



Frontier Park & Meridian Habitat Community Center

RULES & REGULATIONS

1. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN PIERCE COUNTY PARKS FACILITIES. With written approval from Pierce County Parks and a banquet permit obtained from the Washington State Liquor Control Board, alcoholic beverages may be consumed in specific rooms at specific building sites including Frontier Park and Meridian Habitat Park and Community Center. The banquet permit must be posted in the room where alcoholic beverages will be consumed. A COPY OF YOUR BANQUET PERMIT MUST BE ON FILE WITH THE PARKS DEPARTMENT ADMINISTRATIVE STAFF AT LEAST 5 DAYS PRIOR TO RENTAL DATE.
2. No amplified musical instruments or public address systems may be used outside without written permission of Pierce County Parks and Recreation.
3. No park facility may be used for money making or fund-raising purposes without written permission of Pierce County Parks and Recreation. All concession rights are retained by Pierce County Parks, exceptions must be approved in writing by the Parks Department.
4. Clean-up of facility is the responsibility of scheduled user. Clean-up includes depositing litter and debris in garbage cans provided, as well as removal of trash/recycle bags to the designated dumpster/container; and cleaning tabletops, equipment used, floors, countertops and cabinets. All rental groups should provide their own cleaning supplies such as dish soap, table cleaners, dish towels, etc. Pierce County Parks will provide brooms mops, vacuum cleaner, plus garbage and recycle can liners.
5. Required damage/clean-up/conduct deposit will be returned upon surrender of the facility and equipment in the same condition as when rented. **RETURN OF DAMAGE DEPOSIT WILL BE APPROXIMATELY 3 WEEKS AFTER SCHEDULED ACTIVITY.** Pierce County assumes no responsibility for lost, stolen or damaged items. Group must reimburse Pierce County Parks for lost or damaged equipment, carpet stains, areas requiring extra clean-up, **including parking lot**, and vandalism to any portions of the facility that were a result of the function.
6. PIERCE COUNTY CODE CHAPTER 14.08 WILL GOVERN PARK FACILITIES.
7. When reserving time slots, groups must include time for decorating, bringing in supplies, music setup, food preparation, and clean-up. *NO REFUNDS ARE GIVEN FOR UNUSED RESERVATION TIME.*
8. Becoming familiar with the overall condition of the area, building or picnic shelter to be reserved is the responsibility of the scheduled user. Due to the effects of rain, wind, and other park patrons, the outdoor facilities may not be as clean as when routine maintenance was completed.
9. SMOKING IS PROHIBITED.
10. Pets are kept on a leash no longer than 8 feet, or confined, and under control at all times except in designated rented areas. No pets allowed in lodge building or Meridian auditorium.
11. **No staples, candles, confetti, hot air balloons, animals, are allowed! Helium balloons must be secured.**
12. Available tables and chairs:
Frontier Park: 20 – 60” round tables; 12 - 6’ x 2.5’ rectangle tables; 230 chairs
Meridian: 24 - 60” round tables; 8 – 6’ x 2.5’ rectangle tables; 300 chairs.
13. Fees must be paid in full to book a reservation. Reservation made within 10 working days or less of event must be paid in cash or by MasterCard/Visa.
14. Reschedule/Change Fee: A **\$25.00** administrative fee will be charged for changing a reservation/rental.
15. Cancellations: Must be made in writing and must observe the following:
 - a. No monies will be refunded if reservation is canceled 45 days or less of the scheduled date.
 - b. A 50% refund will be issued if cancellation is made 45-90 days prior to the reserved date.
 - c. A 90% refund will be issued if cancellation prior to 90 days of the scheduled event.
 - d. If the canceling party can provide a replacement user at equal value, there will be no cancellation charge.
16. Pierce County Parks and Recreation has the right to cancel a reservation.

I hereby agree to the aforementioned items and will abide by these terms, rules and regulations.

Group Representative/User: _____ Date: _____