

# 2017 ATHLETIC FIELD RENTAL GUIDE



*Regional Athletic Complex (RAC)*

*City of Lacey Sports Fields*

*North Thurston Public Schools Sports Fields*



*Pictured: The Regional Athletic Complex (RAC)*

\*This packet is only for sports use. If you would like to rent a field or park for a non-sports special event, please contact our office for a special event Facility Use Application form. Thanks!

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## 2017 ATHLETIC FIELD RENTAL GUIDE



# Getting Started



**1. Review** the guidelines and information in this packet about fees, insurance requirements, and field availability.

**2. Complete** the forms on the last four pages of this packet.

**3. Return** completed forms to Lacey Parks & Recreation.

Our staff will contact you to confirm dates and create a contract and/or request further info. If we can't fulfill your initial request we may offer suggestions for alternative locations/times.

**4. Submit** proof of insurance and payment after our staff has contacted you to confirm your dates.

## Questions?

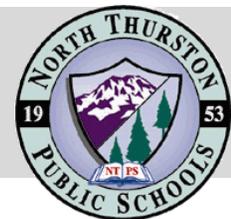
### Regional Athletic Complex (RAC) contact:

Sue Falash, Facilities & Athletics Manager,  
360-438-2694  
sfalash@ci.lacey.wa.us



### Other City of Lacey Parks and School Fields

Sue Falash, Facilities & Athletics Manager,  
360-438-2694  
sfalash@ci.lacey.wa.us



City of Lacey  
Parks and Recreation Department  
420 College St SE  
Lacey, WA 98503

LACEY  
PARKS  
& RECREATION

# Introduction

The City of Lacey manages the athletic field scheduling for the City of Lacey and the North Thurston Public Schools facilities in order to assure equitable distribution and achieve maximum use of facilities by the public, and when necessary, protect fields from overuse.

The following guidelines are intended to assist the user when making facility reservations and to guide City staff in resolving conflicts that arise with scheduling fields. However, City staff may deviate from these guidelines as determined necessary and appropriate.

 **Exception:** We cannot schedule NTPS South Sound Stadium or NTPS High School Varsity Baseball Fields. Contact NTPS directly at 360-412-4416 for info.

## ***Who Can Reserve Fields?***

- Sports Associations and Leagues
- Non-Profit Organizations
- Businesses
- Organizations

## ***Who Can Drop-In & Use An Empty Field Without a Reservation?***

- Neighbors, friends, & family for casual activity that is not affiliated with any league or organized team play.
- “Pick-up” games that are casually organized, free, and not affiliated with any organization that collects payment or charges fees.

 **Exception:** No “drop-in” use at the Regional Athletic Complex

Drop-in use on unreserved fields is not intended for practices or games for teams in an organized association or league. Team games and practices should only be scheduled on fields reserved by a league or association.

During the peak sports season, unreserved time is generally limited to Sundays or daytime park hours during the week. Drop in groups may not use fields that are signed as “closed” and may not conduct activities in a manner that damages the field surface.

# Priority of Scheduling

When conflicting requests are made for the same facility, we use the following priority guidelines:

1. City of Lacey/NTPS Programs or co-sponsored programs.
  - Local Public League/Non-Profit Organizations
  - Fulfills a local community recreational need.
  - Organized by a registered non-profit association
  - Advertised as open to the general public
2. Private League/Non-Profit Organization
  - Fulfills a community recreational need.
  - Cost recovery is fee based.
  - Organized by a registered non-profit organization.
  - Open mainly to members of a specific organization
3. Private Group Event & Others
  - A onetime, non-profit event for members of a specific organization or group (e.g. company tournament).
  - Individual teams or user groups that do not meet the descriptions of prior categories.

## ***Additional factors may be taken into consideration:***

- ✓ Benefit to the citizens of Lacey
- ✓ Type of event (National, Regional, State or Local)
- ✓ Past field use history and dates of events
- ✓ Seasonal activities versus non-seasonal activities
- ✓ Impact of use on surrounding neighborhood
- ✓ Scheduled games versus practices
- ✓ Diversity of recreational opportunities

 *Field use may be restricted, denied or cancelled if an organization is not in good standing (i.e., excessive cancellations, damage, late payments, etc...)*

# 2017 Athletic Field Rental Fees

## City Parks (except RAC) & North Thurston Public School Facilities

Does not apply to South Sound Stadium or NTPS HS Varsity Baseball

### For Local League Play

Hourly with two hour minimum	Youth Fee	Adult Fee
*Soccer, Football or Rugby Field	\$7.85	\$10.90
Neighborhood Park Soccer/Football Field	\$6.35	\$8.00
High School Softball/Baseball Fields	\$5.90	\$8.25
Middle School Softball/Baseball Fields	\$4.85	\$6.65
City Baseball Fields, 80' or 90'	\$5.90	\$8.50
City Softball Fields	\$4.85	\$6.65
Elementary School Softball/Baseball	\$2.95	\$3.45
Mini-Game Areas , Grass	\$4.35	\$5.90

**Sanicans** (Included in field fees.)

### Non-Profit Tournaments, Camps, or Clinic Events

Hourly with two hour minimum	Youth Fee	Adult Fee
City Fields	\$16.00	\$16.00
School District Fields	\$16.00	\$16.00

### Commercial or Fundraising

All Fields	200% of Non-profit fees
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### On Site Sales. Auctions, or Vending

Allowed only with prior written consent from Lacey Parks and Recreation	\$25/day
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\*Multiple small-sided games or practices on a single field = individual mini-game area fees.

## RAC - Regional Athletic Complex



### League & Tournament

Hourly with two hour minimum	Youth/Adult Fee	Tournament
Baseball/Softball Hybrid	\$32.25 w/lights	\$27.00 w/lights
Baseball	\$32.25 w/lights	\$27.00 w/lights
Soccer/Football – Turf	\$32.25 w/o lights	\$27.00 w/o lights
Soccer/Football – Synthetic (Sept. – April)	\$70.00 w/lights	Hourly rate
Soccer/Football – Synthetic (May – Aug.)	\$70.00 w/lights	Hourly rate
Soccer/Football – Synthetic (May – Aug.)	\$48.50 w/o lights	Hourly rate

**Commercial & Fundraising Events** will be 200% of non-profit fees

# Additional Charges

School and City Fields (other than the RAC) are rented in an “as is” basis. “As is” means the user group may need to supply their own equipment (bases, goals, etc...) and is responsible for field lining. If a user group is holding a tournament or special event that requires additional LPRD services, the user group may be charged for the additional costs.

## **Sanicans**

- The City will place sanicans at rented fields that do not have a public restroom.
- The sanican fee is now incorporated in the field fees and not an additional charge.

## **Damages**

- The user group is responsible for any and all damage to the City’s premises, equipment, and property. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
- The user group may be held responsible for all actions, behavior, and damages caused by the user group’s members, participants, and guests/attendees.
- If, after an activity, additional maintenance is required (in excess of normal cleaning services/time); the user group will be charged accordingly.
- The City has the right to revoke any permit(s) issued due to a group causing damage to the field by misuse or inappropriate behavior or activities.

# Insurance Requirements

To rent and use NTPS or City of Lacey Fields, your organization must have comprehensive general liability insurance coverage:

- Obtaining the insurance is the field users' responsibility.
- No substitute will be accepted; this requirement cannot be waived.
- The certificate(s) of insurance naming the field owner must be submitted to City of Lacey prior to any use of the fields.

User groups may contact any insurance company of their choice, provided these minimum requirements are met:

- 1) Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII
- 2) A minimum limit of \$1,000,000 for bodily injury and property damage per occurrence.
- 3) The insurance must name the field owner, their officers, and employees as an additional insured party against any and all liability arising or resulting from your usage or said premises. Field owner is either "City of Lacey", if you are renting a field at a city park, or "North Thurston Public Schools" if you are renting a school field. If you are renting a field at both, you must provide a separate certificate for each field owner.
- 4) Certificate of Insurance naming field owner as additional insured must read, exactly:

City of Lacey	420 College St SE Lacey, WA 98503	If you are renting a field at a Lacey park
North Thurston Public Schools	305 College St NE Lacey, WA 98516	If you are renting a school field
A separate certificate naming each		If you are renting both City and School fields.



Please note that the wording must be exactly as listed above; do not have certificates made out to "Lacey Parks and Recreation" or "NT Schools".  
Thanks!

- 5) The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the User's insurance and shall not contribute with it.

## INSURANCE QUESTIONS?

We recommend that you talk to an insurance agency for qualified advice on the requirements listed above.

# Deposits, Payments, Cancellations

## **Field Rental Payments – Local League Play**

- 50% of the contract amount is due at least one week prior to date of first use.
- Remaining payment is due when invoiced at end of each month during your contract.
- Under some circumstances (prior late payments, one-time use, new user group, etc.) full payment may be due and payable in advance.

## **Tournament Deposits & Tournament Cancellations**

Individuals or groups reserving an athletic facility for a tournament/special event will be required to pay \$350 deposit. This deposit will hold the requesting facility for the approved date(s). The rental group will have thirty (30) days to pay the deposit.

If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental dates.

The deposit will be applied towards the final field rental fee for all tournament or special events. If a rental is cancelled, an additional rental deposit is required to hold future rental dates.

Tournament/Special Event cancellations made after Feb 1, 2016 will result in forfeiture of field rental deposit. If time is booked by another group, full refund may be given.

## **Cancellations / Refunds for School & City Fields**

- Written cancellation rcvd' from user group 3 months in advance = 100% refund
- Written cancellation from user group rcvd' two weeks in advance = 50%
- Cancellation notices made less than two weeks in advance = 0 refund
- League rainouts = 0 refund (Fees are kept low to allow for weather cancellations)
- Fields closed or cancelled by LPRD = 100% refund



Exception: No refund will be given if LPRD cancels due to violation of guidelines by the user group.

## **Cancellations / Refunds for Regional Athletic Complex**



### 100% Refund:

A schedule change that is received in writing at least seven (7) days in advance.

League discontinued: if written notice is received 90 days prior to league start date.

### 50% Refund

If written notice is given less than 90 days prior to league start date.

### 0% Refund

Cancellation less than 2 weeks prior to the league's start date.

## **Field Closures**

The City of Lacey Parks & Recreation Department reserves the right to close fields and cancel any rental at any time.

# Selling, Vending, and Fund Raising

Selling products or food, auctions, or any other fund-raising activity at fields and parks is restricted and requires **prior written approval** from the City of Lacey Parks and Recreation Director.

## Requests

1. Requests for permission from LPRD to sell products or food must be made at least (4) weeks in advance of your field use.
2. Food concessions may also require a permit from Thurston County Health Department. View information on permits and exemptions at [www.co.thurston.wa.us/health](http://www.co.thurston.wa.us/health)
3. Concessions that are exempt from food permits still require permission from LPRD to operate.
4. Commercial vendors will not be allowed at parks.
5. Vending fee of \$25/day will be applied.

To request permission, write a short description of the items you intend to sell or other fundraising activity you have planned. Also include information regarding set up of tables, tents, or other equipment. Submit this at least 4 weeks in advance to:

Director,  
Lacey Parks & Recreation Dept.  
420 College St SE  
Lacey, WA 98503

LPRD reserves the right to deny, restrict, or charge a vending fee for concession sales.

# Special Facility Rules and Regulations

The Rules and Regulations are in place to preserve the integrity of the facilities and in the best interest of all users. Each athletic facility requires special consideration to remain in the best possible condition. Please review rules and regulations for each of following athletic facilities:

## Regional Athletic Complex

Please ensure and avoid damage to the synthetic turf. The following items and/or uses are strictly prohibited on the synthetic fields:

All tobacco products	Flammable liquids	Metal Cleats
Animals	Food and Drink	Metal Stakes
Any sharp object	Glass objects	Smoking
Chairs/Spectators	Golf	Sunflower seeds
Fireworks	Gum or Candy	



- ➡ Metal cleats are **NOT** allowed on the synthetic soccer field or softball/baseball fields.
- ➡ Animals are **NOT** allowed inside the RAC soft/baseball complex.
- ➡ All field maintenance prep will be done by RAC maintenance staff.

## North Thurston Public Schools

1. Tobacco is prohibited on school fields and property.
2. School activities have priority at all times; user groups may not disrupt school activities.
3. Information for students and parents distributed through schools must be cleared first through the NTPS Administration Office.
4. On school days, elementary school fields open at 3:30pm. Middle & High School fields open at 5:00pm; however after 5:00pm, school activities have priority.

# Special Facility Rules and Regulations *continued*

## North Thurston Public Schools & City of Lacey (non-RAC)

### Field Conditions, Preparation Improvements & Maintenance

1. User groups are responsible for removing all litter from the field following their use. Trash is to be placed in an appropriate waste receptacle. If no waste receptacle is on site, or if the receptacle is full or overflowing, the user groups are responsible for packing out the excess trash.
2. Fields are rented on an “as is” basis.
3. Users are responsible for determining field safety. It is up to the user group to inspect each field for safety and to determine if the field is in an appropriate condition for practice or games.
4. “Rainouts” are determined by each user group at all fields and it is the responsibility of the user group to notify their participants.
5. Users are responsible for providing their own equipment and for chalking and lining. and litter removal
6. City and School maintenance staff will do “pre-season” work on the ballfields (base pegs set, drag and shape infield, herbicide applications, etc.), but that work will not be completed until April 1 (or later, if weather delays).
7. Prior approval from LPRD or NTPS is needed to drive a vehicle on a field for prep.
8. Prior written approval is needed from LPRD or NTPS to make field improvements. (e.g. build mounds, add sand, apply herbicides etc...)
9. Parking is allowed in designated lots only; no parking on field or surrounding walkways.
10. No commercial banners or signs may be displayed on City or School property without prior written approval from LPRD or NTPS.

# Special Guidelines for Tournaments

1. Sponsoring group must turn in a **Tournament Check List** at least 4 days before scheduled event.
2. The sponsoring group must turn in a **Tournament Game Matrix** showing dates, times, and fields to be used no later than 12noon Wednesday before your scheduled event.
3. Schedules may be faxed to (360) 438-2669, emailed to [sfalash@ci.lacey.wa.us](mailto:sfalash@ci.lacey.wa.us) or delivered in person to City of Lacey, 420 College St SE, Lacey WA 98503. Schedules received past the 12:00 (noon) deadline may be assessed a \$50.00 per day late fee.
4. The Parks Department must approve tournament schedules prior to the start of the event.
5. Tournaments/Special Events will be held on Saturdays and Sundays only. If other days are required, you must have prior approval from the Parks Department.
6. Tournament game times are not to begin before 9:00 a.m. or after 9:45 p.m. must have Parks Dept. approval for 8:00 am start times (May-early August).
7. Sponsoring group will be directly responsible for entry fees, invitations, and all public relations in regards to tournament/special event information.
8. Sponsoring group will provide to the Parks Department news releases, flyers, layout of equipment, and results of tournament/special events.
9. Sponsoring group must provide proper supervision throughout scheduled event (i.e. a person designated as "Tournament Director" at the park facility at all times).

# General Guidelines

City of Lacey & NTPS Athletic Fields requires special consideration to maintain them in the best possible condition. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. Failure to comply with these rules and regulations may jeopardize your group's future use of City of Lacey & NTPS Athletic Fields

- ❑ The City of Lacey reserves the right to immediately terminate the use of fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.
- ❑ Questions regarding use of field/park while event is in progress should be directed to the Parks Department staff as soon as possible.
- ❑ League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field usage.
- ❑ Users, its members, guests and invitees will show respect and sportsmanship towards staff, officials, opposing team(s) and spectators.
- ❑ The Parks Department prior to start of event must approve admission fees, requests for donations. The Parks Department reserves the right to assess a percent of proceeds.
- ❑ Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from Parks Department.
- ❑ User groups requiring special services and/or supervision, will be assessed an additional fee. Only facilities identified in the contract may be used.
- ❑ The City of Lacey reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to field user.
- ❑ The Parks Department reserves the right to require additional insurance and/or additional fees depending on type of activity planned.
- ❑ The RAC maintenance staff will complete all field maintenance. User groups will not be allowed to rake, or line any part of athletic fields.
- ❑ User groups will responsible to make decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions. The Parks Department will have the final decision.
- ❑ Failure to refrain from organized play or practice on a closed field may result in the loss of future field use privileges.

- User groups must vacate fields and dugouts upon the conclusion of their scheduled rental time. Fields may be reserved for further use by other rental groups immediately following. Please use your best judgment and courtesy when entering and exiting the fields.
- User groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging city property will be held responsible for the cost of repair, replacement, or clean up.
- Possession or consumption of alcoholic beverages on City of Lacey or NTPS grounds is prohibited.
- Smoking or the use of any kind of tobacco product shall be prohibited on or near all City of Lacey athletic fields while youth games or practices are in session. (All tobacco products prohibited in all synthetic surface areas at all times at the Regional Athletic Complex and NTPS athletic fields).
- Users groups must have prior approval for any signs, banners, etc. from the Parks Department. City of Lacey will not allow nailing or stapling of schedules, banners, posters, etc. to any part of facility. User groups may use tape, string, rope, or other approved items. Items must be removed at the conclusion of event.
- User groups may not store items on City of Lacey or NTPS property during or after your event, unless approved by the Parks Department. Any unauthorized items may be assessed a storage fee. The City of Lacey and NTPS are not responsible for lost or stolen property.
- Park in designated parking stalls or areas only. All vehicles improperly parked at athletic facilities are subject to tow away at owner's expense.
- Other users during your scheduled event may share event parking.
- Overnight parking or camping is prohibited without prior City of Lacey approval.
- City of Lacey not responsible for loss, theft or damage to vehicles.
- User groups may not "sub-lease" their approved dates without approval from the Parks Department.
- Animals must be on a leash at all times. Exception: Animals are prohibited at the Regional Athletic Baseball Complex, with the exception of working service animals.
- Participants, children and spectators must be under supervision of user group's representative throughout the entire scheduled event.
- No hitting into fences with baseballs or softballs.
- Climbing on fences prohibited.
- Standing on dugout benches prohibited.
- Additional rules and regulations may be required for a specific athletic facility.

## 2017 NTPS FIELD/SCHOOL ADDRESSES

Exception: LPRD does not allocate or reserve us of South Sound Stadium or High School Varsity Baseball Fields

School Facility	Address	Football	Soccer	Sm soccer	Softball	Baseball	Track	All weather
Aspire Middle School	5900 54 <sup>th</sup> Ave SE			<b>1</b>				
Chambers Prairie	6501 Virginia St SE		<b>1</b>					
Chinook Middle School	4301 6 <sup>th</sup> Ave NE	<b>1</b>	<b>1</b>		<b>3</b>			
Evergreen Forest Elem.	3025 Marvin Road SE				<b>2</b>			
Horizons Elementary	4601 67 <sup>th</sup> Ave SE		<b>1</b>		<b>2</b>			<b>1</b>
Komachin Middle School	3650 College St SE	<b>1</b>			<b>3</b>		<b>1</b>	
Lacey Elementary	1800 Homann Dr SE				<b>4</b>			<b>1</b>
Lakes Elementary	6211 Mullen Road SE			<b>1</b>	<b>4</b>			<b>1</b>
Lydia Hawk Elementary	7600 5 <sup>th</sup> Street SE				<b>3</b>			
Nisqually Middle School	8100 Steilacoom Road	<b>1</b>	<b>1</b>		<b>3</b>			
N.Thurston High School	600 Sleater-Kinney Rd		<b>2</b>		<b>2</b>	<b>2</b>		
Meadows Elementary	836 Deerbrush Dr SE				<b>2</b>			
Mt. View Elementary	1900 College St SE		<b>1</b>		<b>3</b>			
Olympic View Elem.	1330 Horne Ave. NE				<b>2</b>			
Pleasant Glade Elem.	1920 Abernethy Rd NE			<b>1</b>	<b>2</b>			
River Ridge High School	350 River Ridge Dr SE	<b>1</b>	<b>1</b>		<b>3</b>	<b>2</b>	<b>1</b>	
Salish Middle School	8605 Campus Glen Dr NE							
Seven Oaks Elementary	1800 Seven Oaks Dr SE			<b>1</b>	<b>2</b>			
South Bay Elementary	3845 Sleater-Kinney Rd				<b>2</b>			
Timberline High School	6120 Mullen Rd SE	<b>1</b>	<b>1</b>		<b>2</b>	<b>1</b>		
Woodland Elementary	4630 Carpenter Rd SE			<b>1</b>	<b>2</b>			

## 2017 City Sports Fields Addresses

City Facility	Addressees	Shelters	Restrooms	Playground	Soccer	Mod Soccer	Softball	Baseball	Tennis	Volleyball
Avonlea Park	4101 Ingleside Dr SE			<b>1</b>		<b>1*</b>				
Brooks Park	1313 College St SE					<b>1*</b>				
Bush (William A.) Park	4400 Chardonnay Dr SE	<b>1</b>		<b>1</b>		<b>2*</b>				
Homann Park	1301 Carpenter Rd			<b>1</b>	<b>1*</b>					
Horizon Pointe Park	5700 Balustrade Blvd			<b>1</b>	<b>1*</b>					
Lakepointe Park	6400 Compton Blvd SE				<b>1</b>		<b>1</b>		<b>1</b>	
Meridian Park	8855 Campus Glen NE		<b>1</b>	<b>1</b>	<b>1*</b>					
Rainier Vista Park	5475 45 <sup>th</sup> Ave SE	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>		<b>2</b>	<b>1</b>	<b>4</b>	<b>1</b>
Regional Athletic Complex	8345 Steilacoom Rd SE	<b>4</b>	<b>3</b>	<b>3</b>	<b>6</b>		<b>4</b>	<b>1</b>		
Thornbury Park	5500 Thornbury Dr SE					<b>2*</b>				
Wonderwood Park	5304 32 <sup>nd</sup> Ave SE	<b>1</b>	<b>1</b>	<b>1</b>	<b>1*</b>		<b>2</b>		<b>1</b>	

\*soccer fields w/o goals

### Hours /Dates of Operation

- Grass fields may be reserved March 1 through October 31. (RAC fields will open mid-March depending on weather)
- Synthetic turf fields and sand fields may be rented year-round.
- All user groups must honor “field closed” signs throughout the year.
- On school days, elementary school fields open at 3:30pm – dusk.
- Middle & High School fields open at 5:00pm – dusk.
- Parks without lights are open 8am – dusk.
- Regional Athletic Complex Lighted Fields hours are:



8:00am -11:00pm Mon.-Thurs.  
8:00am -12midnight Fri.-Sun.

# Non-Discrimination Policy

The City of Lacey does not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletic programs or sports facilities.

## Definitions

Community Athletic Programs – Any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the City of Lacey.

Sports Facilities – Any property owned, operated or administered by the City for the purposes of training for and engaging in athletic activity and competition.

## Procedures

Community Athletic Programs administered by the City's Parks and Recreation Department will be operated in a manner that promotes equal opportunities for females and males.

The City Parks and Recreation Department will allocate and schedule Sports Facilities in a manner that provides equal access to all Community Athletic Programs.

The City will not issue a lease or permit for use of any Sports Facility to a third party that discriminates against any person on the basis of sex in the operation, conduct or administration of a Community Athletic Program.

This policy is posted on the City website, along with the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy.

This policy, and the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy will be included in all City publications that contain information about athletic programs or facilities operated or administered by the City.

## Reporting

Any citizen who feels she or he has been the victim of discriminatory treatment in violation of this policy should report this concern to any one of the following employees for appropriate investigation:

Jen Burbidge, Parks and Recreation Director, 360-491-0857

Sue Falash, Facility & Athletics Manager, 360-438-2694

Sean Finney, Recreation Supervisor of Physical Activities, 360-413-4388

Employee offices are located at Lacey City Hall, 420 College St SE 98503

[laceyparks@ci.lacey.wa.us](mailto:laceyparks@ci.lacey.wa.us)

# 2017 Field Rental Application

Name of Organization	<input type="text"/>
Age Range of Participants	<input type="text"/>
Estimates of players you scheduled to practice or play on City of Lacey or North Thurston School Fields last year (2014)	Estimated # of teams: <input type="text"/>
	Estimated # of players: <input type="text"/>
	Estimated % of males & females: <input type="text"/>
Non-profit Tax ID # (attach proof)	<input type="text"/>
Business Address	<input type="text"/>
Website	<input type="text"/>
Business Phone	<input type="text"/>
Rainout Number	<input type="text"/>
Field reservations Contact Person	<input type="text"/>
Phone(s)	<input type="text"/>
E-Mail Address	<input type="text"/>
Treasurer or Billing Contact	<input type="text"/>
Phone(s)	<input type="text"/>
E-Mail	<input type="text"/>
Address to send Facility Use Bills	<input type="text"/>

# 2017 Field Rental App page 2

If your group is reserving multiple fields and/or multiple seasons, you can give us a single printed list of requests instead of using this form for each field. Please include specific days, dates & time!

**Name of Organization**

**Name of Park/School**

**Field Number(s)**

**Days & Times Requested**

**Start & End Date of Use**

**What is this use for? Please check one:**

League Games \_\_\_\_\_

League Teams Only Tourney \_\_\_\_\_

League Practice \_\_\_\_\_

Invitational Tourney \_\_\_\_\_

League games & practice \_\_\_\_\_

Other \_\_\_\_\_

**Is this request for an activity exclusively for youth (18 & under)?**

**Will you have youth, 18 & under, participating in your program?**

**Any additional comments, special notes about this request?**

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**Your Name** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

# Head Injury & Sudden Cardiac Arrest Compliance Statement

Per state law, compliance is required for any organization with players under 18 years old. If your organization has youth players, please submit this form with your application. **RCW 28A.600.190 AND ESSB 5083**

TO: North Thurston Public Schools & City of Lacey Parks & Recreation  
RE: Youth Sports-Head Injury and Sudden Cardiac Arrest Policies Compliance Statement

Name of Organization: \_\_\_\_\_, as a private non-profit youth sports organization, verifies all coaches, athletes and their parents/guardians, have complied, and will continue to comply throughout the duration of the facility rental agreement, with all mandated policies and practices for the management of concussions, head injuries and sudden cardiac as prescribed by RCW 28A 600.190 and ESSB 5083.

Specifically we verify that our organization will ensure:

1. That all coaches (paid or volunteer) will be educated in the nature and risk of concussion or head injury and sudden cardiac arrest prior the first practice/ competition.
2. The athletes in our organization and the parent(s)/guardian(s) of those athletes will annually sign and return to our organization an information sheet relating to the nature and risk of concussion or head injury and sudden cardiac arrest..
3. That any athlete showing signs or symptoms of concussion / brain injury will be removed from participation immediately, and not allowed to return to play until they have written clearance from a licensed health care provider trained in the evaluation and management of concussion / brain injury.

I am authorized to sign on behalf of group listed above:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 2017 Agreement Contract

I have applied for field use as a legal representative of \_\_\_\_\_  
I hereby certify, on behalf of my organization, that we understand and agree:

1. To accept the terms and conditions outlined in the 2016 Athletic Field Rental Guide.
2. To abide and enforce all guidelines and regulations listed in the 2016 Athletic Field Rental Guide, and inform our members of the guidelines & regulations.
3. To pay the required fees and deposits as listed in the 2016 Athletic Field Rental Guide.
4. To schedule our organization's activities on the City of Lacey and North Thurston Public School fields on only the hours and dates assigned for our use through the City of Lacey Parks and Recreation Department.
5. To procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises.
6. To defend, indemnify and hold harmless the City of Lacey and the North Thurston Public Schools, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City or the School District.

I agree and understand that permission to use the facilities granted may be revoked or canceled at any time by the City of Lacey or North Thurston Public Schools and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.

I agree and understand that our organization has no right or authority to sublet field space to other organizations or individuals.

I have read and understand all conditions, rules, and regulations specified in the 2016 Athletic Field Rental Guide and in this Agreement Contract. I am authorized to sign on behalf of group listed above.

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CITY APPROVAL \_\_\_\_\_ Date \_\_\_\_\_