, parking, public portable sanitation, litter patrol and cleanup, and avoidance of frequent and loud noises.
2. Events that will significantly impact public sidewalks, public roadways, or emergency series may be required to proceed with the City of Longview's 'Special Event' process. All associated costs will be required to be paid in full to the City prior to the event taking place. The Facility Rental Coordinator will notify you at the time of booking if a special event permit will be needed.
 - a. Indemnification agreement - Prior to the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the permit applicant and authorized officer of the sponsoring organization, if any, must agree to reimburse the city for any costs incurred by it for repairing damage to city property, and to indemnify the city, its officers, employees, and agents from all causes of action, claims or liabilities occurring in connection with the permitted event, except those which occur due to the city's sole negligence.
3. The City of Longview reserves the right to waive or reduce charges for use by local community organizations. Requests must be made in the form of a formal letter requesting a fee waiver or reduction.
4. User will be required to obtain any required city, county or state permits and to meet and abide by any local and state regulations and laws. All related costs associated with the above will be covered by the user.
5. Proof of liability insurance in the amount of a minimum of \$1,000,000/\$2,000,000 aggregate naming the City of Longview as additional insured is required prior to application approval. Insurance must cover the entire event (set up, take down, and clean up). Users needing to purchase insurance may be able to obtain Tenants and Users Liability Insurance Policy (TULIP) online through Washington Cities Insurance Authority.
www.onebeaconentertainment.com
6. Users cannot discriminate as to access into park, facilities, and the activity. The park, building, and activity must remain open and available to all.
7. Special Events that include amplified music and sound (if permitted) must not be unreasonably loud, disturbing or unnecessary to other park users, surrounding businesses and residents, or adjacent programs and operations.
8. Solicitation of funds will be allowed, provided the event is sponsored by local non-profit organizations. Any exceptions to this regulation must be approved by the Director of Parks & Recreation, or designee.

9. For event organizers who would like to have outside vendors sell merchandise, food and beverages, or other products in a city park or facility, please contact the Facility Coordinator at 442.5407 to obtain additional information.
10. Activity agendas or informational handout materials will be allowed, provided litter is patrolled and picked up. Distribution of marketing materials must be pre-approved by the Facility Rental Coordinator.
11. No alcoholic beverages are allowed in the park. All non-alcoholic beverages must be stored in and dispensed into unbreakable containers. Tobacco, marijuana or illegal substances are not allowed in the City of Longview's facilities or parks.
12. The Longview Parks & Recreation Department reserves the right to restrict the use of the park due to its condition and inclement weather. The purpose of this restriction is to assure the park is not damaged to such a degree that repairs and renovation would be in excess of routine maintenance or which would incur additional financial and staff time commitments. The primary contact/sponsoring agency listed on the application would be responsible for damage to park area.
13. Longview Parks & Recreation reserves the right to limit the number of special events allowed, in order to control the impact on the grounds. All use requests will be reviewed and either granted or denied on a first come first serve basis.
14. Use of the park will be restricted to the times that the park is officially open:
 - June 1st – Labor Day: 5am – 11pm
 - Labor Day: - May 31st: 5am – 10pmThe length of the special event is restricted to two days maximum and no longer than 12 hours per day. If event is two days, they must be consecutive. All exceptions must be approved by the Director of Parks & Recreation, or designee.
15. User is required to clean up area of use at the end of the reservation period. Failure to clean up will result in loss of cleaning/damage deposit, plus \$50 for each hour required by city staff to clean up park.
16. User shall be responsible for damage and/or loss of City property and will be charged the entire cost of repair or replacement, including any labor expenses.
17. Driving of vehicles in a park is not allowed. All items brought into park must be hand carried in.
18. All other park rules are in effect for Special Events (provided in the back of this rental packet).



Building/Park Special Event Application

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of applicant (primary contact)		Name of Organization (if applicable)		Date of application	
Address/City/State/Zip					
Phone number (please include cell and office/home)				Email address	
Type of event (what is the event)		Date(s) of event requested (mo/day/yr)		Time (include setup, take down cleaning) From: To:	
Rental Area Information					
Longview Building or Park:					
<input type="checkbox"/> McClelland Center, 951 Delaware			<input type="checkbox"/> Woman's Club, 835 21 st Avenue		
<input type="checkbox"/> Lake Sacajawea Park: (Area) _____			<input type="checkbox"/> Other _____		
Estimated attendance participating: _____		Is the event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO		Is this a Promotional Event? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated spectators: _____					
Name of organization conducting/sponsoring event		Non-profit? <input type="checkbox"/> YES <input type="checkbox"/> NO		State ID#	
Charging a fee or accepting donations? If yes, please describe: _____		Is the event a fundraiser? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will you be selling products or merchandise? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will inflatables be used at the event? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe: (bounce house, obstacle course, etc.) _____					
Will alcoholic beverages be served? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will this event impede traffic or pedestrians? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Is food being served? <input type="checkbox"/> YES <input type="checkbox"/> NO		Electrical outlets needed? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Prepared on site? <input type="checkbox"/> YES <input type="checkbox"/> NO					
What marketing will be used (email, social media, radio)? _____					
Describe sound equipment _____					
Check if there will be: <input type="checkbox"/> BAND <input type="checkbox"/> DJ <input type="checkbox"/> BOOM BOX			Have you previously requested a permit for such activity? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will tents, canopies, structures, banners, porta pottys be set up? If yes, explain in narrative. <input type="checkbox"/> YES <input type="checkbox"/> NO					
Please attach a detailed description of the proposed event including:					
<ul style="list-style-type: none"> • Event overview • Who the event benefits (is for) • Reason for hosting the event • Explanation of charging admission or collecting donations • Define where proceeds go to • List of vendors and partnering agencies involved • Describe how medical emergency will be handled at the event • Describe if the event may impede traffic, follow traffic, pedestrian, and bike laws • Map (Drawing) of event 					
Identify any special equipment you plan to use or set up during your rental.					
<ul style="list-style-type: none"> • Include quantity and size (Ex: Canopy tents, porta pottys, banners, signs) 					

The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, porta potty, city staff or other measures to ensure safety and compatibility with park use.

Application Agreement

The permittee agrees to defend, indemnify and hold harmless the City of Longview and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the park rules and regulations and agrees to abide by and enforce same. I have received a copy of the Park Area Rental Information.

Signature of Applicant/Permittee

Date

For Office Use Only

Deposit \$	Park Area Fee \$	Insurance \$	Non-resident Fee \$	Other \$
Deposit Paid \$	Receipt Number		Rental Fees Paid \$	Receipt Number
Approval			Distribution to Parks	Distribution to Police

Park Rules and Regulations

LMC title 7.3 & 10.32

City parks are for your enjoyment. Please respect these rules so that everyone may continue to enjoy their many benefits. Any organized use of parks or recreation buildings may be made through the Recreation Office by calling 360.442.5400. The "Facility Use Permit" holder has priority use of the designated park area.

ALCOHOL - Alcoholic beverages are prohibited in all City of Longview parks.

ANIMALS - Large animals and horses are prohibited. Animals must be under physical control at all times. Dogs are not allowed on playgrounds or sports fields. Dog and animal excrement must be cleaned up. Wildlife may not be harassed or disturbed.

CARE OF PROPERTY - It is unlawful to vandalize, deface, cover, damage, or destroy any buildings, art, equipment or other structures. It is unlawful to destroy, break, damage or deface any flowers, shrubs or trees. Climbing trees is not allowed.

CONDUCT AND NOISE - Disorderly conduct and unnecessary noise are unlawful. Amplified music and sound is not permitted, unless designated for such use and a permit is obtained.

SMOKING/TOBACCO USE - Longview Parks are tobacco free with community parks having designated smoking areas in parking lots.

CONDUCTING BUSINESS - Business activities of nonprofit groups, religious organizations, or commercial/profit businesses may not market, promote, or sell products, merchandise or services.

FIREWORKS & FIRES - All fireworks and open fires and sky lanterns are prohibited. Portable propane barbeques are allowed. Portable charcoal barbeques, open flame, or fires including candles are not allowed.

FOOD AND PRODUCT SALES OR ADMISSION CHARGES - No product or merchandise sales are allowed.

MOTOR VEHICLES - Motor vehicles are prohibited except in parking areas or streets.

TENTS AND CANOPIES - Structures over 35'x 20' are required to meet fire code, and a permit and approval must be obtained by the Fire Department. Structures (i.e. stages and tables) are not permitted without prior approval.

PARK HOURS - The parks are open from 5 a.m. to 10 p.m. daily (11 p.m. in summer months).

OTHER - No carnival-type equipment or generators are allowed (bounce units, climbing walls, dunk tanks, mechanical rides, gas powered equipment).

Thank you for observing our Park Rules and Regulations.

Park Area & Day Use Amenities

Lake Sacajawea Park

Lion's Shelter (up to 75 people)

- Covered Shelter
- Electricity Available
- Picnic Tables - 3 - 16 foot long tables (bolted down)
- Restrooms Available
- Drinking Fountain - at restroom
- Trash Cans
- Street Parking
- Near Playground

Grotto (up to 75 people)

- Greenspace
- Street Parking

Perennial Garden (up to 75 people)

- Greenspace
- Street Parking

Peninsula (up to 100 people)

- Greenspace
- Street Parking

Louisiana @ Kessler (up to 200 people)

- Greenspace
- Street Parking

Cottonwood Nook (up to 75 people)

- Greenspace
- Picnic Table - 1
- Trash Can
- Street Parking

Japanese Island Overlook

(This is not in the island) (up to 75 people)

- Shaded Area
- Street Parking

Other Parks

7th Avenue Shelter (up to 75 people)

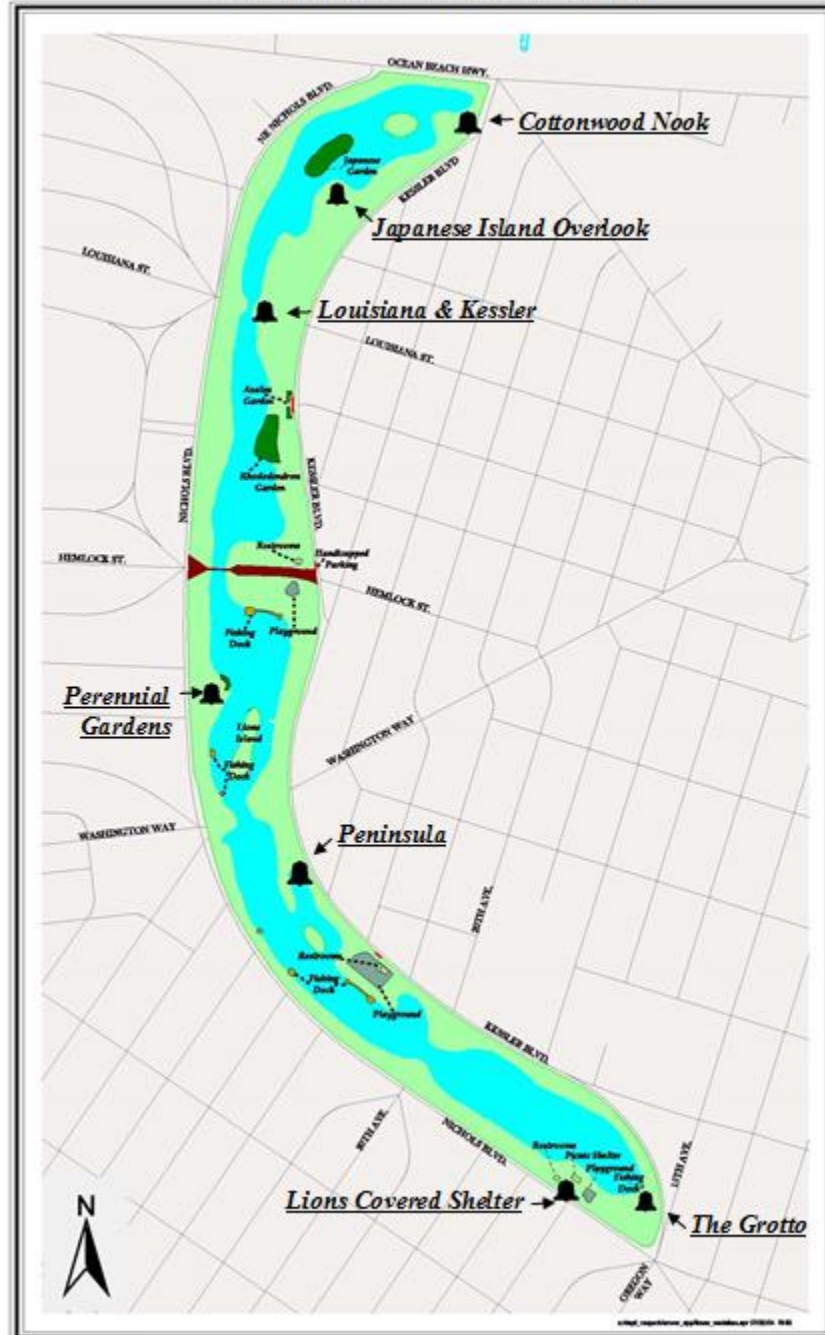
Not a rentable shelter

- Covered Shelter
- Picnic Tables - 8 (bolted down)
- Trash Cans
- ADA Accessible
- Parking
- Near Playground

Roy Morse Park (up to 150 people)

- Picnic Area
- Picnic Tables
- Trash Cans
- Restrooms Available
- Parking
- Horseshoe pits
- Disc Golf Course
- Playground
- Softball Fields
- Basketball Hoop
- Soccer Fields
- Drinking Fountain
- ADA Accessible

Lake Sacajawea Park Area Map



Building Amenities & Capacity

Woman's Club Building

(No Air Conditioner)

Capacity

Large Room with stage (27x42) 1,134 Sq./ft.

- Dancing / Standing - 125 people with no chairs/tables
- Assembly / Theater Style - 80 people with chairs
- Banquet Style - 80 people with chair and table set up

Meeting Room (25x15) 375 Sq./ft.

- Workshop Style - 25 people with chairs and tables

Kitchen - Three ovens, One, 4 burner stove, refrigerator, microwave, three large sinks

Equipment

- Chairs - 80
- Tables - 12 eight-foot tables, 1 six foot tables
- Card Tables - 2 (square)
- Coffee Pot - thirty cup
- Projector Screen
- PA System (for speaking only)

McClelland Center

(Air Conditioned)

Capacity

Large Room (60x60) 3,600 Sq./ft.

- Dancing / Standing - 375 people with no chairs/tables
- Assembly / Theater Style - 300 people with chairs
- Banquet Style - 225 people with chair and table set up

Meeting Room (32x20) 640 Sq./ft.

- Workshop Style 35 people with chair and table set up

Kitchen - sink, refrigerator, and microwave

Equipment

- Chairs - 200
- Tables - 30 eight-foot tables
- Projector Screen
- Card Tables - 2
- Risers - May be Arranged
- Baby Grand Piano
- Coffee Pot - one hundred cup
- PA System (for speaking only)

Building Cleaning Instructions

The following are requirements for rooms used during your rental and are to be completed before leaving the building. Please wait for staff to check and lock the building before leaving. Failure to follow instructions may result in your deposit being withheld.

Large Room

- You are responsible for set up and take down of chair and tables. Place chairs and tables in the storage area when finished.
- Wet mop spills on floors immediately (**Use Only Warm Water, Do Not Use Any Cleaner**) and dust broom floors. Clean dust brooms by shaking them outside and thoroughly wash out wet mops in the cleaning sink (table & chair storage area at McClelland, or large sink at Woman's Club).
- **Do not drag tables or chairs across the floor.**
- No tape, wax or dance preparations on the floor.
- **No glitter allowed in the buildings.**
- Empty all trash in the outside trash containers.
- Place all recyclables into outside recycle container.
- All chairs and tables are to be stacked no more than twenty four (24) high. Chairs and tables are to be wiped with a damp cloth if spilled on or dirty.
- Take down and remove all decorations.

Meeting Room

- Put away tables and chairs.
- Sweep/vacuum or mop floor if needed.
- Empty trash in outside trash container.

Kitchen / Kitchen Area

- Clean counters, sink and kitchen appliances after use.
- Clean coffee pot.
- Mop spills and sweep floor.
- Empty trash in outside trash container.

Restrooms

- Pick up trash from floor and counters.
- Make sure toilets are flushed.
- Empty trash in outside trash container
- Sweep floors

Entry Way / Parking Lot

- Pick up and dispose of trash, including cigarette butts in the entry way, exterior of building and parking lot area.

Rental Information

Building Floor Plans

