



**CITY OF KENMORE**  
**Application and Contract for Use**  
**Moorlands Park Athletic Field**

The City of Kenmore ("City") is responsible for scheduling reservations for use of the Athletic Field ("Field") at Moorlands Park. Use of the Field is subject to all applicable laws, rules, and regulations, including "Moorlands Park Athletic Field Rules and Regulations" and City of Kenmore Municipal Code. The Field is primarily intended to serve youth ages 12 and under.

To schedule use of the Field, this form must be completed, signed, submitted and approved by the City. Please print, read and complete all pages of the application and return via email to: [nsawyer@kenmorewa.gov](mailto:nsawyer@kenmorewa.gov) or via mail to: City of Kenmore, Attn: Athletic Field Scheduler, 18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028.

Once permission is granted, an approved copy of the Application and Contract for Use will be issued via email as a confirmation. During scheduled usage of the Field, users shall have this document in their possession at the field.

**APPLICANT INFORMATION**

Name of Organization, Entity or User Group: \_\_\_\_\_

Name of Primary Contact ("Applicant"): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email Address for all Correspondence: \_\_\_\_\_

**ATHLETIC FIELD RESERVATION INFORMATION**

Application for the period of: (choose one):

☐ January 1 through June 30 (application may be submitted October 1 through October 31)

☐ July 1 through December 31 (application may be submitted April 1 through April 30)

Type of Use: \_\_\_\_\_ Number of Teams: \_\_\_\_\_

Number of Practices: \_\_\_\_\_ Number of Games: \_\_\_\_\_

Number of City of Kenmore Residents: \_\_\_\_\_

Summary of Reservation Date(s) and Time(s) (*please provide detailed date information on next page*):

✓	Day of Week	Reservation Start Time:	Reservation End Time:	Total Hours Per Day:	Number of Days in Use Period:	Total Hours of Use:
	Mondays					
	Tuesdays					
	Wednesdays					
	Thursdays					
	Fridays					
	Saturdays					
	Sundays					

**\*\*Field Use Times:**

- Saturday and Sunday: 9 am to dusk or 9 pm, whichever is earlier.
- Monday through Friday:
  - When Moorlands Elementary is in session: 5 pm to dusk or 9 pm, whichever is earlier.
  - When Moorlands Elementary is not in session: 9am to dusk or 9pm, whichever is earlier.

**Grand Total Hours of Use:**



Date of First Use: \_\_\_\_\_ Date of Last Use: \_\_\_\_\_

[illegible]



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**FEES**

2019 Moorlands Park Athletic Field Rate: \$22/hour.

Athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants.

Total Number of Hours of Use: \_\_\_\_\_ x \$22/hour = \_\_\_\_\_ (Total Fee)

*If requesting a reduced rate, please submit the "Moorlands Park Athletic Field Fee Waiver Request" form with application.*

Fee Waiver Request Submitted: ☐ Yes ☐ No

If Yes, list new Total Fee after reduction: \_\_\_\_\_

**Do not send payment with your application, an invoice will be sent after use of field is approved. Payment must be received prior to first field use.**

**CITY USE ONLY**

Fee Calculations Correct: ☐ Yes ☐ No

If no, list correct fee: \_\_\_\_\_

User in good financial standing: ☐ Yes ☐ No

Payment Received: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

The following two insurance forms must be submitted to the City **no less than two full weeks prior to Athletic Field use**:

- A Certificate of Insurance evidencing Commercial General Liability Insurance with limits of no less than \$1,000,000 per occurrence. The City must be named as an additional insured.
- An Additional Insurance endorsement using ISO Additional Insured-Managers or Lessors of Premises Form CG20 11 or an endorsement providing at least as broad coverage naming the City of Kenmore as "additional insured".

Failure to provide acceptable insurance coverage will result in the denial of an Athletic Field request and forfeiture of any scheduled Field use.

**CITY USE ONLY**

Certificate of Insurance Received (Date & Signature): \_\_\_\_\_

Additional Insurance Endorsement (Date & Signature): \_\_\_\_\_

**AGREEMENT AND SIGNATURES**

**For use of the Field, the applicant must sign below before the application can be processed.**

As the agent for the organization requesting use of the Field, I have read and understand the regulations on this form as well as the document titled "Moorlands Park Athletic Field Rules and Regulations".

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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



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**CITY USE ONLY**

Date Application Received: \_\_\_\_\_

Application Complete: ☐ Yes ☐ No

If no, list missing information: \_\_\_\_\_

**ATHLETIC FIELD USAGE APPROVAL**

**CITY USE ONLY**

Date Application Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Athletic Field Rules:**

The following rules apply to the Park and Athletic Field. If a rule prohibits or requires an action, violation of the rule shall be punished as an infraction pursuant to Article V of KMC Chapter 9.40:

- The City is responsible for the scheduling and maintenance of the Athletic Field. The City reserves the right to limit the use of and play on the Field throughout the year.
- Violation of the General Rules or Athletic Field Rules may result in forfeiture of Athletic Field use or payment of additional fees.
- Organized teams or leagues may not use the Athletic Field unless they reserve the Field in writing and in advance.
- Unscheduled or incidental use may occur at the Athletic Field as long as such use does not interfere with scheduled uses or take place during Moorlands Elementary School hours, Field maintenance or Field closure.
- Athletic Field users shall be responsible for City expenses to correct, clean, repair or replace any City facility or property that is damaged in connection with the user's activity or event.
- Pets are prohibited on the Athletic Field.
- Tobacco products are prohibited on or around Athletic Field.
- Trash must not be left on the Athletic Field following Field use. The renter or user of the Field is responsible for disposing of trash in trash receptacles.
- The intentional throwing, hitting or kicking of balls into or over the fences, backstops or buildings is prohibited.
- Sales of concessions without a separate City special events permit are prohibited on or around the Athletic Field.
- Solicitation of any kind and distribution of handbills and signs is prohibited.
- The hitting of a baseball or softball on the Athletic Field or anywhere else in the Park by a person over the age of 12 is prohibited. Provided that parents or coaches may hit a ball when assisting youth in practice.
- Gum, candy and sunflower seeds on the Athletic Field or in the dugouts are prohibited.
- Signs, posters and notices cannot be displayed without prior written permission from the City Manager or designee.
- Users must treat all players, spectators, City and School District employees, and all other citizens, with respect and courtesy.
- Users shall not dig ditches or apply foreign materials to the Athletic Field in an attempt to "dry" it out.
- The Athletic Field and its facilities shall not be modified, except as allowed by the City Manager or designee.
- The Athletic Field shall not be damaged in any way.
- Users, as well as tournament and sports camp directors, must ensure that the Athletic Field and its facilities are clean after each use, including respective dugouts, field(s) and surrounding areas.