

Frequently Asked Questions & Basic Information for Pasco Park Shelter Rentals



1. What is the process to rent a park shelter?
 - a. Shelters are available to rent April 1 – October 20.
 - b. Rentals may be done online up to 100 days in advance or in person starting on the first business day of the year.
 - c. **Regular Rental:** Rented a minimum of 4 days in advance. We can't hold a shelter without payment.
 - d. **Short Notice Rental:** Rented 2 to 4 days before requested date; in person only.
 - e. Rentals are done online at www.pascoparksandrec.com or in person at 525 N 3rd, Monday-Friday 8 am to 4:30 pm; except holidays.
 - f. Payment in full is due at time of rental.
2. What are the basic rules?
 - a. **PIÑATAS**
 - i. A piñata station is now available to rent in Memorial Park. No piñatas are allowed in any other park.
 - b. **BOUNCY HOUSES**
 - i. Bouncy Houses are allowed in Memorial, Kurtzman and Volunteer Parks; see **2.b.ii**.
 - ii. The rental of a shelter is required and the city must be provided with proof of insurance from the Bouncy House rental company, naming the City of Pasco as the additional insured. No last minute bouncy houses allowed on a current rental; 4 business days' notice required for City staff notification.
 - c. **BALLOONS**
 - i. Water balloons are prohibited.
 - ii. Use of decorative balloons are allowed but you must remove any popped or tied on balloons when you leave.
 - d. **MUSIC**
 - i. Use of music shall be contained within a 75' boundary **PMC:9.48.200**.
 - ii. Live/Amplified music requires a special event permit and must follow City Noise Ordinance. Special event permit application is available online at
 - iii. <http://www.pasco-wa.gov/DocumentCenter/Home/View/338>
 - e. **THIRD PARTY VENDOR**
 - i. If contracting out to a third party vendor (i.e. catering, bouncy houses, etc.), insurance is required with the City of Pasco named as the additional insured. Vending is prohibited in Pasco parks.
 - f. **DECORATIONS**
 - i. Only Scotch Tape is allowed to decorate; no duct tape, strapping tape or any other tape not listed.
 - ii. No nailing or stapling decorations to any structure in the park.
 - iii. All tape and decorations must be completely removed from shelters.
 - g. Alcohol is prohibited.
 - h. Parking/driving restricted to parking lots and designated areas, no driving on park paths or grass; see **Pasco Municipal Code 9.48.180**.
3. What are the Refund, Cancellation and Deposit Withholding policies?
 - a. More than 30 days' notice, 100% less a \$10 processing fee.
 - b. Less than 30 days' notice before event, rental fee withheld and only the Deposit will be refunded.
 - c. No changes to a rental with less than 10 days' notice. More than 10 days' notice is subject to a \$10 processing fee.
 - d. If you violate your rental contract, your FULL deposit will be withheld. Retention of the deposit shall not relieve you, the customer, of the obligation to pay for additional repairs or cleanup in the event that the deposit is insufficient to cover such amounts and shall not waive any right of the City to recover any such amounts from the Customer.
4. How do I get my deposit back?
 - a. If you pay by Credit Card the deposit is generally refunded back to your card within 1 week.
 - b. If you pay by Cash or Check it may take up to 3 weeks for a refund by mail.
5. Can we have a pop-up shade structure?
 - a. Only if you use weighted buckets or sandbags to secure it. There is no staking into ground or tying to trees.
6. What if I rent a shelter and someone is using it?
 - a. Ask them to leave and if they refuse call non-emergency dispatch at 509-628-0333; this number is on your contract.
 - b. Make sure to take your contract with you to the rental; it's required.
7. Which shelters have power?
 - a. Power is available with a key at Kurtzman and Memorial. A key must be picked up at our office one business day prior to your rental and returned the next business day.
 - b. Power is available upon rental at Chiawana Park, shelter 1 and Volunteer Park.
8. Can I use a shelter without renting it?
 - a. Yes, if they aren't already rented, signs will be posted if unavailable. All basic rules apply.
 - b. If you have a large group of 50 or more, a rental is required.
 - c. Shelter use is first come first served, and you are not allowed to mark an area as "reserved", however you can stay at the shelter to use it. This does not "reserve" the shelter solely for your group and others may choose to share tables within the shelter area with your group.
 - d. If you are having caterers, a special event or a bouncy house, a rental is required.
9. Are picnic tables available?
 - a. Chiawana Park is the only park with tables in the shelters; 4 in shelters 2 and 3 and 10 in shelter 1.
10. Can I take a grill?
 - a. Grills are allowed but you must take your used charcoal when you leave.
 - b. Do not cook or grill on table tops.