



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: mcolburn@kenmorewa.gov or via mail to: City of Kenmore, Attn: Athletic Field Scheduler, 18120 68th 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):*

<input checked="" type="checkbox"/>	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:



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FEES

Current Moorlands Park Athletic Field Rental Fee: \$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.

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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.