

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: _____