

**EVERGREEN ARBORETUM USE POLICY**

It is the users responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit [www.everettwa.gov](http://www.everettwa.gov) and search Park Codes. Please read and follow the guidelines below. If you have any questions, please inquire at the Recreation Office. Regular office hours are Monday through Friday 8am-1pm. The telephone number is 425-257-8300 option 2 or email [recreation@everettwa.gov](mailto:recreation@everettwa.gov).

**MAKING A RESERVATION:**

- Reservations are accepted up to one year in advance; no reservations will be taken by phone
- Payment in full is required at the time the reservation is made
- Applicants must be at least 18 years of age. Proof will be required.

**GENERAL INFORMATION:**

- The Arboretum may be rented between the hours of 8am and dusk/8pm (whichever is earlier). The time of use on the Arboretum Use Permit is your scheduled and permitted time. All hours must run consecutively. Only one event per day for a maximum of four hours is permitted. Set-up and clean-up shall be done within the hours rented.
- The Arboretum is open to the public for use at all times; your permit does not convey exclusive use of the Arboretum. You will be given a reservation sign to post at the entrance for the duration of your event. The public shall not be prevented from entering the Arboretum.
- Renters are responsible for their own set-up and clean-up.
- Tents or structures (10x10) must be portable; stakes are not permitted to be driven into the ground. Weights only should be used as anchors. Larger tents will be subject to further review and approval via Special Use Permit; Special Use Applications must be submitted at least 14 working days prior to date of use.
- All debris and garbage must be removed from Arboretum/Legion Park at end of event/rental. If additional litter/garbage has to be cleaned up, the renter will be billed for services provided.
- Maximum group size is limited to 100 people (including children)
- Adult supervision must be provided at all times. The holder of the permit is responsible for the proper conduct of all guests. Damages by guests shall be the responsibility of the permit holder.
- Respect the plants and plantings in the Arboretum and do not allow flowers or plants to be picked. Any damage charges will be assessed by Parks staff and permit holder will be billed.
- All music must be played at a volume to not disturb other park users or disturb neighbors located adjacent to the park. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable. No amplified music is permitted.
- Power (110) is available at the Arboretum gazebo for the event. Water is not available.
- Parking is limited and carpooling is encouraged and advised
- Alcohol and drugs are prohibited at all times in the Arboretum
- Vehicles are not allowed in the Arboretum and must park outside the horticulture work area
- For 50 participants or less, use park restrooms located in north part of park. If the event has over 50 participants, a portable toilet must be rented. (\*\*see note below regarding rentals)
- While fencing has been installed to keep golf balls from impacting this area, there is always a risk from errant golf balls.
- Park Rangers or Everett Police shall have final authority on any issues which may arise from this use and may enforce all park codes.

\*\*Portable toilet rentals for weekend events require that the temporary restrooms be in place on the Friday before the event and removed by the Monday following the event

Parks & Facilities Department

### **What if you have to cancel your reservation?**

- A refund of fees will be authorized only when the renter provides a letter or email requesting a cancellation and refund at least 60 days prior to the reservation. Cancellations are subject to a cancellation fee. Renters are given an opportunity to reschedule within the calendar year rather than pay the cancellation fee as a customer courtesy.

### **Circumstances by which reservations and/or events may be cancelled by the City of Everett:**

- An application may be revoked at any time under any of the following circumstances:
  - A. It is found to contain false or misleading information
  - B. An individual or group, willfully or through gross negligence, mistreats the equipment or facilities or violates any of the regulations established for use of the facility.
  - C. An accidental conflict in scheduling reservations occurs.
  - D. An individual or organization is not acting in the best interest of the City.
- A refund of fees shall be authorized if the City cancels a reservation when an individual or organization is not acting in the best interest of the City or due to an accidental scheduling conflict.

If an emergency arises, please call 9-1-1. If during your permitted use you need to reach a staff member during normal business hours, contact the Recreation Office at 425-257-8300 option 2. Until dusk, call the Park Ranger cell phone at 425-257-4835. After hours (dusk) in this order call 425-359-5453, 425-508-6886 until you reach a person. Everett Police Department non-emergency number is 425-407-3999.