

HOW TO RESERVE

WHEN MAY SITES BE RESERVED?

Park shelter reservations will be taken starting at 8:00 a.m. on Tuesday, January 3, 2023, for April 15 through October 15, 2023. Year-in-advance reservations are not given. Reservations must be made at least 48 hours prior to the activity.

WHAT IF I MUST CANCEL?

Cancellations must be made at least two weeks prior to the reservation in order to receive a full refund.

WHAT HOURS MAY I RESERVE?

- Reservations are predefined five-hour set times for medium/large shelters of: **9am-2pm** or **4pm-9pm**.
- Reservations for Mirabeau Springs are in two-hour blocks of time of your choosing. Please contact CenterPlace for reservations.
- Reservations are predefined two-hour set times for small shelters at Browns Park and Discovery Playground (outside the perimeter fencing) of: **10am-12pm** or **1pm-3pm** or **4pm-6pm**.

Do I Need an AMPLIFIED SOUND PERMIT?

An Amplified Sound Permit Application must be submitted to amplify sound of any type with a volume audible at a distance over 30 feet in a city park. There is no charge for this permit. Your application is subject to approval.

HOW DO I KNOW MY RESERVATION HAS BEEN MADE?

Upon approval of your application from the Parks and Recreation Director or designee, a Facility Permit will be issued and sent to you. Please keep this permit with you as proof of your reservation. Your reservation will also be posted in a kiosk so other park users are aware the site is reserved.

HOW CAN I RESERVE A SHELTER OR BALL FIELD?

- Please submit a completed Facility Usage Application form along with full payment of all fees and deposits.
- We accept cash, check (payable to the City of Spokane Valley), VISA, Mastercard, and American Express.
- Reservations may be made by walk-in, email, mail, or fax during business hours.
- Completed reservation requests are processed in the order in which they are received.

MAY I RESERVE BY PHONE?

Sorry, we cannot make reservations over the phone or hold your date. Reservations must be made in person at CenterPlace Regional Event Center, 2426 N. Discovery Place, by email, mail, or fax.

WHAT IF IT RAINS?

Sorry, we cannot give refunds due to inclement weather.



FEES

Picnic Shelter Reservation Fees:

Browns Park-Large Red (5 hrs):	\$100
Browns Park-Small Green (2 hrs):	\$40
Discovery Playground (2 hrs):	\$40
Edgecliff Park (5 hrs):	\$100
Greenacres Park-Large (5 hrs):	\$100
Mirabeau Meadows (5 hrs):	\$100
Add Stage with Shelter (5 hrs) add'l	\$50
Mirabeau Springs (2 hrs):	\$250
Event Photos (1 hr):	\$150
<i>Must Contact CenterPlace to Reserve M.S.</i>	
Sullivan Park-Green (5 hrs):	\$100
Terrace View Park (5 hrs):	\$100
Valley Mission Shelter (5 hrs):	\$100

A \$75.00 refundable damage deposit is required.

A \$300 refundable damage deposit is required for wedding ceremonies/receptions.

Event Reservation Fees:

(For Special Events, groups of 200 or more people, car shows, or groups with high-risk activities; see insurance for event reservations.)

Fee:	\$175.00
Fee (non-profit applications):	\$100.00
Refundable damage deposit:	\$300.00

Ball Field Reservation Fees:

\$26 First Hour
\$15 Each Additional Hour
\$75 Refundable Damage Deposit

Full payment of shelter fee and damage deposit must accompany the application in order to request a reservation.

Insurance coverage is required for all events with high risk activities, including all sporting activities, car shows, etc. The proof of liability must be submitted in order to receive a Facility Permit, and must name the City of Spokane Valley as an additional insured for at least \$1 million per occurrence and \$2 million aggregate.



CITY PARKS GUIDE AND HOW TO RESERVE A PARK FACILITY



City of Spokane Valley Parks & Recreation

2426 N. Discovery Place
Spokane Valley, WA 99216-5055

Email: parcsandrec@spokanevalley.org

Web site: www.spokanevalley.org

Phone: (509) 720-5200

Fax: (509) 720-5250

Reservation Hours:

Monday through Friday

8:00 am to 4:30 pm

Park Hours:

6:00 am—9:00 pm / April 15—October 15

6:00 am—7:00 pm / October 16—April 14