



Updated: 6/3/25

City of Asotin

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; 2024-743

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."

Water Shut Off In All Parks Oct. - March (No Bathrooms Available)

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 2 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**. 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.

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 _____

Updated 6/3/25

Asotin City Park Rules & Regulations
Reservations are required for these designated areas.
RV Spaces, Covered Area, Cook Shack, Sections A, B, & D in City Park
(or)
Looking Glass Park Sections 1 & 2.
Ordinance 2024-895

THIS IS A PUBLIC PARK and the remainder of the park must remain open for the general public including RV Rental Spaces. An RV can rent a space during your scheduled rental time. Your Reservations are the designated area(s) only!

- **NO DRIVING ON GRASS – NO CAMPING IN TENTS ON GRASS! EVENT TENTS ARE TO USE WATER BARRELS FOR STAKING!**
- **Dumpsters**, please put ALL trash in 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 in a camper, cage, or by 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/Treasurer, who shall make every reasonable effort to locate the owners.
- **Initial Camping or Lodging** – Per Ordinance 2023-886 Camping other than in designated spaces is prohibited and violators may be prosecuted. No persons may camp without a written permit to be visibly placed in vehicle/RV 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. Please provide a copy of Permit with City Park Application
- **Engine-driven electric generators** may be operated only between the hours of 8 a.m. and 9 p.m.
- **Initial Security Deposit**- A Review of all Facilities will be completed and keys will need to be returned to City Hall 121 Cleveland, Asotin WA 99402 the next day following the event. City Hall is open 9:00am – 5:00pm M-F, and/or you can place the keys in the drop box at City Hall. After a review of the facilities by city staff, if no violations of this contract have taken place, and there is no damage to the property, the security deposit will be refunded by mail. “If it is deemed the Security Deposit has been forfeited, a single appeal may be made in writing only to the City of Asotin Mayor, who will review all documentation and make a final decision.”
- **Rates** are subject to change.
- **Rental Time** is defined as “time designated on the City Park “Facility” Application” which includes set up and clean up. If cleanup is not completed by the designated time the Security deposit will be forfeited. If additional time is needed to cleanup, items must be removed by 7:00am the following morning. Please notify us if setup time is needed the day prior to reservation date.

- Facility(ies) is defined as the designated areas – RV area, Covered Area, Cook Shack, Sections A, B, and D, (or) Looking Glass Park- Sections 1 and 2.
- Initial 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.
- Water Shut Off In All Parks Oct. – March (No Bathrooms or Cook Shack Available)
- Cancellations – Please notify us of any cancellation 2 days prior to date of the event or rental fees may be forfeited.

I agree to indemnify and hold harmless the City of Asotin, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise(s) or its contents deemed excessive by the City which incurred as a result of the event. I have read and understood the City Park Rules and Regulations for renting the Park Facilities.

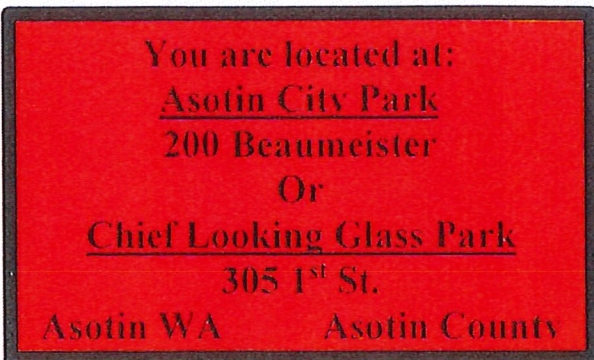
Signature _____

Please report Emergencies and Disturbances to 911

Pick up/Drop Off Keys:

Asotin City Hall
121 Cleveland St
Asotin WA 99402

509-243-4411



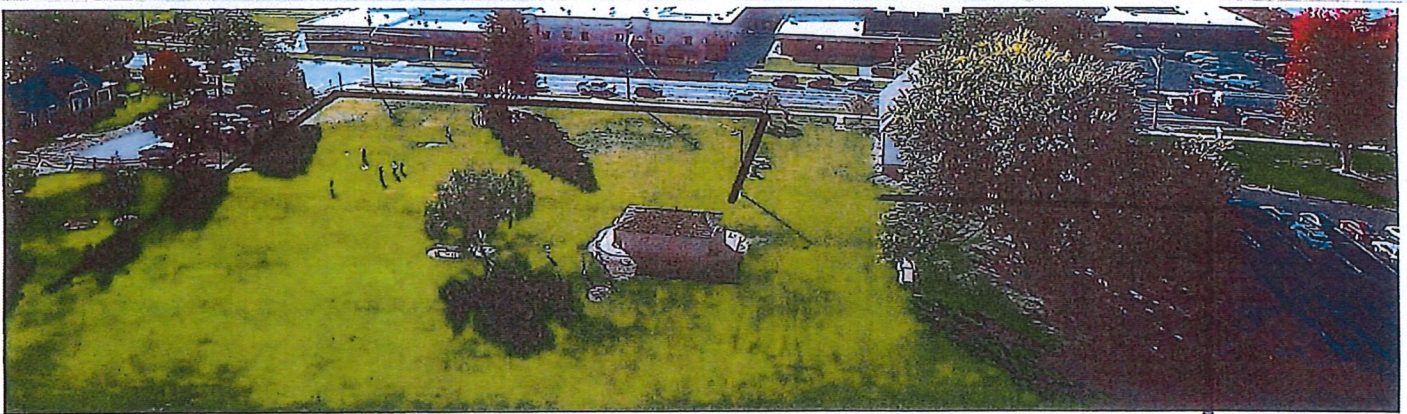
CHIEF LOOKING GLASS PARK
RENTAL

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