

# Longview Recreation

People, Parks, and Programs

# Outdoor Park Rental Information



**Covered Shelter  
Park Rentals**



**Open Space  
Park Rentals**

## Longview Recreation

2920 Douglas Street

360-442-5400

[www.mylongview.com/parks\\_rec](http://www.mylongview.com/parks_rec)

The rental of the covered shelters and open spaces are intended to enhance and promote the social, recreational, and cultural environment of the community. It is the intent of the City of Longview to encourage and permit the use of these facilities to the public and activities within the established polices in this rental packet.

# Rental Information

## How To Rent a Park Area

Determine which area best suits your needs. Park area information can be viewed at [www.mylongview.com/parks\\_rec](http://www.mylongview.com/parks_rec) or request a map and pictures of rental areas.

Fill out a Park Area Rental Application and pay rental fees. You will receive a Facility Use Permit when all transactions are complete.

## Considerations Before Renting

- Rentals are a four (4) hour block of time.
- Park area rentals cannot be booked after dusk.
- Park area rentals (with all fees paid) may be made up to one year in advance.
- Must be 18 years of age or older to rent park areas.
- Translation services may be received at the Ethnic Support Council by calling 636-2791.
- Set up and clean up is to be included in your park use.
- Non-residents pay additional fee. Non-residents do not reside or own property within city limits.
- Rentals can be terminated at any time if use is other than what was approved.
- Amplified sound (bands, DJs, speaking) is not allowed. Acoustical instruments permitted.
- Charcoal BBQ's are not allowed. Propane BBQ's permitted

## Rental Use Categories

- **Nonprofit** - Those groups, organizations or agencies with a 501(c)(3) which sponsor activities for the good of the community, and will not generate a profit at the event. Intended for use by the organizations membership. Excludes fundraising events & events open to the general public.
- **Private** - Weddings, birthdays, anniversaries, gatherings and other use not open to the general public. No profit generating, sales of products, property or merchandise permitted in park. Company activities not open to the general public.
- **Special or Community Event** – Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public. Rental deposit fee may apply.

## Rental Payments

- Cash, credit card, and checks (*payable to City of Longview*) are acceptable forms of payment.
- Cancellations within 30 days of the rental will not receive any refund.
- Renters do not receive a refund for rental time not used or leaving the park area early.

## Rental Deposit Fee

A rental deposit may be required, but will be determined based on use, impact to park, and liability.

## Park Area Fees

- Fees are based on four (4) hours of use.
- Electrical fee for all outdoor use categories is \$15.
- Designated Park Area:
  - **Private Use** - \$37 for up to 50 people, \$52 for up to 150 people.
  - **Non-Profit Use** - \$27 for up to 50 people, \$42 for up to 150 people.

Those who do not reside or own property within Longview city limits are charged an additional out-of-city fee of \$5.

## Responsibilities During Rental

- All items brought into park must be hand carried in.
- No driving of vehicles in parks.
- Renters are required to place all garbage in trash cans and clean up area after use. If cans are full, place remaining garbage in trash bags, (provided by Recreation Office) tie the bags, and place next to trash receptacle.
- Renter shall only use the designated area. Exclusive rental use of public park areas are not allowed (playgrounds, restrooms, sports fields).
- Do not subcontract park rental without prior Parks & Recreation Department approval.
- All State, County, and City policies, procedures, codes, rules & laws for facility and park use are to be followed and obeyed.
- Renter is liable for all damage to the park area and will be responsible for paying for damage.
- Have your Facility Use Permit with you during rental time to show proof of rental.

*Information on this page does not apply for special, community events, or ongoing regular rentals. Additional fees and requirements govern these types of events. For more information about the types of events, please contact the Recreation Office at 442-5400.*

# Rental Information

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## **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 facilities 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 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 - 6 (bolted down)
- Restrooms Available
- Drinking Fountain
- 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 (up to 75 people)

- Shaded Area
- Street Parking

### Other Parks

#### 7th Avenue Shelter (up to 75 people)

- Covered Shelter
  - Reservations available for  
June, July, & August only.*
- Picnic Tables - 8 (bolted down)
- Trash Cans
- Restrooms Available
- ADA Accessible
- Parking
- Near Playground

#### Roy Morse Park (up to 150 people)

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

# Rental Information

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**As a reminder, your facility rental is not secured until your Indoor Facility Rental Application has been received, approved, and deposit has been paid for the date requested.**

**[Click Here For Outdoor Park Rental Application](#)**