

## 2023 PARK USE GUIDELINES

Visit the [Outdoor Rentals](#) webpage for other important park reservation information

### Parks Scheduling Office:

E-mail: [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov)

Phone: 425-452-6914

Fax: 425-452-7221

### Kelsey Creek Park Shelter Scheduling Staff:

Email: [KelseyCreekFarm@BellevueWA.gov](mailto:KelseyCreekFarm@BellevueWA.gov)

Phone: 425-452-7688

Fax: 425-452-2804

### Mailing Address:

City of Bellevue  
Attn: Parks Scheduling Office  
PO Box 90012  
Bellevue, WA 98009-9012

### Drop Off:

City Hall, Service First Desk  
450 110<sup>th</sup> Ave N  
Monday-Friday, 9am-4pm

### WHEN TO RESERVE

Park Reservation Request Forms are processed in the order received. It is recommended to make a reservation as early as possible. ***Request forms received less than 10 days prior to request date will not be processed and payment returned.***

#### Requests are accepted from:

- Those who reside or have a business within the city limits of Bellevue starting February 9<sup>th</sup>.
- Everyone starting March 2<sup>nd</sup>.

#### Requests received between 10 and 30 days prior to request date:

- Cannot be open to the public.
- Cannot include any special uses. Examples catering, entertainment, additional equipment, inflatable ride, etc...
- Must be paid by cash, VISA, or MasterCard.

### WHO CAN RESERVE

Main Contact must be at least 21 years of age and be present throughout the entire reservation. They must also be the person signing the Park Reservation Request Form and responsible for the rental.

### WHAT TO SUBMIT TO RESERVE?

A Park Reservation Request Form with required physical signature and full payment included must be received no less than 10 days prior to request date for private events or 30 days for public events. Incomplete and/or altered request forms will not be processed.

### PARK SITES

View the Park Site Information, a list of parks and sites available for reservation.

Visit the park prior to making a reservation to ensure it meets needs and capacity.

### AVAILABILITY

**For Kelsey Creek Park Shelter**, email dates and time frames (including alternates) and number of people to: [KelseyCreekFarm@BellevueWA.gov](mailto:KelseyCreekFarm@BellevueWA.gov)

**For All Other Parks**, email park names, sites/areas, dates, time frames (including alternates) and number of people to: [ParkRental@BellevueWA.gov](mailto:ParkRental@BellevueWA.gov)

Availability is subject to change.

### HOURS AVAILABLE

Parks are open 30 minutes before sunrise to 30 minutes after sunset.

**Half Day:** 8am to 2pm **or** 3pm to Dusk

**Full Day:** 8am to Dusk **or** includes 2-3pm

**Note:** All set-up and clean-up must be done within the requested hours. No late departures or early arrivals allowed.

### FEES

[Park Use Fees](#) are based on day of the week (Mon-Thu; Fri-Sun & Holidays) and by half or full day use.

### DISCOUNTS

Non-Profit organizations receive a 30% discount off the park use fee for their mission-based activities when proof of status is provided at the time of request. No other fees are eligible for discount.

## CONFIRMING RESERVATION

After the form and payment is processed, a rental agreement/confirmation, information on how to have a successful event and how to keep the park green and clean is emailed to the Main Contact listed on the form. Receipt is emailed directly from payment processing system.

## CANCELLATION POLICY

Cancellations must be made by email.

- Cancellations made 30 or more days prior to the reservation date will receive a full refund of the rental fees less a \$35 administrative fee.
- Cancellations made 14 – 29 days prior to the reservation date will be charged a \$35 administrative fee or 50% of the rental fees (whichever is greater).
- Cancellations made 0 – 13 days prior to the reservation date will result in no refund of the rental fees.
- No refunds will be made due to weather or water conditions.
- Policies are subject to change.

## RESCHEDULING POLICY

Once a rental agreement has been emailed, changes must be requested by email. A \$20 rescheduling fee is charged. A minimum of 21 days' notice is required to be considered a reschedule. The number of days' notice is calculated off the original reservation date if date is rescheduled multiple times. A revised rental agreement and receipt will be emailed once change is confirmed.

## ATHLETIC FIELD USE

Parks with sites and athletic fields that can be reserved together include Lake Hills, Lakemont, Lewis Creek, Robinswood, and Wilburton Hill. Reservations for fields should be made as soon as possible after scheduling the site and will be based on availability. Review the Athletic Field Reservations Information webpage at [BellevueWA.gov/field-reservations](http://BellevueWA.gov/field-reservations).

## PARKING

Parking is limited and available on a first-come, first-served basis. An alternative parking plan may be requested by the Parks Scheduling Office depending on the size, location, and nature of the event.

## CITY CODES & POLICIES

All relative City of Bellevue Codes will be in effect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc...per the Parks & Recreation Facilities Code webpage at [Bellevue.Municipal.Codes/BCC/3.43](http://Bellevue.Municipal.Codes/BCC/3.43).

During a park reservation, Main Contact agrees to comply with all local, state, and federal **COVID-19 safety regulations and guidelines** and non-discrimination laws, regulations, and policies.

**The following activities are prohibited/not allowed at city outdoor park facilities, including all park sites:**

- Alcoholic beverages of any kind.
- Sound may not be amplified or travel beyond 30 ft of its origin for private events. Public events can apply for a sound amplification exception no less than 30 days prior to request date.
- Dogs and pets in beach parks June 1 through September 15 and year-round for the West Tributary of Kelsey Creek Park.
- Motorized vehicles on the turf, grass, walkways or in unauthorized areas.
- Digging and/or driving stakes into the ground. If tents/canopies are used, they must be weighted down.
- Balloon releases, sky lanterns (aerial luminaries), and drones.
- Dunk tanks, laser tag, outdoor movie screens, pony rides, trackless trains, and water inflatable rides.

## RENTER'S RESPONSIBILITY

Main Contact must attend the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles or remove from park.
- Clean tables, benches, and BBQs, to make area presentable for the next group.
- Provide security to maintain order.
- Ensure everyone attending event is following City Codes and Policies.

## SPECIAL USE PERMIT REQUIRED\*\*

A [Park Special Use Form](#) is required and must be submitted no less than 30 days prior to reservation date to be considered for approval. All vendor requirements on the form must be met no less than 21 days prior to reservation date.

**A Special Use Permit is required for each of the following activities:**

### • FOOD/CATERING\*\*

**Private Events** – On-site catering is defined as; when a caterer (food vendor) stays at the park to set-up, serve or cook food.

If you bring food **or** have it dropped-off, a special use permit is not required.

**Public Events** – If food items of any kind will be given away/sold/served, a Public Health - Seattle & King County Temporary Event Permit may be required.

### • INFLATABLE RIDE\*\*

Contact the Parks Scheduling Office for a list of companies that are permitted/allowed in Bellevue Parks. The company must provide a generator for power and stay on site to operate inflatable. There is a limit of 1 inflatable ride allowed in most parks. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size. Bringing your own inflatable ride to the park is not allowed/permitted.

### • ENTERTAINMENT OR GAMES\*\*

If hiring a company or individual to provide other forms of entertainment or games. Example - animal show, balloon artist, bubble soccer, face painter, game truck, magician, etc...

### • ADDITIONAL EQUIPMENT\*\*

If hiring a company to deliver additional equipment to the park. Example - chairs, tables, sound systems, staging, or tents/canopies etc... **All equipment must be delivered and picked up during the reservation time.**

### • OTHER\*\*

- Stages larger than 4-foot x 4-foot **or** taller than 12-inches above ground.
- Multiple tents/canopies **or** any larger than 20-foot x 20-foot (400-square feet), may require a permit from the Fire Department. See the [Park Special Use Form](#) for more details.

## LARGE SPECIAL EVENTS

Special events are public or private gatherings that feature one or more of the following conditions and will be referred to the [Special Events Committee](#).

- 500 or more participants
- An impact to city streets, public rights of way or public parking
- A need for city support services such as police, traffic, or fire assistance

Event organizers can submit a special event application of intent, no less than 90 days prior to event date, for consideration. The Special Events Committee determines event conditions and fees.

## BARBECUES/GRILLS & FIRE PITS

- Self-contained barbecue grills and gas-fire pits are allowed.
- Wood burning is not allowed/permitted.
- Gas use is preferred over charcoal.
- Main Contact is responsible for SAFE removal of charcoal coals and grease.
- **DO NOT Dump coals or grease in the park, dumpster, trash or recycle cans or down storm drains.**
- It is recommended to bring a charged fire extinguisher.
- **Charcoal use is not allowed during burn bans and/or dry conditions and is subject to rules made by Bellevue Parks.**

## MOTORIZED WATERCRAFT

It is not allowed/permitted for any person to land, launch, dock or use any watercraft in or at any swimming area, dock, pier, float, or shoreline within the limits of a park. For more information go to [Bellevue.Municipal.Codes/BCC/3.43.200](#).