Seattle
Parks & Recreation

# Athletic Scheduling - Application for Scheduling an Outdoor Athletic Field Through Seattle Parks & Recreation

**Seattle Parks & Recreation**
**Athletic Scheduling Office**
**5201 Green Lake Way N, Seattle, WA 98103**
**Office 206-684-4077 / Fax: 206-615-0073**
**E-mail: athleticfieldscheduling@seattle.gov**
**www.seattle.gov/parks/reservations/sports.htm**

## Introduction

Thank you for choosing Seattle Parks & Recreation (SPR). Field permits allow SPR to prevent conflicts, make necessary maintenance preparations, and avoid overuse of athletic fields.

## Application

Please complete the attached application form as completely as possible. Answers to the questions should give a full description of all activities planned, all fields that are needed, date and times. Wherever you give a "yes" answer on the checklist, please provide a detailed explanation; add pages and maps if needed. Remember to date and sign the application. We will return all un-signed applications, which may cause delays.

## Seattle Parks & Recreation Field Fees

**Adult Outdoor Sports**

| Reservation Type | Fee (Per Hour) |
|---|---|
| Synthetic | $81.00 |
| Grass | $60.00 |
| Lighting Fee | $31.50 |

**Youth Outdoor Sports**

| Reservation Type | Fee (Per Hour) |
|---|---|
| Synthetic | $16.00 |
| Grass | $10.50 |
| Sports Camps | $81.00 |
| Synthetic - Private School | $81.00 |
| Grass - Private School | $60.00 |
| Lighting Fee | $31.50 |

## Seattle Public School Fields/ Complexes & Stadiums

The SPR athletic scheduling office schedules some Seattle Public School (SPS) fields and stadiums complexes. Some of these facilities require SPR staff and SPS staff. We reserve the following SPS fields:

**Stadium Complexes:**
Ingraham HS, Nathan Hale HS, Jane Adams MS, Rainier Beach HS and Sealth HS.

**Additional School Fields:**
Roosevelt HS, Franklin HS, Garfield HS and Whitman MS baseball field.

## School District Fees

School District permit fees - Per Hour:

| | |
|---|---|
| Youth Games | $16.00 |
| Youth Practice | $16.00 |
| Youth Private School Game | $81.00 |
| Youth Private School Practice | $81.00 |
| Adult Game | $81.00 |
| Adult Practice | $81.00 |
| Adult Baseball | $60.00 |
| Lighting Fee per hour | $31.50 |

All field fees are subject to change. For the most up to date fees and effected dates, please refer to the following website: www.seattle.gov/parks/reservations/feesandcharges/field.htm

## Additional School District and Athletics Staffing Fees - Per Hour:

| | |
|---|---|
| Seattle Parks & Recreation Staff Fees | $30.25 |
| Seattle Public Schools Staff Fees | $30.25 |

Score Board (SPS Staff Required) See SPS fees above. Additional fees may apply for the use of scoreboards.

For concessions, King Co. Health permit(s) are required with written approval by the principal of the school adjacent to the field where concessions will be sold.

## Permit Fees

Once we process your application, we will email you a confirmation with the cost of your permit. SPR may require insurance, deposit, and special approvals or permits from other City departments in addition to the above fees.

## Admission, Event Fees, or Sale of Merchandise Fee

SPR must approve any plan to charge admission or sell any service or product at any event on SPR property. If approved, 10% of gross receipts collected on Parks property or a $20 per booth/canopy fee (which ever is greater) must be paid to the city.

## Commercial Use/Promotional and Advertising Fees

SPR charges $100 per surface, per day, for advertising in parks. Surfaces include - but are not limited to - ban-ners, signs, tents/canopies, vehicles, inflatables and other structures that include advertising, logos or branding for organizations, services or products. Some structures/vehicles may be considered multiple surfac-es. Permit applicants/ holders are responsible for all advertising fees and are required to obtain design ap-proval from SPR Event Management and must accu-rately disclose all applicable displays prior to permit issuance.

All users are permitted one complementary advertising surface as a place marker/directional guide. After that, all advertising surfaces are subject to the above fees.

## Deposits

The City may require a deposit in these situations:

1. When admission is charged to an event where food or products are sold, in order that the City may be assured of collecting the percentage of gross receipts charged;
2. When an event presents a risk of damage to City property, in order that the City may be assured repairs will be made or the City reimbursed its cost;
3. When the event appears likely to cause the City unusual clean up or restoration expenses, in order that the City can cover its probable out-of-pocket costs;
4. When the City's Noise Control Ordinance, Seattle Municipal Code (SMC) 25.08, applies, in order to comply with its terms and conditions, particularly Section 520E;
5. When special services are provided, or extra expenses are anticipated, and the Superintendent of Parks and Recreation determines that a performance bond is necessary to fully protect the City.
6. When the applicant has previously held an event that violated the Seattle Park Code.

The bond or cash deposit is set in an amount which would make the City whole if the terms and conditions of the use permit were not fully performed, and where applicable, in accordance with SMC 25.08.520E.

## Noise and Amplified Sound

The Athletic Scheduling office has the discretion to allow or disallow amplified sound during a special event. Alternatively, they may require a park user to comply with a lesser sound level than outlined by the City sound ordinance. Please inquire at the time of booking. An authorized Parks official or a police officer may stop any outdoor musical event as a public nui-sance if the decibel level exceeds 105 dB (A) for a total of five minutes in any thirty minute period as measured 50 feet from the source. A copy of the Noise Control Ordinance will be supplied upon request.

## Anti-discrimination

As a matter of policy, law, and commitment, SPR does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280).

## Payments

**Payment Terms #1 - Single use permit:**

Single use permits are for one-time use or no more than 4 reserved dates in a 4 week period from the date of your request for either a practice or game. Fees are due at the time of your reservation. These reservations are usually by phone and a credit card payment is taken at the time the reservations is made. Your permit and receipt are sent to you via email. Please be sure and check all dates, time, and locations for accuracy. *You must have a copy of your permit with you while on the field at all times.*

**Emailed or Mailed Application Requests:**

If your request is submitted through **"Athletic Scheduling – Field Application"** process, you will be contacted by phone or email to confirm your request or to work with you if your request is not available. Once your request is confirmed, credit card payment will be taken at that time and your permit and receipt will be emailed to you. Check all dates, time, and locations for accuracy. *You must have a copy of your permit with you while on the field at all times.*

**Payment Terms #2 - Multiple Use Permit:**

Multiple use permits are for leagues who are reserving multiple practices and or games for a season. **New leagues that are not currently historical users must send your requests in a minimum of 3 months in advance to be considered.** 10% of your total rental amount must be paid within 14 days of the rental being firmed/confirmed by the Athletic Scheduling office. The balance of the fee is due 30 days prior to the first booking date listed on the field schedule.

## Refunds

All field reservation fees are non-refundable and non-transferable unless your cancellations or adjustment request is made by phone or email a minimum of 14 days from the date of your reservation/rental date(s). You may leave the credit on your account for future use or request a full refund. If your request is less than 14 days prior to your rental/field use date, no refund or credit will be granted.

## Dogs or Other Pets on Athletic Fields

SMC 18.12.080, which says in part: "…it is unlawful for any person to allow or permit any dog or other pet to run at large in any park, or to permit any dog or other pet with or without a leash…to enter any public beach, swimming or wading area, pond, fountain, stream, organized athletics area, or designated children's play area.

# General Terms and Conditions for Athletic Ballfield Use In Seattle Parks

**Retain Permit:** The user must retain a copy of their permit on the premises throughout the scheduled field usage time.

**Laws and Rules:** The User shall comply with all state laws, City ordinances, regulations of the Superintendent of SPR applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.

**Condition of Premises:** By entering into possession, the user accepts the premises in their present condition. Upon expiration or termination of the permit, the user shall promptly return the premises in as good condition as received, reasonable wear and tear excepted, in a clean appearance, ready for use by another.

**Approval Required:** The following activities are NOT ALLOWED without advance written approval from SPR: the sale of food, beverages, goods or merchandise; charging admission or fees for services; alteration, painting, or construction on any SPR structure (if applicable).

**Responsibility:** The User assumes responsibility for all activities it conducts during the event, including but not limited to, supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse. SPR disclaims any liability from, and the User agrees not to hold SPR liable for, all harm that may arise from the event authorized by this permit.

**Departmental Access:** SPR authorized representatives shall have access to the premises at any and all times. SPR may make repairs or alterations to the premises during the use period as long as the same does not unreasonably interfere with the use of the premises for the planned event. As determined by the Superintendent. SPR staff may interfere with the User's use of the premises for repair and alteration work resulting from an emergency.

**Cancellation, Relocation by Department:** SPR may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate a Permit or relocate a scheduled use to a nearby available location if the premises is not available for any reason.

**Revocation:** SPR may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 (noise ordinance), the rules and regulations of the Superintendent, the terms and conditions of their permit or the User fails to secure a necessary permit; and/or after a warning, the User disregards a lawful order of an authorized representative of SPR or engages in activity that may cause injury to the public or damage to the premises.

**No Assignment:** The permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of SPR.

**Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

*Seattle Parks and Recreation will work with all citizens to be good stewards of our environment, and to provide safe and welcoming opportunities to play, learn, contemplate and build community.*

Seattle
Parks & Recreation

# Athletic Scheduling - Field Application

| Office Use Only |
|---|
| Permit # |

Seattle Parks & Recreation
Athletic Scheduling Office
5201 Green Lake Way N
Seattle, WA 98103

athleticfieldscheduling@seattle.gov

Office: 206-684-4077
fax: 206-615-0073

**To be accepted** your application must be completed and signed. Fill out in Adobe Reader, type or print information clearly and attach any additional information. Please use US mail, email or fax to submit your application.

## 1. APPLICANT INFORMATION

| | | |
|---|---|---|
| **ORGANIZATION NAME:** | | |
| **Mailing Address, City, State, Zip** | Street Address | |
| | City, State Zip | |
| **Applicant Contact:** | **Name**: | |
| | **Title**: | |
| **Phone**: | | **Cell**: |
| **Email**: | | |
| **Do you have a City of Seattle business license?** ◯ Y ◯ N | **If yes, what is your UBI#** | |

## 2. FIELD USE DETAILS

| | | | | | | |
|---|---|---|---|---|---|---|
| **Select a Geographic Area:** | ☐ NE | ☐ NW | ☐ SE | ☐ SW | ☐ Magnuson | |
| You can select your location by field name instead of the geographic area: | | | | | | |
| **Athletic Usage/Sport** | ☐ Baseball | ☐ Softball | ☐ Soccer | ☐ Lacrosse | ☐ Ultimate Frisbee | ☐ Rugby |
| | ☐ Football | ☐ Flag Football | ☐ Track & Field | Other _____ | | |

## 3. FIELD USE INFORMATION

| | | |
|---|---|---|
| **Is this request for youth or adult sports?** | ☐ Youth | ☐ Adult |
| **Is this request for a practice or a game?** | ☐ Practice | ☐ Game |

**Event Dates:** Indicate Dates **Hours:** Indicate Times

| | | | | |
|---|---|---|---|---|
| Day 1 | Day: | Date: | Start Time: | End Time: |
| Day 2 | Day: | Date: | Start Time: | End Time: |
| Day 3 | Day: | Date: | Start Time: | End Time: |
| Day 4 | Day: | Date: | Start Time: | End Time: |
| Day 5 | Day: | Date: | Start Time: | End Time: |

| **Equipment / Set up:** | **Please check all boxes that apply** |
|---|---|

☐ Promotional Signage/Banners #'s ____ ☐ Generators ☐ Staging/Scaffolding ☐ Info Booths ☐ Sales Booths

☐ Inflatables/Bouncy Toys ☐ Portable Restrooms #'s ☐ Grills ☐ Amplified Sound ☐ Tents/Canopies #'s ____

Please list on a separate piece of paper the outside companies/vendors that you are using for any of the checked boxes above:

**Please Check Items to Be Sold:** ☐ Food ☐ Beverages ☐ Merchandise ☐ Services ☐ Other: _____

10% of all sales (food, beverages, admissions, participation fees, souvenirs, good and services) on Parks' property must be remitted to Seattle Parks and Recreation within 10 days following the event.

| **4. FEES & PROCEEDS** | Admission/Participation Fee? ○ Yes ○ No | Amount? $ |
|---|---|---|

| **5. SIGNATURE** | I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.<br>All information contained in this application is subject to public disclosure. | |
|---|---|---|
| **Applicant Signature** | **Date** | **Applicant Printed Name** |

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Athletics Scheduling Field Usage permitting process and agree that all information contained in this application is true and correct to my knowledge.

All documents received by the Athletics Scheduling Office are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.