

How to Schedule an Event with the Point Roberts Park and Recreation District

If you are interested in scheduling an event at the Point Roberts Community Center or at Baker Field, facilities overseen by the Point Roberts Park and Recreation District, or on the Park District Zoom account please email district staff at prparkdistrict@gmail.com and provide the following information:

For scheduling the Community Center or Baker Field

1. The name of your group, organization
2. The type of event you are planning
3. The number of people you anticipate attending or which room(s) you want to reserve
4. Is the event free to the public or is this a private or pay to attend event (if this is a commercial, private or pay to attend event then please read our rental policy)
5. The name and contact email address or phone number for the person in charge of the event.
6. The date and time of the event (please include enough time to setup for your event and enough time to clean up afterwards)
7. If this event is for multiple days or is going to be an ongoing event, please include this information
8. If you need and additional assistance with LCD projectors, screens or adjusting rooms to best accommodate your needs then also include this with your request.
9. If you are planning to have food or Alcohol at any event, then make sure you inform us when scheduling and read the rules on renting our facilities.

When scheduling please note:

Any permits needed for an event are solely the responsibility of the person or group scheduling the facilities. All required permits must be submitted to the Park District before permission is granted to utilize the facilities. *(Please note that any use of the kitchen to prepare food for sale or distribution to the public must go through the Whatcom County Health Department permitting process and either have a permit or waiver from the Health Department for use of the kitchen facility presented to the Park District before they are granted permission to use the kitchen. A person with a food handlers permit must be present during any preparation of food for the public)*

Your event is not schedule until you have received a confirmation email from the Park District

Any deposits needed for an event (private, not local, or serving food and alcohol) must be paid beforehand.

Once we have confirmed your event, the Park District will inform you on how to gain access to our facilities.