

<b>NORTHWEST PARK &amp; RECREATION DISTRICT 2</b> <b>FACILITY RESERVATION</b> NWPRD2: PO Box 68, Blaine, WA 98231 * (360) 656-6416 * info@nwprd2.com		APPLICANT: Please complete, sign, date & return to NWPRD2 with payment of \$_____
<b>APPLICANT INFO</b>		
GROUP/EVENT NAME	REQUESTED DATE(S)	
GROUP LEADER/APPLICANT	TIME IN: TIME OUT:	
MAILING ADDRESS (STREET)	TELEPHONE	
CITY/STATE/ZIP CODE	ALTERNATE PHONE	
EMAIL ADDRESS		
<b>EVENT DETAILS</b>		
CHECK WHICH AREAS OF FACILITY TO BE USED: <input type="checkbox"/> GYM <input type="checkbox"/> MEETING ROOM		
SPECIFIC ACTIVITY (DETAILS OF EVENT)		
GROUP SIZE OR APPROX. NUMBER		
(SPORTS) EQUIPMENT NEEDED (Please list number of balls, tables, chairs, etc.)		
PERSON(S) RESPONSIBLE FOR CLEANUP	TELEPHONE	
<b>APPLICANT AGREEMENT</b>		
GROUP LEADER/APPLICANT agrees to all of the terms and/or conditions of this Facility Activity Permit and attached addendum/regulations. Failure to comply may result in forfeiture of part or all of any required damage deposits.		
GROUP LEADER/APPLICANT SIGNATURE	DATE	
<b>HOLD HARMLESS AGREEMENT</b>		
I recognize that the activity I propose to conduct at the Birch Bay Activity Center involves risk of injury and by entering into this agreement, I, _____, as the person in charge, agree to defend, indemnify, and hold harmless the Northwest Park and Recreation District 2, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the rental of The Northwest Park and Recreation District 2 under this agreement.		
SIGNED	DATE	
<b>APPLICANT: Bring your copy of this form to the event.</b> <i>FOLLOWING PORTION FOR OFFICE USE ONLY</i>		
<b>FOLLOW-UP REPORT</b>		
FACILITY AREA WAS LEFT IN <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE    CONDITION		
COMMENTS BY MANAGER OR OTHER NWPRD2 REPRESENTATIVE		

NWPRD2/MANAGER SIGNATURE	DATE

GYM CARE CHECKLIST	DONE	VERIFIED BY
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Equipment put away	<input type="checkbox"/>	<input type="checkbox"/>
Tables/Chairs cleaned, picked up	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Floors swept / mopped	<input type="checkbox"/>	<input type="checkbox"/>
Lights out	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot clean	<input type="checkbox"/>	<input type="checkbox"/>
Garbage taken to dumpster	<input type="checkbox"/>	<input type="checkbox"/>
All doors locked	<input type="checkbox"/>	<input type="checkbox"/>

**ACTIVITY CENTER RULES:**

1. **Do not** drag tables, chairs or other heavy objects; take care not to scratch the floor.
2. **No** nails, staples or tacks may be used on walls, floors or furniture.
3. Please wear appropriate shoes. Always be sure to wipe your feet as you enter the gym.
4. **No** smoking in the building or within 25 feet of any doors or windows.
5. **No** gum chewing inside the gym.
6. **No** Food or Beverages allowed in Gymnasium, (unless prearranged with staff) water in plastic container only.
7. **No** rough play or abusive language.
8. Basketballs / Volleyballs are for playing basketball/volleyball and should not be kicked or thrown at people or walls.
9. Absolutely **no** glass containers or sharp instruments allowed in the gym.
10. **No** dunking or grabbing of the nets, this will result in removal from the gym for the remainder of the day; multiple offenses will result in disciplinary action and membership termination.
11. The emergency exits are for emergencies only. Please use the main entrance door for entering and exiting the building.
12. You are responsible for keeping your valuables out of sight and secure. The NWPRD2 will not be responsible for lost or stolen property. Please do not remove any items from the Activity Center that do not belong to you.
13. Children under the age of 14 must be supervised by a responsible adult at least 18 years of age or older.
14. **Please** keep bathrooms clean.
15. **Please** report any problems or damage that occurred during the use of the building within the next 24 hours.
16. All rules and regulations are subject to change at the discretion of the NWPRD2 staff without notice. This will only be done to increase the quality of service provided and to insure all guests are safe.