

# METRO PARKS TACOMA FACILITY RENTAL RESERVATION APPLICATION

Fax (253) 305-1005 / www.metroparkstacoma.org/rentals



## Reservation Instructions:

1. Review the **Facility Rental Guide** for complete details on rental reservations, fees and guidelines.
2. Complete the Facility Rental Reservation Application and submit to the facility you wish to rent.
3. Applications are reviewed on a first-come, first-served basis, with walk-in reservations processed first.

## Facilities Rental Selection:

### Center at Norpoint

4818 Nassau Ave NE / (253) 404-3900

- Entire Cascade Hall       ½ Cascade Hall

### Portland Avenue Center

3513 Portland Ave. / (253) 591-5391

- Multi-Purpose Room       Game Room

### Wapato Pavilion

6500 S. Sheridan / (253) 305-1010

- General Meeting Room

### People's Center

1602 MLK Way / (253) 591-5321

- Gym       Madrona  
 Maple Room       Oak

### Tacoma Nature Center

1919 South Tyler St. / (253) 591-6439

- Auditorium       Lab  
 Picnic Shelter       Discovery Pond

### Titlow Lodge

8425 6th Avenue / (253) 305-1010

- Main Hall

### Point Defiance Rentals (in Point Defiance Park)

5400 N. Pearl / (253) 305-1010

- Pagoda       Rose Garden

### Fort Nisqually (in Point Defiance Park)

5400 N. Pearl #11 / (253) 591-5339

- Great Room       Entire Fort Grounds

### STAR Center

3837 S. 66th Street / (253) 591-5298

- Journey Hall       Voyage Studio       Journey Hall South       Journey Hall North  
 Discover Space       Zoom Party Room       Zip Party Room       Other \_\_\_\_\_

## Rental Information:

- Dance     Meeting     Wedding/Reception     Party     Reunion     Memorial     Other: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Date Requested: \_\_\_\_\_ (Month/Day/Year) Start & End Time: \_\_\_\_\_

Is alcohol being served:  Yes     No    If yes, what types:  Beer     Wine     Champagne     Hard Alcohol

Are food, beverage and/or goods being sold?  Yes     No    If yes, for:  Goods/merchandise     Alcohol     Non-alcoholic

Is admission being charged?  Yes     No    If yes, Pre-Sale \$ \_\_\_\_\_    At the door \$ \_\_\_\_\_

I hereby certify that I have read the **Facility Rental Guide**, and fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my facility rental reservation being cancelled or terminated. RELEASE OF LIABILITY: I waive all rights and release all claims that might be had against Metro Parks Tacoma, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my participation, my child's/children's and/or guests participation in the above rental event. I give my permission to have my photo, my child's/children's, or guests taken during programs/events, used for publicity purposes by MPT.

Name of Person Making the Reservation: \_\_\_\_\_

Contact Person Name (if different than above): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(city, state, zip)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_