

# Park Reservation Form

Rocky Point and Costen Turner Parks

## Contact Information

**Park Hours:** Sunrise - Sunset

Convergence Zone Phone Number 360-257-2432

*Notify Security if event will extend beyond sunset: 360-257-3893*

**Full Name (Reserving Party):** \_\_\_\_\_

**Approximate Guest Count:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Command or Organization if Applicable:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cell Phone/Home Phone:** \_\_\_\_\_

**Pick-up Key Date:** \_\_\_\_\_

*Note: Key must be returned 24 hours after reservation is over. If the Convergence Zone is closed, the day following your reservation, keys will be due during the next business day.*

**Note: CLEANING DEPOSIT IS A MANDATORY CHARGE.**

## Fee Structure

Location	Item	Fee
Rocky Point Can Do Inn	Cleaning Deposit	\$300
	Command Fee	\$150
	Authorized User Fee	\$175
	Outside Organization w/ CO Approval	\$200
Costen Turner Pavilion	Cleaning Deposit	\$50
	Command Fee	FREE
	Authorized User Fee	\$40
	Outside Organization w/ CO Approval	\$100

## Reservation Guidelines

- **Authorized Patrons:** Active Duty, Retirees, Family members, Veterans, DOD employees. Must be 18+ to reserve.
- Reservations are accepted up to one year in advance on a first-come, first-served basis.
- **No holds** will be placed while Command/CO letter is being prepared.
- Adverse weather conditions do not constitute a valid reason for cancellation. Please plan accordingly.
- **Outside Organizations:** Must submit a park usage request to the Base Commanding Officer **six months prior** to the desired date. Mail requests to: NAS Whidbey Commanding Officer, 3750 N Charles Porter Ave. Bldg. 385, Oak Harbor, WA 98278.

# Rules and Regulations

The reserving party is responsible for returning the facility to its original conditions at the end of the rental period. Marijuana and Marijuana Paraphernalia is prohibited as you are on federal Property. Your reservation is from Dawn until Dusk, if you are using the facility past Dusk you need to notify NASWI Security (360) 257-3893 to make arrangements for after hour access.

## Fees:

- Full payment and cleaning deposit are due at time of reservation.
- For Rocky Point, reservation entitles you the usage of the cabin, the bathrooms and the dumpster. All other picnic/park areas are available for public access.
- For Costen Turner, reservation entitles you the usage of the Pavilion space and dumpster. All other picnic/park areas are available for public access.
- Cleaning deposit is required for all reservations. Cleaning deposit will be refunded after inspection is conducted of the facility; allow up to 5 business days for refund notice.
- Refunds must be picked up within 14 days of receiving notice of passing inspection. After 14 days no refunds will be issue.
- Cancellations or reschedule must be requested in person no later than 10 days prior the reservation day to obtain full refund.
- Full refund is subject to passing cleaning inspection, securing the whole facility and returning the facility keys on time.
- Additional fees may be charged for damage to facility and/or equipment to cover cost of repair/replacement.

## Set Up:

- Set up is allowed only during the reserving date and not prior. Guests are not authorized in the facility until there reservation date.
- Facility keys may be picked up the evening prior and must be returned 24 hours after the reservation is over.
- Decorations may not be affixed to the facility structures using Staples, Nails or Harsh bonding agents (i.e. Duct Tape).

## Clean Up:

- Clean up must be completed the day of the rental.
- All cleaning supplies are provided.
- A cleaning check list is attached to the cleaning locker inside the facility. For Costen Turner it will be provided at time of rental.

# Facility Policy Agreement

I have read, understand, and agree to abide by all the rules, regulations, and policies set forth by NAS Whidbey Island MWR for the reservation of Rocky Point / Costen Turner Park. I understand that failure to comply may result in forfeiture of my deposit and/or reservation.

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**Reserving Party Signature**

**Date**

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**MWR Service Representative Signature**

**Date**

# Release and Agreement

I agree to indemnify and Hold harmless the United States, the Department of the Navy, Commander Navy Region Northwest, Fleet Readiness Division, Morale Welfare and Recreation, any of its agents, employees or officers from all claims, demands, and causes of action, direct or indirect, for injuries to any person or damage to any property resulting from the reservation and Use of Rocky Point or Costen Turner Park and/or facility equipment. I release and waive all rights to file any cause of action relating to personal injury or property damage.

I agree to follow the setup and clean up instructions, and will bring any concerns and discrepancies to a staff member's attention as soon as possible and will provide the necessary evidence for the staff member to better understand the situation. I understand that I am responsible for the behavior and safety of all the guests.

I certify that I have read this agreement, understand the terms, policies and conditions and agree to comply with them. I, once more, assume full responsibility for the safety and conduct of all group participants.

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**Reserving Party Signature**

**Date**

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**MWR Service Representative Signature**

**Date**