



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-3115

## FACILITY RESERVATION APPLICATION 360-563-2633

The City of Snohomish wishes to encourage use of City of Snohomish facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of City of Snohomish's programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of The City of Snohomish Athletic Field Policies and Procedures, Rules and regulations, Snohomish Municipal Code and the current schedule of user fees. Funds may be charged for the use of City of Snohomish facilities to ensure that funds intended for City of Snohomish use are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the City of Snohomish's best interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME OF ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NATURE AND PURPOSE OF ACTIVITY \_\_\_\_\_

SPECIFIC FACILITY/CITY REQUESTED \_\_\_\_\_

Carnegie / Conference Rooms – Up-Stairs / 50 occupancy \_\_\_\_\_ Main Floor / 25 occupancy \_\_\_\_\_

\*\* Associate user \$5.00 per hour or \$30.00 per day \*\* Local user \$ 10:00 per hour or \$60.00 per day \*\* Non-local user \$ 20.00 per hour or \$120.00 per day – Total hrs \_\_\_\_\_

Park – name of park \_\_\_\_\_ Area request \_\_\_\_\_

Athletic field- Field---- #1 --- #2----- #3 ---- For field reservation time and pay schedule see page 3

Large Hill Park gazebo Week day \$50.00 \_\_\_\_\_ Saturday / \$50.00 AM \_\_\_\_\_ /\$50.00 PM \_\_\_\_\_ Sunday /\$50.00 AM \_\_\_\_\_ /\$50.00 PM \_\_\_\_\_

Small Hill Park gazebo Week day \$35.00 \_\_\_\_\_ Saturday /\$35.00 AM \_\_\_\_\_ /\$35.00 PM \_\_\_\_\_ Sunday /\$35.00 AM \_\_\_\_\_ /\$35.00 PM \_\_\_\_\_

Ferguson Park gazebo Week day \$35.00 \_\_\_\_\_ Saturday /\$35.00 AM \_\_\_\_\_ /\$35.00 PM \_\_\_\_\_ Sunday /\$35.00 AM \_\_\_\_\_ /\$35.00 PM \_\_\_\_\_

\*\*Large Hill Park Gazebo, occupancy 75 \*\*Small Hill Park Gazebo, occupancy 30 \*\*Ferguson Park Gazebo, occupancy 50.

\*\*Week days all day / Weekend AM- from dawn thru 2:00pm / 1 hour clean-up between reservations / Weekend PM- from 3:00pm thru Dust

\*\*If your event is over the Gazebo occupancy rate you may need special event insurance.

DATES TO BE USED \_\_\_\_\_ TO \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_

(Custodial services are restricted to routine cleanup.)

**FACILITY RESERVATION FEES** will be determined by the latest established reservation rates. Payment of charges shown on the application form is to be made to The City of Snohomish no later than 10 days after it is approved by the scheduling coordinator. **All payments will be processed at City hall only when accompanied by a signed and approved application.** Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The City of Snohomish reserves the right to require and charge for custodial and/or other authorized City of Snohomish employees to be on the premises.

**ATHLETIC FIELD RESERVATION FEES** will be paid 10 days after the schedule is approved by the city and sent via e-mail to applicant. **All payments will be processed at City hall only when accompanied by a signed and approved application and insurance certificate.** If required insurance or Payment is not received within the allotted time frame your time will be forfeited and given to the next qualified applicant.

### AGREEMENT AND INSURANCE

The person or organization entering into a rental agreement with the City of Snohomish for the use of City of Snohomish facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Snohomish for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of The City of Snohomish facilities or equipment will be reported to City of Snohomish authorities immediately. For-profit business groups and other special events groups as determined by the City of Snohomish, are required to provide proof of general liability insurance. The City of Snohomish must be named as **additionally insured by endorsement on said policy.** Coverage cannot be cancelled or reduced without thirty- (30) day's written notice to the City of Snohomish.

Organizations must submit an original Certificate of General Liability Insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, and listing the City of Snohomish as an additional insured. Private reservations may also be required to provide insurance depending on scope of event.

The applicant agrees that the City of Snohomish and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses including reasonable attorneys fees, and hold harmless, the City of Snohomish and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Snohomish.

### RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- It is the responsibility of the Applicant/organization applying for Athletic field reservations to comply with RCW 4.24.660 - Youth Sports-Head Injury Polices / Lystedt Law.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Snohomish and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on City of Snohomish Facilities and grounds as defined by law.
- NO fires except for the purpose of cooking food in a city issue BBQ, No candles or open flame are allowed on or in the facility.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- City of Snohomish owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the City of Snohomish has been granted. Groups or individuals cannot use City of Snohomish owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the facility/field use or event.
  - \*\*Empty all garbage containers and place bags of garbage in city issued Dumpster.
  - \*\*All park facilities are open at dawn and close at Dusk.
  - \*\*Vehicles must be parked in designated parking areas only.
- The applicant/organization shall not practice discrimination of any kind.
- The City of Snohomish does not discriminate against any person on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities as described in the City Of Snohomish Athletic field reservation policies and procedures.
- It is the responsibility of the participant/organization reserving city of Snohomish Facilities to distribute, complete and maintain parental/guardian waiver forms.
- Facility use is cancelled when facility/building is closed due to an emergency. Fees will be refunded with no administration fee withheld.
- The City of Snohomish reserves the right to refuse or revoke any authorization issued for the use of a City of Snohomish Facilities or grounds, and if reservation fee has been paid, to refund such reservation fee, less expenses incurred, by the City of Snohomish in connection therewith.
- CANCELLATIONS: A written notice received by the City must be made at least 30 days prior to the reservation date of this application. The cost will be refunded minus a \$20.00 administrative cost. No refund will be given if cancellation is less than 30 days.
- **Reserved area boundaries:** For Shelters and gazebos: the roof outline and connected patio area including BBQ area. Athletic fields will be the fence surrounding the field including bleacher area. Athletic fields without surrounding fences will be the extended backstop and infield fencing measured in the direction of the outfield to 300'. All other areas are open to all first come first serve park users.

**RESERVATIONS:** Verbal requests for a reservation date are accepted on a temporary basis only to alleviate conflicts in facility use scheduling. Reservations, therefore, are considered binding only upon receipt of this completed agreement, arrangements for the payment of fees, and approval of the Parks Director or his/her designee.

**SECURITY DEPOSIT:** A Security Deposit of 100% of the total user fee MAY be required of users when, in the judgment of the City, the type of facility use may necessitate such a deposit.

**NOTICE:** FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS / RESTRICTIONS MAY RESULT IN THE FORFEITURE OF THIS AGREEMENT!

**RETURNED CHECKS:** A \$30.00 fee will be charged for all returned checks.

**I have read the rules and regulations on this form and agree with the conditions and charges as established:**

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

**Please keep this agreement with you during your event for proof in case of a conflict.**

---

-----  
**FOR OFFICIAL USE ONLY**

Approved [ ] Disapproved [ ]

Special Event Risk Classification: 1 - 2 - 3  
(3 being highest)

Single event only: [ ] No. of Days [ ] Evenings [ ] Saturday [ ] Sunday & Holiday [ ]

Certificate of Insurance [ ] Requested [ ] Received

Facility/Building Reservation Fee \$ \_\_\_\_\_ Per Hour/Event = \$ \_\_\_\_\_ Other charges \$ \_\_\_\_\_  
(deposit)  
Sales tax \$ \_\_\_\_\_

Total to be invoiced \$ \_\_\_\_\_ Date Billed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Building/Facilities reservation Coordinator \_\_\_\_\_ Date \_\_\_\_\_

-----  
**Key Issuance form**

Applicant / organization representative responsible for keys: Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

How many keys are needed for your organization: \_\_\_\_\_  
Keys will be numbered / Each key will be returned at the end of each season/use.

Please attach a contact sheet with names phone #, addresses, e-mail address of all responsible key holders:

Signature: \_\_\_\_\_