

Whitman County Reservations Requirements

- A mandatory \$100.00 deposit (refundable) per facility is required regardless of group size. The reservation holder for the event must submit a separate deposit check. Any damage or adverse impact to the facility including excessive litter which occurs as a result of reservation may result in the forfeiture of deposit. Any additional costs will be billed to reservation holder including labor and/or replacement costs. Deposit will be returned when:
 - Park and reservation rules are followed.
 - Facilities, including shelter and surrounding area, is left clean and undamaged.
 - Group size is not over the size stated in the reservation.
- Whitman County Parks will not provide staff, labor or security for reservation equipment, articles or event.
- Reservation holders are required to follow all park rules (listed below). Park rules are clearly posted at each park facility.
- Requirements, rules and regulations are subject to change, reservation holders are required to follow changes.
- A Banquet Permit is required if alcoholic beverages are to be consumed. The permit must be posted in the area reserved. An application for a Banquet Permit can be found on the Washington State's Liquor and Cannabis Board website (<https://lcb.wa.gov/licensing/online-banquet-permit>).
- Reservations are made for up to 5 hours; this includes set up and clean up time.
- Your reservation is not confirmed until a Reservation Form/Invoice with your signature, reservation check and damage deposit check is received 10 days prior to your event and receipted by the Whitman County Parks Department. To complete a Reservation Form, call the Parks Department at-509-397-6238. Reservation Forms are not available on line.
- Contact the Park's Department for Cancellation Policy.

Whitman County Reservation Rules

- Reservation holders must respect the activities of all park visitors. Events will not be permitted to adversely impact the experience of other park users.
- Reservations are only during regular park hours. 7:00 a.m. until Dusk.
The parks are closed and locked from: Dark until 7:00 a.m.
- Picnic tables may not be moved within the park without prior approval of the Park Ranger.
- Groups may set up chairs in the park with prior approval by Park Ranger. The reservation holders are responsible for set-up/take-down of the chairs, within the reservation time period.
- Motor vehicles are not permitted within the park area other than on roadways and within parking lots. We suggest the use of handcarts for moving supplies, chairs, etc. Handcarts are permitted on the asphalt trails within the park.
- Reservation holders will refrain from the use of any type of confetti within the park, including rice and birdseed.
- Whitman County Parks will permit one shelter reservation per day, per park, unless approval is received from Park Ranger.

Whitman County Park Rules

- Hunting is prohibited within the park boundaries. Whitman County Parks are Wildlife Sanctuaries.
- Foot, wheelchair, and ski traffic are the only permitted traffic on the trail system.
- Please respect the privacy of adjacent landowners. Do not trespass on private property.
- Camping is permitted in designated sites only. Klemgard is a Day-Use only park.
- Campfires are permitted in designated sites only (unless fire restrictions are posted) and must be attended until burned out. Please help prevent wildfires.
- Fireworks are not permitted.
- Picking wildflowers and other plants is not permitted. Tread lightly, -rare/sensitive plants depend on it.
- Pets must be on a leash at all times.
- Pet owners must clean up after their pets. Other visitors appreciate pet owners helping to keep the park clean.
- Amplified music and Portable Announcement Systems are not permitted.
- The sale of refreshments or merchandise is not permitted without prior written approval from the Parks Director.
- Parks may be closed due to emergencies or to protect the park/park visitors as determined by the Parks Director.