CITY OF KENMORE
Request for Refund
Moorlands Park Athletic Field

This form must be submitted within two weeks of the closure date. Please submit a separate form for each calendar week.

APPLICANT INFORMATION

Name of Organization, Entity or User Group: _____

Date Submitted: _____

ATHLETIC FIELD CLOSURE INFORMATION

Fill in table below with information on each closure that a refund is being requested for.

Reservation Date(s) and Time(s):

✓	Day of Week	Closure Date:	Field Closed By: *("City" or "User")*	Reason for Closure:	Total Hours of Missed Field Time:
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Grand Total Hours of Missed Field Time:

Number of Hours of Missed Field Time: _____ x Hourly Rate $_____ = $_____ (Total Fee to be Refunded)

SIGNATURES AND APPROVAL

To request a field use fee refund, the applicant must sign below before the request can be processed.
As the agent for the organization requesting the refund, I have read and understand the regulations on this form.

Today's Date: _____

Applicant Name: _____

Applicant Signature: _____

CITY USE ONLY

Date Form Received: _____ Received Within Two Weeks: ☐ Yes ☐ No

Field Closures Confirmed: ☐ Yes ☐ No Refund Calculations Correct: ☐ Yes ☐ No

If no, list correct refund: _____

Confirmed By (Name and Date): _____

Refund Processed: _____ Check Number: _____

Approved By:

Name: _____ Title: _____

Signature: _____ Date: _____

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When the City Manager or designee decides to close the Field due to weather or other issues, paid reservations for the day(s) of closure will be fully refunded to the user(s) upon written request. Such request shall be made in writing to the City Manager or designee within two weeks of the closure.

To request a refund due to a field closure, this form must be completed, signed, submitted and approved by the City. Please print, read and complete this form and return via email to: nsawyer@kenmorewa.gov or via mail to: City of Kenmore, Attn: Athletic Field Scheduler, 18120 68th Ave NE, Kenmore, WA 98028.

This form must be received within two weeks of the closure date. Please submit a separate form for each calendar week (Mon-Sun). The City will collect and consolidate all request for refunds throughout the field use period (either January 1 through June 30 or July 1 through December 31). A check for the total amount to be refunded will be issued after completion of the field use period.

Athletic Field Closures

The City may close the Athletic Field due to inclement weather, poor playing conditions that may cause hazardous conditions for the public, excessive repair work to bring the Field back to playable condition, or "resting" of the Field from frequent use, as determined by the City Manager or designee. The City Manager or designee will post "Field Closed" signs for all closures.

At the beginning of each season, the City Manager or designee will establish a field closure notification procedure. After the opening of the Athletic Field for a season, the league's or organization's designee (umpire, referee, or coach) shall be responsible for determining whether the Field must be closed for use or play. The City will not provide a daily presence at the Field and will rely on the user to determine playability and safe playing conditions (weather-related or otherwise). If the City or a user cancels Field use due to unsafe playing conditions, the user may request a credit or refund for missed time. This request shall be made in writing to the City Manager or designee within two weeks of closure.

The user shall be responsible for advising coaches and participants that the Athletic Field is unplayable, not only during periods of inclement weather, but also when the Field is in poor or hazardous playing condition, or when play may cause damage that would require excessive repair work to bring the Field back into playable condition.

Any user or participant who plays on the Field when it has been officially closed may forfeit current reserved Field time as well as future consideration for Field use.