

RESERVATION PROCEDURE

- >Reservations may be made up to 12 months to the day in advance through the Chehalis Parks & Recreation office.
- >Renter must be at least 21 years of age. NO SMOKING in city buildings or shelters.
- >An applicant has 10 working days after the date requested to return the completed application along with required rental fee or the reservation will be automatically cancelled.
- >Covered shelters are rented April—September. Shelters are open to the public on a first come, first served basis, unless a reservation is made and the rental fee paid. A reservation sign will be posted on site.
- >Liability insurance is required if alcohol will be present at your event, applicant is a business or organization, event is open to the public, or if there is an admission charge or a charge for anything provided at the event. Instructions on how to get a quote and/or purchase liability insurance can be found on the facility application.

RULES AND RESTRICTIONS

- >Cancellation received less than 10 working days before an event will result in forfeiture of facility rental fee.
- >Renter may pick up the building key at the Chehalis Parks and Recreation office during regular business hours, Monday—Friday, 8am—5pm or by 5pm on the last business day before a weekend or holiday rental. The park office is closed from 1-2pm for lunch during the week and is closed on the weekends .
- >Upon entry, if you find any facility or equipment problems, immediately call the parks office @ 360-748-0271 or after-hours emergency number @ 360-266-7158. NOTE no reservations will be taken on the emergency phone number.
- >No live bands allowed. Groups/individuals planning to have amplified music must keep exterior doors and windows closed while music is playing. No inflatables, water slides, amusement rides allowed at city facilities/parks.
- >No animals allowed (except service animals) in buildings without approval. Leash law applies in all city parks.
- >Decoration are allowed but may only be secured with masking, double sided, or scotch tape. No push pins, tacks staples or nails allowed.

ASSUMPTION OF RESPONSIBILITIES & CHECK OUT LIST

- _____ Remove all garbage from rental facility, use garbage bags and put in receptacles or dumpsters.
- _____ Shelters: clean all tables and sweep, remove any decorations.
- _____ Building rentals: wipe down tables and chairs. Stack tables and chairs in designated areas.
- _____ Building rentals: restrooms; pick up any debris, mop floor and flush toilets if needed.
- _____ Building rentals: kitchen area wipe down all counters, sinks, stove, including oven if needed. Clean out fridge and coffee pot if used.
- _____ Building rentals: sweep floors, mop up spills with fresh water, remove any decorations.
- _____ Building rentals: turn off all lights. Lock doors and windows.
- _____ VR Lee rental: turn off gas fireplace. Thermostat should default to setting
- _____ Fred Hess rental: turn thermostats to 60
- _____ Building rentals: place key in drop box.
- _____ Take all personal belongings. The City of Chehalis is not responsible for lost or damaged items.
- _____ Facility must be cleaned and vacated by the end of the rental period.

Failure to complete any of the responsibilities listed above will result in a minimum service charge of \$50 for up to 1 hour of cleanup, plus \$50 for each additional hour. User shall be responsible for damage and/or loss of City property and will be charged the entire cost of repair or replacement, including labor expenses.

City of Chehalis
1321 S Market Blvd.
Chehalis, WA 98532
360-748-0271

Park Facilities Brochure

DATE RENTED: _____

TIME RENTED: _____

_____ VR LEE COMMUNITY BUILDING

_____ FRED HESS KITCHEN

_____ STAN HEDWALL KITCHEN

_____ GRASS AREA BY HEDWALL KITCHEN

_____ LINTOTT/ALEXANDER SHELTER #1

_____ GRASS AREA BY SHELTER # 1

_____ LINTOTT/ALEXANDER SHELTER #2

_____ GRASS AREA BY SHELTER #2



“WHERE MEMORIES ARE MADE”

Name _____

Phone # _____

Key # _____

V.R. LEE COMMUNITY BUILDING ~ Fire code max occupancy 125

221 SW 13th Street, Chehalis, WA

Mon.— Thurs.	8am-4pm \$65	5pm-10pm \$65	All-day \$130
Friday	8am-4pm \$65	5pm-12am \$90	All-day \$150

Saturday	8am—12am \$150
Sunday	8am—12am \$130
Holidays	All— day fee \$150

Tables	14 ~ 6' rectangular tables ~ located in storage room next to kitchen
Chairs	125 folding chairs ~ located in storage room by front door & double back door
Coffee Pot	100 cup coffee pot
Gas Fireplace	Control switch left of the fireplace on the wall
Stove ~ Fridge ~ Sinks	No kitchen or cleaning supplies, must provide own supplies
Restroom	Men's & Women's
Heat / Air	Heat & air; push arrows up or down for cool or heat, defaults back after 1 hour
Garbage	One garbage can and liner dispenser located next to the fridge. Place bagged

FRED HESS KITCHEN ~ Fire code max occupancy 30

235 SW 13th Street, Chehalis, WA

Mon.— Thurs.	8am-4pm \$35	5pm-10pm \$45	All-day \$80
Friday	8am-4pm \$35	5pm-12am \$50	All-day \$85

Saturday	8am—12am \$85
Sunday	8am—12am \$80
Holidays	All— day fee \$85

Tables	6 ~ 8' rectangular tables
Chairs	30 folding chairs
Coffee Pot	100 cup coffee pot
Warming Elements	Left of the front door ~ not for cooking
Kitchen Sinks	No kitchen or cleaning supplies, must provide own supplies
Restroom	Single restroom
Gas Heat	2 Thermostats on wall by fire extinguisher
Garbage	One garbage can and liner dispenser located near the front door. Placed bagged garbage in receptacles located in fenced area by the VR Lee Bldg.



STAN HEDWALL PARK COVERED SHELTER ~ occupancy approximately 160

1501 Rice Rd., Chehalis, WA Reservations April through September ~ 8am to 10pm

Mon.—Sun.	8am-10pm \$100	Shelter
Mon.—Sun.	8am—10pm \$200	Shelter & grass area 100 x 100



- 4 sinks
- 18 picnic tables with benches
- Electrical lighting and outlets
- 4 wood burning cook stoves for warming food ~ wood not provided
- Volleyball Court ~ net provided ~ renter provides ball
- Restroom ~ Men's & Women's
- 2 horseshoe pits ~ renter provides horseshoes
- Garbage can liners provided, place bagged garbage in dumpsters

ROBERT E. LINTOTT/ALEXANDER PARK COVERED SHELTERS #1 & #2 ~ occupancy approx. 100

1101 Riverside Rd. West, Chehalis, WA Reservations April through September ~ 8am-10pm

Mon.—Sun.	8am-10pm \$100	Shelter #1 or #2
Mon.—Sun.	8am—10pm \$200	Shelter & grass area 100 x 100

- Water available ~ outdoor faucet only (NO SINK)
- 10 picnic tables with benches per shelter
- Electrical lighting and 4 outlets per shelter
- Wood burning stove with 4 cooking area ~ wood not provided
- Restroom ~ Men's & Women's
- Horseshoe pits by each shelter ~ horseshoes available upon request
- Garbage can liners provided, place bagged garbage in dumpsters



THE CITY OF CHEHALIS RESERVES THE RIGHT TO REFUSE FACILITY RENTALS TO ANY PERSON OR GROUP. CITY SPONSORED ACTIVITIES AND EVENTS HAVE PRIORITY USAGE OF ALL CITY FACILITIES AS NEEDED.