



# 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.**

# CITY OF SNOHOMISH

Parks Division Athletic Field Reservation fee chart – This page is to be filled out for athletic field reservations only

Field Use Seasons: March 15<sup>th</sup> thru November 30<sup>th</sup>.

**Field Choice:** (choose 1 only)  
 All Fields are Located at Pilchuck Field # 1 (90 or 80 foot baseline)  
 Park Recreation Center Field # 2 (70 or 60 foot baseline)  
 Field # 3 (90 or 80 foot baseline)

How many teams within your organization will be participating on this application: \_\_\_\_\_

**For Football use only:**

Field 4 area is the outfield of field 2 and 3. If you desire field 4 please mark field 2 and 3 above, it shall be calculated at the football rates below, late summer / fall only.

**First Choice:** Season:  
 Days of Week Desired (Circle One only): Sun / Mon / Tues / Wed / Thu / Fri / Sat Start date  
 Blocks of time requested (Circle One only): 9 to noon / noon to 3 pm / 3 to 6 pm / 6 to 9 pm

**Second Choice:** \_\_\_\_\_  
 Days of Week Desired (Circle One only): Sun / Mon / Tues / Wed / Thu / Fri / Sat  
 Blocks of time requested (Circle One only): 9 to noon / noon to 3 pm / 3 to 6 pm / 6 to 9 pm

**Third Choice:** End date  
 Days of Week Desired (Circle One only): Sun / Mon / Tues / Wed / Thu / Fri / Sat  
 Blocks of time requested (Circle One only): 9 to noon / noon to 3 pm / 3 to 6 pm / 6 to 9 pm

**Reservation Fees for City of Snohomish Athletic Facilities:** Total # of uses needed within season: \_\_\_\_\_

<u>Administration Fees Youth:</u>	<u>in city</u>	<u>out city</u>	<u>cost</u>		
All Groups 1 to 30 games/practices	25.00	50.00			
All Groups 31 to 60 games/practices	50.00	75.00			
<u>Administration Fees Adult:</u>	<u>in city</u>	<u>out city</u>			
All Groups 1 to 25 games/ practices	50.00	75.00			
All Groups 25 to 50 games/practices	75.00	100.00			
<u>League User Fees Youth:</u>	<u>in city</u>	<u>out city</u>	<u>cost</u>	<u># of uses</u>	<u>Total</u>
Per Game/practice Field #1	15.00	25.00	_____	_____	_____
Per Game/Practice Field #2 / softball only	5.00	10.00	_____	_____	_____
Per Game/Practice Field #3	10.00	15.00	_____	_____	_____
<u>League User Fees Adult:</u>	<u>in city</u>	<u>out city</u>			
Per Game Field #1	20.00	25.00	_____	_____	_____
Per Practice Field #2 / softball only	10.00	15.00	_____	_____	_____
Per Practice Field #3	15.00	20.00	_____	_____	_____
<u>Tournament Fees youth:</u>	<u>in city</u>	<u>out city</u>	<u>cost</u>		
Non Refundable fee per event (League fees same as above)	100.00	125.00	_____		
<u>Tournament Fees Adult:</u>	<u>in city</u>	<u>out city</u>			
Non Refundable fee per event	125.00	150.00	_____		
<u>Miscellaneous Field / Court Fees:</u>	<u>in city</u>	<u>out city</u>			
Youth per hour	5.00	10.00	_____	_____	_____
Adult per hour	10.00	15.00	_____	_____	_____
Baseball / Football / volleyball / Lacrosse / Tennis / Basketball					
<u>Fall Youth Football:</u>	<u>in city</u>	<u>out city</u>			
Flag outfield Field 1 only	20.00	30.00	_____	_____	_____
Tackle outfield Field 2&3 only	20.00	30.00	_____	_____	_____
<b>Total</b>			_____	_____	_____

Total of all fees: \_\_\_\_\_

Are 90% of participating youth in your organization currently living within the Snohomish School District?

Yes: \_\_\_ No: \_\_\_

What is the target age of the youth within your organization/team? \_\_\_\_\_

How many youth members will be scheduled to use this field? \_\_\_\_\_

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**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 \_\_\_\_\_

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**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: \_\_\_\_\_

# CITY OF SNOHOMISH, ATHLETIC FIELD SCHEDULING POLICY AND PROCEDURE

## Priorities

1. First priority will be to local youth.
2. Second priority will be to local adult.
3. Third priority will be to non-local youth.
4. Fourth priority will be to all others.
5. Teams having a minimum of 90% of Snohomish School District area residents on the roster define a local organization.

## Scheduling:

1. A signed and approved application packet is required prior to scheduling.
2. **Insurance requirements:** If a current insurance certificate is not attached to your application, organizations must submit, within 5 days after the schedule is completed and before any field use, an approved 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.
3. The City reserves the right to limit the amount of playtime permitted on the fields during any program periods. There will be no play starting before 7:30 a.m. or after 9:00 p.m.
4. Individual time allotments are scheduled in 3 - hour increments.
5. City staff responsible for scheduling fields will confer with **one designated person only** from each league or organization on field scheduling matters.
6. All requests for field time must be submitted in writing on an approved reservation application packet and confirmed before it is entered onto the master schedule.
7. The City will work to have applications available by January 15th of each year at City Hall, On the City Web page at ci.snohomish.wa.us or via e-mail sent from the city's scheduling coordinator.
8. The master schedule will be completed by the city of Snohomish at or before March 1<sup>st</sup> of each year.
9. All schedules must be submitted as early as possible. The City reserves the right to refuse any field request or revisions not submitted by February 15<sup>th</sup> of the current year.
10. The representatives of the affected organizations will resolve scheduling conflicts. If no agreement can be mutually agreed upon, the City will make the final decision.
11. The City of Snohomish maintains the master schedule for all fields at Pilchuck Park. If it is not on the City's master schedule, it is not a scheduled use. All non-scheduled times are considered first come first serve.
12. No schedule changes will be permitted after the master schedule is completed with exception to: open times; All open times in the master schedule can be scheduled and reserved as the season progresses so long as an approved application packet and insurance is on file and payment for scheduled field time is received by the city of Snohomish
13. The City reserves the right to close any field due to field conditions or other unforeseen reasons, as it deems necessary.
14. All field users will abide by park rules and regulations in accordance with the Snohomish Policies and procedures and Snohomish Municipal codes and will cooperate with each other.
15. Keys are signed out to applicants. The person who signs for the key is responsible and accountable for said key. Any key checked out by the City of Snohomish may not be duplicated and must be turned back in at the end of the playing season. **All keys accessing City facilities must remain in the possession of a responsible adult.** A key deposit may be required.
16. All organizations/applicants with time scheduled on Field 1 during the hours of 6:00pm thru 9:00pm when lights may be needed will be shown how to operate the lighting system. A copy of the lighting operation procedures will be posted in the center room of the main restroom at Pilchuck Park. It is the responsibility of the applicant/organization that No children are permitted in the restroom center room nor will anyone under the age of 18 be permitted to operate the field lighting system.
17. The Pilchuck Park Restroom center room will be locked after each use. Under no circumstances shall this room be left un-attended or open during games/practices, between games, or after use. The only reason for entering the center room is for turning on the field lighting system.

## **CITY OF SNOHOMISH, ATHLETIC FIELD SCHEDULING POLICY AND PROCEDURE**

18. Each baseball field is equipped with a storage area for your use. All other equipment needed to maintain the fields before and after your reservation time will be your responsibility.
19. The City of Snohomish will not knowingly approve an application for use of any Sports Facility to a third party that discriminates against any person on the basis of gender in the operation, conduct or administration of a Community Athletic Program.
20. Tournament or event fees may be required to pay a \$300.00 use/damage deposit no later than five business days before the scheduled event is to occur. Any fees owed to the City by the tournament or event coordinator must be paid within five business days of the conclusion of the event.
21. Tournament organizers must submit a contact list, complete with the coaches or manager's name and phone number, with payment.
22. Scheduled events other than sport tournaments will be processed using a Special Event questionnaire and or application as necessary.
23. All teams scheduled on City fields must have a copy of an approved schedule showing their reserved field time.
24. Fields will be maintained by City staff to provide a safe environment. Buildings and site amenities will be maintained in a safe and clean condition.
25. During regular league play, the applicant or his/her designee will be responsible for their own preliminary field preparation. This includes raking around bases and goal boxes, dragging the infields and lining the foul lines. After game and practice, tidying up is also the responsibility of each designee.
26. The City will do all initial pre-season fieldwork and anything beyond pre-game prep work, such as field renovations, repairs, installing base receivers, repairing and installing goal posts. Under ***no*** circumstances are any individuals or organizations to do any work on the fields or add any amendments to the soil or turf without written authorization by a City representative.
27. For tournaments: Applicants will be responsible to pick up trash, and keep the restrooms cleaned and stocked. The tournament representative will be responsible for all scheduling conflicts and contacting a city representative for unsafe conditions. For unsafe field and facilities issues the city Stand by person scheduled for that week will be contacted for repairs: After hours standby system: 360-563-2012
28. **Rain-Outs**
  - a. The field applicant will determine if the field is playable due to inclement weather. The City reserves the right to cancel events. If the City closes the fields, every attempt will be made to reschedule after a request is made for any available open times.
  - b. There will be times when the weather changes for the worse after fields have been evaluated for play by the applicant or his/her designee. At these times, it is expected coaches and referees will use sound judgment on the field condition in regards to starting or continuing games.
29. **Refunds**
  - a. Use fees are non-refundable except as stated in application.
  - b. If a Damage Deposit is required; either all or part of the damage deposit will be refunded no later than 45 business days after the ending of the event. Staff will evaluate field condition after the conclusion of the event and determine refund amount. Field condition is assessed by any work above and beyond normal maintenance required to restore the fields to playing condition as a direct result of the event.
30. **Concessions:**
  - a. Contact the Parks Manager @ 360-568-7070 if you are interested in pursuing a concessions agreement.