



BIRCH & ASPEN CABIN RESERVATION INFORMATION, RULES & AGREEMENT

AMENITIES:

The cabin contains a heating and A/C unit, an indoor and outdoor electrical outlet, lighting, 1 set of bunk beds, a full bed, mattress pads, shelf, outdoor fire ring and picnic table. Cabins do not include chairs or bed linens. Water is available from the exterior of each cabin. Restrooms are available at multiple locations throughout the park. A dishwashing station is available at the main campground restroom, along with free showers.

PAYMENT AND FEES: Reservations must be placed using either Visa, MasterCard, Discover, or American Express. No cash or check payments accepted. Full balance due at the time of the reservation, no partial payment reservations will be accepted. The individual providing payment will be considered the Reservation Holder and assumes all responsibility for the conduct of each member in their reservation party.

Below are the applicable fees associated with a cabin rental (*Unless noted, all fees are per night/per occurrence*):

- | | |
|--|-----------|
| • Cabin rental (includes 4 people and 1 vehicle) | \$44-\$56 |
| • Reservation (non-refundable) | \$7.00 |
| • Additional Vehicle Fee | \$5.00 |
| • Additional Person Fee (beyond 4 people) | \$2.00 |
| • Pet Fee (Up to two dogs) | \$15.00 |

CHECK-IN PROCEDURES: Upon arrival, the Reservation Holder must present either the credit card used to place the reservation, or their driver's license, to get the lock code for the door. Prior arrangements must be confirmed with park staff a minimum of 24 hours prior to the reservation for anyone else to be eligible to check-in. As you enter the park, please check-in with the entrance booth staff, and receive instructions for accessing the cabin. If entrance booth staff is not present, contact the Campground Host at 509-216-7976 or the Parks Admin Office at 509-477-4730. Park staff will record the type of identification and the time of check-in. The Reservation Holder should inspect the cabin and notify park staff immediately of any facility concerns or equipment malfunction.

It is recommended that cabins are kept locked when the Reservation Holder is away from the cabin during their reservation period. A lock code will be provided and made available at check-in with the Campground staff no earlier than check in time (2:00pm). **If you anticipate arriving after 5:00 p.m.** please contact the entrance booth at 509-255-6861, Campground Host at 509-216-7976, or Parks Admin Office 509-477-4730 **before 5:00 to make arrangements.** Guests may be given a lock code for after-hours arrival and will need to check-in with Parks Staff the following morning to complete the cabin rental agreement.

CHECK-OUT PROCEDURES: Please complete the following steps before departing the campground:

Floors – Pick up all liter and debris that accumulated during your reservation.

Beds – Check all surfaces to ensure you have not left any belongings behind.

Windows – Ensure all windows are closed and locked.

Garbage – Please practice Leave-No-Trace principles and dispose of all garbage in proper waste containers.

Please do not burn garbage in fire rings.

Doors – Tightly secure/lock doors upon departure.

DAMAGES: Damage left to the facility will be billed to renter to recover actual repair and administrative costs. By reserving a cabin, the Reservation Holder authorizes Spokane County Parks, Recreation, & Golf Department to process applicable fees for damages sustained by the cabin that occurred during the Reservation Holder's reservation period. The Department will process these damage fees using the same card used to place the reservation, or another credit/debit card agreed upon by the Reservation Holder and the Department. Damage fees will be determined by park staff and processed 24-48 hours from the check out and departure of the Reservation Holder.



BIRCH & ASPEN CABIN RESERVATION INFORMATION, RULES & AGREEMENT

PETS: Up to two (2) dogs are permitted in the cabin during the reservation period. Dogs are only allowed on a leash while in Liberty Lake Regional Park. Be kind to fellow park users and clean up after your pet. Owners with disruptive pets may be instructed to remove their pet from the park. No refund will be provided to a Reservation Holder who has been instructed to remove disruptive pets from the park. The reservation holder must pay an additional pet fee for each night that the pet is staying in, or outside a cabin. Damages caused by pets may be billed to the Reservation Holder.

AMPLIFIED MUSIC: To allow all park visitors a pleasant experience, amplified music is NOT permitted.

SMOKING/ALCOHOL: No smoking is allowed in the cabin. Alcohol consumption is allowed in the park; however, the Reservation Holder is advised that all local laws apply for individuals consuming alcohol in County parks.

DIRECTIONS: From I-90, take the Liberty Lake/Otis Orchards exit and head south on N. Liberty Lake Rd. Continue for 1 mile and turn left on E Sprague Ave, which will turn into S Neyland Ave after 1 mile. Continue onto S Neyland Ave for 1 mile, then turn right on S Lakeside Rd. Continue for $\frac{3}{4}$ mile and turn right on S Zephyr Rd. You will reach the entrance booth at the end of this road.

INSURANCE: Traveler's insurance is not required for cabin reservations at Liberty Lake Regional Park

PARKING: Cabins have limited parking space available. Any vehicles that do not fit within the designated parking area for each cabin must be parked in the overflow parking area. Cars may not be parked in unused camping/cabin sites. All additional vehicles are subject to an additional vehicle fee (\$5.00 ea.).

USE OF FACILITY: Reserving a cabin does not give the Reservation Holder exclusive use of the park grounds. The park is open to the public during normal park hours. The Reservation Holder has reserved the cabin only. If desiring to reserve a portion of Liberty Lake Regional Park (e.g. having a wedding ceremony on the lawn and desiring to set up chairs, etc.) a [special event permit](#) will need to be obtained in addition to reserving the cabin.

Reservation Holder shall leave said premises in substantially as good condition as when received. Reasonable wear, tear, damage and use of said premises for the purposes herein permitted. Reservation Holder shall have the right to remove all their material and equipment from said premises upon completion of the reservation.

Reservation Holder shall indemnify, defend, and hold Spokane County harmless from any loss, cost or expense claimed by third parties for property damage and bodily injury, including death caused solely by the negligence of willful misconduct of Reservation Holder, its employees, or agents in connection with the use of said premises under the terms of this Agreement.

To the extent permitted by applicable law, the Reservation Holder further agrees to indemnify, defend and hold Spokane County harmless from and against all claims, actions, or liabilities for injuries, death, damages, or benefits, arising out of, or which may be awarded pursuant to Worker Compensation and/or Employer Liability Laws, including, but not limited to, any claims asserted on behalf of an employee of the Reservation Holder.

CANCELLATION/REFUND: For all camping reservation cancellations (including cabin reservations), Spokane County must receive notice from the Reservation Holder and will be subject to the following policies:

- If notification is received from the Reservation Holder at least 14 calendar days prior to the reserved date(s), the \$7 reservation fee will be retained by Spokane County and all other funds will be returned.
- If notification is received from the Reservation Holder less than 14 calendar days prior to the reserved date(s), Spokane County will retain the \$7 reservation fee and 50% of the reservation bill for each night's stay that is within the 14 calendar day period and all other funds will be returned.



BIRCH & ASPEN CABIN RESERVATION INFORMATION, RULES & AGREEMENT

- If **notification of cancellation is received from the Reservation Holder less than 2 calendar days** prior to the reserved date(s), 100% of each night's stay that is within the two (2) calendar day period will be retained by Spokane County and other funds will be returned after applying other applicable refund policies (see above).

IMPORTANT INFORMATION: Below is important information that the Reservation Holder should be familiar with during their stay at Liberty Lake Campground.

- Maximum rental period is 14 consecutive nights, at which point the party must vacate the campground for a minimum of two (2) nights before placing a new reservation.
- All cabin lock codes are to be retrieved from either the Campground Host, Entrance Booth Staff, or Parks Administration Staff.
- Dishes should only be washed using the designated dish washing station at the campground restroom.
- No cooking or smoking within cabins.
- Fireworks are strictly prohibited in all Spokane County parks and facilities.
- Spokane County is not responsible for lost or stolen personal property. To be safe, doors and windows should be locked when away from cabins.
- Cabins do include 15 amp electrical outlets indoors and outdoors, as well as outdoor running water and a heating and A/C unit.
- All visitors, except those staying overnight at the campground, must pay a \$2.00 day use park admission fee.