



## King County

Department of Natural Resources and Parks  
Parks and Recreation Division

### Weyerhaeuser King County Aquatic Center

650 SW Campus Drive  
Federal Way, WA 98023-8425  
206-296-4444 TTY Relay: 711  
[www.metrokc.gov/parks](http://www.metrokc.gov/parks)

May 2014

TO: Event Hosts

FM: Mike Dunwiddie

RE: Event Policies

### **Parking:**

RV parking is not permitted in the upper lot. Special stalls are available at the north end of the north lot. Power and sewage service is not provided.

No camping on property.

Tents and other temporary structures may not be used in the facility.

Parking is not permitted on yellow curbs, sidewalks or landscaping. Cars blocking traffic or improperly parked may be ticketed and/or towed. Hosts are requested to make several announcements at each session regarding this policy.

Valuables should not be left in cars. King County is not responsible for vehicle security.

Use of the adjacent Little League parking lot must be pre-arranged by the event host with the Federal Way Little League Association. Payment of the fee and other requirements for use is the responsibility of the event host. To schedule use of the Little League parking lot contact Laurie Maclaren. Her phone number 253-653-0335 and her email address is [llmaclaren@yahoo.com](mailto:llmaclaren@yahoo.com).

### **Evacuation:**

Emergency evacuation routes (hallways, doors, stairways) must be kept clear of people and belongings at all times. Air mattresses are prohibited. Personal areas at large events should be contained to a size less than a closed single-sized sleeping bag.

Aquatic Center staff retains complete authority during evacuation procedures, their directions shall be followed by all event personnel. The event host is provided a copy of WKCAC emergency procedures and will share this information with key event personnel.

### **Smoking/Alcohol:**

Per Washington State RCW 70.160, smoking is prohibited anywhere in the facility and within 25 feet of outside doors and air vents. Per King County Ordinance 17375, smoking is prohibited in King County parks, which includes the grounds and parking lots of the Aquatic Center.

Alcohol and controlled substance use (per US & state statutes) is prohibited in the facility and on the grounds.

### **Pool Rules:**

All rules shall be followed.

No swimming under the bulkheads. During short course events: no swimming between the bulkheads.

No glass containers on deck or locker rooms.

No on-site shaving

No “deck changing”. All dressing must be done in locker rooms.

Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

Use of the diving boards, platforms and equipment is not permitted except for purposes of diving competitions.

Aquatic Center staff does not enforce warm-up procedures or perform the duties of deck marshals.

### **Hospitality Room:**

Cooking may not be done on site.

No glass containers in the hospitality room (pitchers, serving bowls, vases, etc.).

Someone needs to be here to accept Costco deliveries.

Costco does not deliver to the deck any more.

### **Miscellaneous Items:**

**New:** Folding chairs are not allowed in the bleachers due to safety concerns and complaints from the public. Chairs will continue to be allowed in the handicap platform areas behind the railings. People using these areas must relinquish the spot for guests with mobility limitations.

Event personnel may not use the facility receptionist area, equipment or phone. There is a deck-level phone in the hospitality room and pay phones in the lobby vestibule.

The concession stand operates under a lease contract with King County. No other food or beverage service is permitted other than hospitality on the deck-level. The concessionaire does not provide or loan equipment and supplies to hosts.

Postings may not be affixed to lobby artwork or any painted surfaces. Framed plastic boards are provided in the lobby hallways for this purpose. Please use tape; do not write on these boards or use staples and tacks.

Official team banners may be hung from the balcony railings. Hand-made signs may not be posted.

Event hosts provide all necessary administrative supplies. Items forgotten may be secured from near-by retail stores.

King County is not responsible for lost or stolen items. Items will be left in place until the end of the event. The facility receptionist will secure items turned into the staff. Found items will be kept at the facility for 4 weeks following the event.