



Lacey Parks & Recreation Facility Use Application

for Community Activities and Special Events

420 College St. SE Lacey, WA 98503

360.491.0857 Fax 360.438.2669 laceyparks@ci.lacey.wa.us

AGREEMENT: The City of Lacey parks and facilities may be reserved for public use when properly scheduled through the appropriate agency. Due to extremely heavy public use, regulations have been established to maximize use. No group will be refused use of the facilities if the planned program is of community-wide interest, conditions permit the usage, the time and/or space is available, conflicts (beyond normal park usage) with adjacent properties are not created, and insurance requirements are met. Lacey Parks and Recreation Facilities belong to the citizens of the City of Lacey and are available for their use and enjoyment, and are also available to non-residents. Facilities will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs. A group/organization's request for multiple dates for activities/events in a calendar year will be considered, but will not be allowed to monopolize the time available for reserved use.

Community events sponsored by an individual(s) not affiliated with a recognized service club, non-profit organization or agency will be required to complete a city background check.

PROPOSAL (attach additional information if necessary)

Specific Location(s) _____

Date(s): 1st Choice _____ 2nd Choice _____

Hours of Use: _____ Total Hours _____

Sponsoring Organization/Association: _____

Contact Person: _____ email: _____

Phone: (H) _____ (W) _____

Mailing Address: _____
(Street) (City) (Zip)

Chairperson _____ Phone: (H) _____ (W) _____
(Non-profit organization)

Email: _____

Is this organization certified as a non-profit, tax exempt under section 501 (c) (3) of the Internal Revenue Code? () Yes () No. Please attach copy of certification.

1. What is the goal of the organization in utilizing the facility?

2. Will admission to the event be sold on site, off site, both?

3. How will proceeds be used? Be as specific as possible.

4. Describe the activities that will take place.

- 5 A. Is this a new proposal? If “No”, please explain.

B. Is the Activity/Event being done somewhere else in the immediate area (Lacey, Olympia, Tumwater)?

6. How will the activity/event benefit the community?

7. How often is the activity/event proposed to take place?

8. How many people are expected to participate? How will people be advised of the activity/use?

9. Will participation in the activity be open to everyone without discrimination based on race, religion, sex, physical handicap, or membership?

Yes

No

If “No”, please describe.

10. What other sites have been considered and why were they rejected?

11. What are your anticipated sources of revenue?

Sponsorship	\$ _____	Each
Vendor	\$ _____	Each
Concession	\$ _____	Each
Admission	\$ _____	Children
	\$ _____	Adult
	\$ _____	Family
Other	\$ _____	
Total	\$ _____	

12. Hold Harmless and Indemnification Agreement

We agree to indemnify and hold harmless the City of Lacey from and against all losses, claims, demands, suits, actions, payments and judgments arising from personal injury or otherwise brought or recovered against the City of Lacey by reason of any acts, errors or omissions of the organization, its agents or employees, or anyone directly or indirectly employed by them and any and all expense, legal or otherwise, incurred by the City of Lacey in defense of any such claim. We further agree to take every precaution to protect the safety and welfare of every child assisting with or participating in the activity/event.

Signature of Authorized Representative

Date