



**TUKWILA**  
**PARKS & RECREATION**  
GOOD HEALTHY FUN

# **PICNIC SHELTER & ATHLETIC FIELD INFORMATION PACKET**

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- › Cancellation Policy

**TUKWILA COMMUNITY CENTER  
RENTAL OFFICE**

12424 42nd Avenue South  
Tukwila, WA 98168  
(206) 767-2322  
[www.rentals@tukwilawa.gov](http://www.rentals@tukwilawa.gov)

*Tukwila Community Center  
12424 42nd Avenue South  
Tukwila, WA 98168*

Thank you for your interest in the Picnic Shelters and Athletic Fields that are scheduled by the City of Tukwila Parks and Recreation Department. This packet will provide you with information that will be helpful in planning and administering your event. Our goal is to provide you with a facility that is safe, clean, and enjoyable for all.

## PARK RULES

**All park patrons must follow the rules and regulations as they relate to Park use.**

1. Fires are allowed only in designated stoves.
2. Alcoholic beverages are prohibited in public parks.
3. Motorized vehicles are prohibited in public parks and on trails.
4. The discharge of fireworks or firearms is unlawful.
5. Do not cut, remove, or damage any flower, tree, shrub, or deface any building.
6. Permission from the Parks and Recreation Director is required to operate a concession or engage in the sale of merchandise within a public park. A Tukwila business license may also be required.
7. It is unlawful to dispose of any refuse or litter in any park except in designated receptacles. It is unlawful to deposit any refuse not generated in all public parks and facilities.
9. Inflatable toys and other objects require prior approval by the Parks and Recreation Director.
10. Do not place stakes or other objects into the ground as it may damage the irrigation system. You may use sandbags/weights to anchor objects.
11. All user groups must adhere to all City of Tukwila rules and regulations.

## PICNIC SHELTER INFORMATION

### FEES & DAMAGE DEPOSITS

To be eligible for the **RESIDENT** rate, you must present picture ID that verifies that you **live** inside the Tukwila city limits. Failure to provide proof of Tukwila residency will result in the Non-Resident fee being charged for your event.

### RESERVATION FEES

HALF DAY	Resident = \$50	Non-Resident = \$100
FULL DAY	Resident = \$90	Non-Resident = \$150

**GROUPS OF 50 OR MORE PEOPLE MAY ONLY RESERVE THE SHELTER AT TCC** (based on availability). These groups will be charged for the shelter AND the Event/Festival fee for the adjacent TCC athletic field (see athletic field fee information).

### DAMAGE DEPOSIT

Applicants will be charged a damage deposit at the following rates:

Residents = No deposit unless large group at TCC.

Non-Residents = 50% of reservation fee

Large reservation (50+) at TCC = \$150 for all groups

Damage deposits are refundable as long as the Picnic Shelter and Immediate area is clean after your event and no damage occurs. Failure to meet these conditions will result in forfeiture of your damage deposit and may also include the applicant being responsible for additional charges and forfeiture of future reservation privileges.

Please allow 3-4 weeks for your deposit to be returned.



## PICNIC SHELTER INFORMATION

### WHAT DOES MY RESERVATION INCLUDE?

Your reservation allows you exclusive use of the Picnic Shelter during the schedule time on your permit, picnic tables within the shelter, BBQ immediately adjacent to shelter (where applicable), and electricity (where applicable). **ALL OTHER AREAS OF THE PARK ARE OPEN TO ALL USERS.**

If the size of your group exceeds the capacity of the shelter that you have reserved, you may be charged an additional damage fee and/or be denied further reservation privileges.

### RESERVATION PROCEDURE

All applicants must complete a *Ballfield/Picnic Shelter Reservation Application Form*. These forms must be completed **IN PERSON** at the Tukwila Community Center. All applicable fees must accompany your application. Acceptable forms of payment are cash, check, money order, Visa, and MasterCard.

#### Applications are:

1. Subject to approval
2. Must be received at least 3 full days prior to event date
3. Accepted Monday through Friday from 8:00 a.m. until 7:00 p.m.

#### **Picnic Shelters are available from April 1st to September 30th**

Reservations are accepted beginning January 3rd for TUKWILA RESIDENTS, February 1st for NON-RESIDENTS.

### RESERVATION TIMES

Picnic Shelters may be reserved for a Half Day or a Full Day on Monday through Friday (except holidays). ALL Saturday, Sunday, or Holidays reservations must be for a Full Day.

**Half Day** reservations are for 9 a.m.—2 p.m. **OR** 3 p.m.—8 p.m.

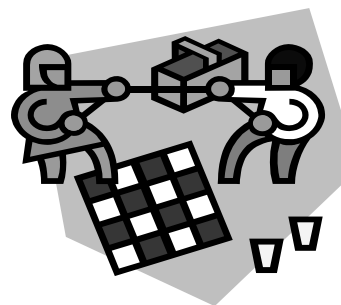
**Full Day** reservations are for 9 a.m.—8 p.m.

These times include your set-up and clean-up time.

***All other picnic areas are available on a first-come first-served basis.***

*City of Tukwila Parks and Recreation Department sponsored activities have first priority of usage at Park facilities. The City reserves the right to suspend, cancel, or alter park facility availability at any time.*

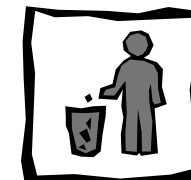
**Certain activities** (i.e. large groups at TCC Shelter, special events, company picnics, tournaments, etc.)



may require that the applicant complete a **SPECIAL EVENT PERMIT** application form, pay additional damage deposit, and obtain liability insurance. For more information, please contact the Community Center.

### It is YOUR responsibility to clean up after your event!

- Pick up all litter
- Place all garbage in trash receptacles
- Place excess garbage in bags next to receptacles
- Clean tables and benches
- Area must be presentable for the next group



*If the park is not left in a clean condition after your use, you will forfeit any damage deposit and lose further reservation privileges. You may also be charged an additional fee for staff time and resources for park clean-up.*

**We STRONGLY recommend that you have your permit with you during your scheduled use of the park facilities.** Groups with reservations have priority of use in the Picnic Shelter. Your permit is your sole proof of reservation. If you have difficulties with another group, please call 911 for assistance.

## ATHLETIC FIELD INFORMATION

### WHAT DOES MY RESERVATION INCLUDE?

Your reservation provides you with exclusive use of the athletic field during the scheduled time on your permit.

### ATHLETIC FIELD PRIORITY SYSTEM

When scheduling athletic fields, Tukwila Parks and Recreation takes the following into consideration:

1. User Group Priority (in order):
  - a. City of Tukwila sponsored activities
  - b. Tukwila School District activities
  - c. Tukwila-based Community Organizations (i.e. Tukwila Youth Soccer, Foster Little League)
  - d. Private Groups (i.e. team practices, etc.)
2. Current community needs and interests
3. Past field use by the organization
4. Impact of use on field and surrounding neighborhood
5. Construction and/or park improvements

### RESERVATION PROCEDURE

All applicants must complete a *Ballfield/Picnic Shelter Reservation Application Form*. This form must be completed **IN PERSON** at the Tukwila Community Center. All applicable fees must accompany your application. Acceptable forms of payment are cash, check, money order, Visa, and MasterCard.

Applications are:

1. Subject to approval
2. Must be received at least 3 full days prior to event date
3. Accepted Monday through Friday from 8:30 a.m. until 6:00 p.m. The office is closed on Tuesdays and Wednesdays from 1pm to 3pm.

Reservations for **PRIVATE GROUPS** is based on the following:

1. **TUKWILA RESIDENTS** may reserve beginning on MONDAYS.
2. **NON-RESIDENTS** may reserve beginning on TUESDAYS.
3. Teams may schedule 1 practice per week.
4. Reservations may only be scheduled up through SUNDAY of the following week.

Multi-Use Fields are generally available on a seasonal basis (specific dates to be determined by the Parks and Recreation Department):

Youth Baseball/Softball

February—August

## REFUND POLICY

Reservations cancelled with **at least 1 week** advance notice will receive a FULL refund (less \$5 processing fee).

Reservations cancelled with **at least 48 hours** advance notice will receive a 50% refund of reservation fee and full damage deposit refund.

Reservations cancelled with **less than 48 hours** advance notice will forfeit all reservations fees and damage deposits.

*The **Picnic Shelters** are COVERED. Refunds will **not** be given for inclement weather for Picnic Shelters.*

*If the **Athletic Field** is unplayable due to weather, you have until 2:00 p.m. the following business day after your scheduled event to notify the field scheduler to obtain a credit/refund.*

## RESERVATION MODIFICATIONS

If you need to **modify** an existing reservation (change the time, date, etc.), it **MUST** be done at least 3 days in advance. All modifications are subject to availability and must be approved.

**Cancellations and modifications can ONLY BE MADE IN PERSON. You MUST bring your permit to the Tukwila Community Center Monday through Thursday between 8:30 a.m. and 6:00 p.m. The office is closed on Tuesdays and Wednesdays from 1pm to 3pm.**

Please allow 3—4 weeks for your refund to be returned.



## PARK DESCRIPTIONS

### RIVERTON PARK

4101 South 131st

Former site of the Southgate Elementary School and the old Tukwila Community Center. 5-acre park also features large grass area, BBQ, children's play area, pea-patch, walking path, and sani-can restroom.



**Picnic Shelter** (max. cap. = 35)

### TUKWILA PARK

15460—65th Avenue South

Gazebo is located at south end of park. This 6.5-acre park was developed in the 1930's with a WPA grant-in-aid. Several buildings and trails were built. Some of the trails are still in use today. Park features power, restrooms, BBQ, tennis courts, children's play area, and basketball court.



**Gazebo** (max. cap. = 35)

### TUKWILA COMMUNITY CENTER

12424—42nd Avenue South

This former Pea Patch site was developed in 1997 and is home to the Tukwila Community Center. Site includes a 1/2-mile trail, BBQ, power, restrooms, skate park, and basketball court.



**Picnic Shelter**  
(max. cap. = 200)  
**Athletic Field**  
(softball/soccer)



## ATHLETIC FIELD INFORMATION

### FEES & DAMAGE DEPOSITS

To be eligible for the **RESIDENT** rate, you must present picture ID that verifies that you **live** inside the Tukwila city limits. Failure to provide proof of Tukwila residency will result in the Non-Resident fee being charged for your event.

### RESERVATION FEES

	<u>Resident</u>	<u>Non-Resident</u>
Adult Softball Practice (1.5 hrs)	\$25	\$35
Other Sports—Practice (2 hrs)	\$40	\$45
Events/Festivals—Half Day (5 hrs)	\$150	\$150
Events/Festivals—Full Day (10 hrs)	\$250	\$250
Youth Athletic Associations	Please meet with scheduler	

**GROUPS OF 50 OR MORE PEOPLE MAY ONLY RESERVE THE SHELTER AT TCC** (based on availability). These groups will be charged for the shelter AND the Event/Festival fee for the adjacent TCC Picnic Shelter (see Picnic Shelter fee information).

### DAMAGE DEPOSITS

Applicants may be charged a damage deposit, depending on the nature of the event or activity (i.e. tournament, league, special event, etc.). Damage Deposits will be at the discretion of the Parks and Recreation Department.

Minimum Damage Deposit = \$100

Damage deposits are refundable as long as the athletic field and immediate area is clean after your event and no damage occurs. Failure to meet these conditions will result in forfeiture of your damage deposit and may also include the applicant being held responsible for additional charges and forfeiture of future reservation privileges.

Please allow 3—4 weeks for your deposit to be returned.

*The City of Tukwila complies with the State of Washington's "Fair Play in Community Sports Act" that prohibits discrimination against any person in a community athletics program on the basis of sex. Third parties that request use and receive permit for use of City Sports Facilities for Community Sports Programs may not discriminate against any person on the basis of sex in the operation, conduct, or administration of the programs. Please direct questions or comments to Dave Johnson, Recreation Superintendent.*

## PARK DESCRIPTIONS

### BICENTENNIAL PARK

6000 Christensen Road

Park is located along the Duwamish River near Southcenter. In 1976, this park was developed as a tribute to the nation's pioneer roots. Volunteers built the Log Cabin complete with a fireplace made of rock hauled up from the banks of the river. For safety reasons, the fireplace is now blocked off. Park also features power, restrooms, children's play equipment, and a walking path.



**Log Cabin** (max. cap. = 25)

### CRESTVIEW PARK

16200—42nd Avenue South

Former site of Crestview Elementary School. This park was recently renovated and now includes power, children's play area, trail, basketball court, sani-can restroom, and open space.



**Picnic Shelter** (max. cap. = 50)

**Athletic Field** (tball only)

### CRYSTAL SPRINGS PARK

15832—51st Avenue South

This 11-acre park protects and preserves a pure spring used by the pioneers. The clear springs still flow today, but the water is no longer used by valley residents as it was years ago. Park features power, children's play area, restrooms, tennis courts.



## PARK DESCRIPTIONS

### DUWAMISH PARK

11646—42nd Avenue South

This 3-acre park is the former site of the Duwamish Elementary School. The school opened in 1911 and was open for 62 years. Park also features a playfield, children's play area, basketball court, maze, BBQ area, and sani-can restroom. Parking is very limited.

**Picnic Shelter** (max. cap. = 25)  
**Athletic Field** (youth soccer/tball only)



### FORT DENT PARK

6800 Ft. Dent Way

This former King County Park is now owned by the City of Tukwila. Starfire Sports operates the park. Park features picnic area, children's play area, trail, soccer fields.



Call (206) 431-3232 for **Athletic Field** reservations.

### JOSEPH FOSTER MEMORIAL PARK

13919—53rd Avenue South

Former site of Foster High School. This 7-acre park was established in 1982 after the school moved to its current site. Park also features power, BBQ, children's play area, restrooms, tennis court, and basketball courts.

**Picnic Shelter** (max. cap. = 50)  
**Lee Phillips Athletic Field**  
(youth soccer/baseball)  
**Athletic Field #1** (youth soccer/baseball)  
**Athletic Field #2** (youth soccer/baseball)

