

Series/On-Going Rentals:

Defined as: events that are designed to be weekly, monthly, quarterly or in general ongoing at any one of our 480+ parks and is the exact same event each time. Please note, each park comes with unique opportunities and considerations. To be considered 'on-going' you must have the program weekly, bi-weekly, monthly on the same day of the week (s)/times. there should be a specific day/time.

To Apply:

To be considered for/as a series rental, complete the park use [application](#), with all relevant details. As there are only five date slots on the application, you will need to attach additional document(s) to list event dates if greater than five (Word document preferred, or Excel).

Series Rental Applications must specifically include:

- Each date and time.
 - Time must include any set up and break down for each date/time.
- If multiple dates, locations or times are requested, each park must list its specific details on its own line. See Sample at Bottom of document. Map(s) must be included for any park. Best to request desired location within park as well as possible back up locations/parks.
- To be considered a series the set up/activity must be the exact same on all dates. NO EXCEPTIONS.

Items to know about Series Rentals:

- All date requests are booked like events, up to 1-year in advance on a rolling calendar. (i.e. March 2025 you can book for March 2026)
 - If your series spans multi-years you will have to take that into consideration.
- **Series Rentals can be bumped at any time for larger and/or one-time events at Event Scheduling's discretion:**
 - Permit holder will be given **at least** 30-days' notice.
 - We will look to find an alternate location within the same park. This is not always possible.
 - If an event day is canceled by Event Scheduling your fees will be credited to account.
 - To reduce your chances of being bumped, offer your series on weekdays, M-Th and/or at a less popular park. Ask Event Scheduling staff for guidance.
- Normal Park Use fees apply. Applications for on-going events are charged a quarterly application fee, instead of per application/monthly fee.
- Series rentals are allowed to make modifications/adjustments/additions. However, if this becomes a regular occurrence, they can be denied and/or require a new application.
 - *In this case, each application processed will incur an application fee.*
 - *Significant changes, TBD, may also incur fees.*
- Series rentals must cancel within the same time frame as events, 14-days **from** date of **confirmation**.

Event Scheduling Office
300 Elliott Ave W, Suite 100
Seattle, WA 98119
parkusepermits@seattle.gov
206-684-4080 x 3

revised June 2025



Seattle Parks & Recreation

- We do not provide refunds/credits if you cancel your event based on weather. This includes snow, heat, severe rain, etc.
- If vehicle access into the park is requested, vehicle liability insurance will be required.
- Each series will be evaluated on its specific request and any potential impacts to the park.

Commercial Use Permit:

- Depending on your activity, your series rental may qualify for a [Commercial Use Permit](#). Several restrictions apply for this type of permit. Note, these are managed by Seattle Parks and Recreation's Contracts Administrative and Support Office: sprconcession@seattle.gov
 - Amplified sound is not approved.
 - Setup of equipment is not approved. (tables, chairs, etc.)
 - A designated location in the park is not included.
 - **To qualify, your activity must be:**
 - Limited to 10 hours a week, per park.
 - Limited to 35 participants.
 - Must occur, at minimum, one-time a week for one month or once a month for three months.
 - Most health specific activities are not allowed. Ex: Nature Therapy, Saunas, Massage, etc.

Sample Series Format:

❖ *Single Set up per date:*

Day	Date	Set up	Event Time	Break Down
Thu	5/1/25	330-430pm	430-6pm	6-630pm
Sun	5/4/25	330-430pm	430-6pm	6-630pm

❖ *If multiple Set ups/break down same day:*

Day	Date	Set up	Event Time	Break Down	Set up	Event Time	Break Down
Thu	5/1/25	7-8am	8am-930a	930am-10am	3-4pm	4-530pm	530-6pm

❖ *If multiple parks:*

Green Lake

Day	Date	Set up	Event Time	Break Down
Thu	5/1/25	330-430pm	430-6pm	6-630pm

Alki

Day	Date	Set up	Event Time	Break Down
Sun	5/4/25	330-430pm	430-6pm	6-630pm

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