

DEPARTMENT POLICY

City of Mercer Island Parks and Recreation Department DAY CAMP PARK USE & RESERVATION POLICY

In order to provide a safe, enjoyable, and equitable experience for all park users, the Mercer Island Parks and Recreation Department has developed a policy for the use of Luther Burbank Park by summer day camp and organized programs. This policy follows the established guidelines for group use in Mercer Island's Municipal Code 9.3.110 (*Permit for assemblies required*) and in the Department's Picnic Area Reservation and Use Policy.

1.0 AVAILABILITY AND SCHEDULING

- 1.1 Picnic areas can be reserved from May through September. Luther Burbank Park swim beach will be guarded from approximately the third week in June through Labor Day Weekend.
- 1.2 Groups of 20 people or more must obtain a permit for park use.
- 1.3 Picnic areas may not be available on certain dates during the spring/summer season, based on special events and park capacity limits.
- 1.4 Reservations must be made at least 72 hours in advance.
- 1.5 Organizations bringing summer camps, day camps or organized programs to Luther Burbank Park must reserve either Picnic Area C or The Source (circular raised grass area near south parking lot) for each day that they visit the park. If both of these areas are already reserved on a particular day, organized programs of 20 people or more will not be able to utilize Luther Burbank Park that day.
- 1.6 The maximum capacity of each space (Area C and The Source) is 60 people each.
- 1.7 Rental Times: 10:00am – 4:00pm
- 1.8 Rental Fees: \$40 per area for Mercer Island camps; \$85 per area for off-Island organizations
 - 1.8.1 Camp use reservations will include one day parking pass for one bus; buses must park at the Mercer Island Boat Launch at 3600 East Mercer Way

2.0 RENTAL POLICY AND REGULATIONS

Failure to comply with City laws and park rules could result in citation, fines, and exclusion from future park use. Users must obey the rules and verbal directions of the Parks staff.

- 2.1 Vehicles are prohibited from all park areas, unless specifically arranged and paid for with City staff (MIMC 9.30.150).
- 2.2 No fires allowed (MIMC 9.30.170). Briquette use only in park barbecue grills.
- 2.3 All liquor and drugs are prohibited in City parks (MIMC 9.30.200).
- 2.4 Dogs must be leashed at all times, unless in designated off leash areas, and feces removed and deposited in garbage receptacles (MIMC 7.04.110).
- 2.5 Trash and recycling must be placed in receptacles (MIMC 9.30.190).
- 2.6 Nails, staples, tacks or other items used to attach material to park structures and furniture are prohibited. Tape and staked signs are permitted but all decorations must be removed and placed in the proper trash receptacles at the end of the event.
- 2.7 Use of bounce houses or other large inflatable toys require insurance and all rentals including inflatables must apply for a Special Event Permit.
- 2.8 Rental fees are due at time of booking.

3.0 CANCELLATION POLICY

- 3.1 Notice of cancellation should be done as soon as possible by calling the Facility Scheduling office at 206-275-7873.
- 3.2 Notice of cancellation must be given no later than seven (7) business days prior to event to receive a refund less a \$10 administrative fee.
- 3.3 Cancellations occurring with less than seven (7) business days notice will not be eligible for any refund.
- 3.4 No refunds will be given for inclement weather.