



Updated: 02/12/2024

City of Asotin

[www.cityofasotin.org](http://www.cityofasotin.org)

Phone: 509-243-4411

PO Box 517

121 Cleveland Street

Asotin WA 99402

Fax: 509-243-1223

**Chief Looking Glass Park Application**  
**305 First Street Asotin WA 99402**

**Reservations are required for a designated Section of the Chief Looking Glass Park.  
The remainder of the park must remain open for the general public**

Resolution 2013-492; 2014-533; 2017-597; 2018-639; 2018-644; 2019- 651; 2021-688; 2021-698 ; 2023-723;  
2024-735

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

Name of Applicant \_\_\_\_\_ Organization: \_\_\_\_\_

Physical Address \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Additional Phone # \_\_\_\_\_

Address to mail Damage Deposit \_\_\_\_\_

Date of Event \_\_\_\_\_ Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Setup Date \_\_\_\_\_ Set up Time \_\_\_\_\_ Clean up Date \_\_\_\_\_ Clean up Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Participants \_\_\_\_\_

**Rental Time one day rentals - is defined as "time designated on the Chief Looking Glass Park Application" which includes set up and clean up. If cleanup is not completed by the designated time the damage deposit will be forfeited. If additional time is needed to cleanup, items must be removed by 7:00am the following morning or you may be charged additional fees.**

**Rates are subject to change**

Damage/Cleaning deposit.....\$500.00 requires a separate check

Park Rental Fee.....\$100.00 **PER SECTION**

**SECTION 1: UNDER THE TREE      SECTION 2: LIGHT POLE TO PARKING LOT**

Charitable Organization.....\$40 requires the damage/cleaning deposit

\*\*Charitable Organization Commodities Replacement Charges...\$40

Paper Towels, Hand Soap, Toilet Paper, Cleaning Supplies, Trash Bags

**\*The above exceptions to the rental fees are for occasional use only, routine and long-term use will be evaluated independently**

"A charitable organization or charity is a non-profit organization (NPO) whose primary objectives are philanthropy and social well-being (e.g. charitable, educational, sporting, hobby, art/music, religious, or other activities serving the public interest or common good). Church committees and school groups are included in this category. This is not an exhaustive list and other entities may qualify for special rates by taking into consideration the purpose of the organization and its intended use of the facilities."

**Fees** are based on time designated on the Application. If it is anticipated that set up will require time on the day prior to the event there will be a charge for the hours used the day prior.

If a **cancellation** is not made 10 days prior to the date of the event, the rental fee will be forfeited.

**Payment, Damage Deposit and Application is due at the time of reservation**

Reservations are required for a designated area of Chief Looking Glass Park. *The remainder of the park must remain open for the general public.*

No alcoholic beverages are allowed in Chief Looking Glass Park, unless the proper permit is obtained. You can apply for the Banquet Permit at **[www.liq.wa.gov](http://www.liq.wa.gov)**. Please provide a copy of the permit to when submitting your Chief Looking Glass Park Application.

Requested events will be evaluated on a case-by-case request and in order of receipt. Those events or activities that pose a potential security or safety risk, or are in violation of local, state and/or federal laws shall be denied. All decisions are made by the Mayor of Asotin and are final.

I agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise or its contents deemed excessive by the City which incurred as a result of the event. **I have read and understood the Chief Looking Glass Park Rules and Regulations for renting the Park Facility.**\_\_\_\_\_ Please initial.

If you have any questions please feel free to contact us at 509-243-4411.

**Please return Application, Payment and Damage Deposit to:**

Asotin City Hall  
PO Box 517  
Asotin WA 99402

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Clerk/Treasurer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Cash** \_\_\_\_\_

**Check** \_\_\_\_\_

**Credit Card** \_\_\_\_\_

**The Credit Card Transaction Fees and Charges will be paid for by the applicant.**

# Chief Looking Glass Park Rules & Regulations

Ordinance 2023-886

*The remainder of the park must remain open for the general public*

Reservations are required for a designated Section of the Chief Looking Glass Park.

- **NO DRIVING ON GRASS - NO TENTS ON GRASS!**
- **Dumpsters** please take ALL trash to the dumpsters.
- **DO NOT DISPOSE** any cleaning supplies, grease, hot liquid etc. on the grass.
- **Wildlife, Plants and all Park Buildings, Signs, Tables and other structures** are protected; removal or damage of any kind is prohibited.
- **Pets** must always be restrained by a camper, cage, and/or hand-held leash. Owners are responsible for cleaning up after their pets.
- **Fires** are allowed in fireplaces, fire rings, and cooking grills. Fires must be completely extinguished prior to leaving the area.
- **Postings** – Please remove all signs, nails, tape, staples, glue, placards, advertisements and/or inscriptions when you are finished.
- **Lost Articles** shall be reported to the Clerk, who shall make every reasonable effort to locate owners
- **Camping or Lodging** – No persons may camp without a written permit issued by the City
- **Waste Water** – It is unlawful to dump or to drain water from campers or trailers onto the ground
- **Grills/Grilling** must be kept within the designated picnic areas and attended to at all times. Coals must be disposed of in fireproof containers and removed from park grounds.
- **Fireworks** are prohibited.
- **No alcoholic beverages** are allowed in the City Park, unless the proper permit is obtained. You can apply for the Banquet Permit at [www.liq.wa.gov](http://www.liq.wa.gov).
- **Engine-driven electric generators** may be operated only between the hours of 8 a.m. and 9 p.m.
- **Damage Deposit-** To obtain damage deposit, please bring keys to City Hall 121 Cleveland, Asotin WA 99402 Monday following the event. City hall is open 9:00am – 5:00pm. **And/Or** you can place the keys in the drop box at City Hall and your damage deposit will be returned by mail.
- **Rates** are subject to change
- **Rental Time** is defined as “time designated on the Park Facility Application” which includes set up and clean up. If cleanup is not completed by the designated time the damage deposit will be forfeited.
- **The City of Asotin** will not be responsible in case of fire, theft, accident or loss of any kind. It is your responsibility to advise all persons sharing the facility.
- **Sprinkler System** is turned on at 11:00pm nightly.

## **Please report Emergencies and Disturbances to 911**

I agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise or its contents deemed excessive by the City which incurred as a result of the event. I have read and understood the Chief Looking Glass Park Rules and Regulations for renting the Park Facility. \_\_\_\_\_ Please initial.

CHIEF LOOKING GLASS PARK  
RENTAL

SECTION 2:

LIGHT POLE TO PARKING LOT



SECTION 1:

UNDER THE TREE

THIS IS A PUBLIC PARK AND MUST REMAIN OPEN TO THE PUBLIC  
DURING YOUR RENTAL