City of Spokane Athletic Field reservations must be made no later than 5:00 p.m., three days prior to the reservation date requested.

Reservations may be canceled at no charge when notice is given with seven (7) business days or more. However, if the reservation is canceled less than Seven (7) business days in advance of the scheduled date, the full cost of the rental will be charged. The exceptions to this policy are inclement weather or an “Act of God” which makes the facility unplayable for safety reasons.

No reservation request will be granted or confirmed until all required documents have been provided to the City of Spokane Parks Dept. Required documents may include:

- A Signed Release and Waiver of Liability,
- Insurance Verification,
- Signed Field Use Agreement,
- Signed Head and Concussion Waiver,
- Signed Snow Removal Policy; and,
- Rental Detail Report

The reservation and rental fees must be paid within 24 hours of the request for reservation, or the requested field(s) will be subject to cancellation and release to another party.

Users may request changes to their reservation time up to three (3) days prior to their scheduled reservation. A request for change will result in a Five Dollar ($5.00) change fee, per request.
Agreed and signed this ___ Day of ____________________, 2018.

________________________________________
Signature

________________________________________
Printed Name

Address of Reserving Party:

____________________________________________
____________________________________________

Telephone No.: ______________________________

Date of Requested Field(s) Reservation: __________________________