

**SPOKANE PARKS & RECREATION DEPARTMENT  
ATHLETIC FIELD RENTAL GUIDE  
2014**

## **Introduction**

The City of Spokane Parks & Recreation Department manages the athletic field scheduling for the City of Spokane to assure quality, maintenance, equitable distribution and maximum use by the public, and when necessary, protection of fields from overuse.

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

## **Athletic Fields**

SPRD manages and schedules play at *Dwight Merkel Sports Complex, Franklin Park Softball Complex, and Southeast Sports Complex, with elementary schools belonging to Spokane Public School District and field areas that are typically used for athletic activities.*

## **Facility Contact Information**

### *Field Scheduling and Allocations*

Staci Hazelbaker

509-625-6676

Email: [shazelbaker@spokanecity.org](mailto:shazelbaker@spokanecity.org)

### *Facilities Operations and Questions*

Site Supervisor

509-724-8308

Email: [rwnelson@spokanecity.org](mailto:rwnelson@spokanecity.org)

<http://spokaneparks.org/index.php/Parks/page/890/>

### **WHO NEEDS TO RESERVE FIELDS?**

Sports Associations

Non-Profit Organizations

Businesses

## **HOW ARE ATHLETIC FIELDS ALLOCATED?**

Groups requesting rental of athletic fields for games or practices must complete an [Athletic Field Use Application](#). All USER GROUPS must meet all application requirements as outlined within this document.

An annual Athletic Field Allocation Application is due by the 1<sup>st</sup> week of October.

The Park Board has authorized SPRD staff to use Park Board Policies to be the *final authority* with sole discretion to *assign and schedule fields*; *approve or deny* specific requests and to *reassign fields* due to extenuating circumstances.

SPRD will do its best to assign fields to USER GROUPS in order to offer the *broadest opportunity for participation to City of Spokane residents.*

## Field Allocation Priorities

In general, tournament or league games will take priority over practices. National, State or Regional Tournament applications will be processed prior to league and practice requests. Past historical performance of the USER GROUP will go into the decision about new allocations (i.e. no outstanding bills...)

### 1. Guidelines:

- a. SPRD has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
- b. SPRD will set up meetings in which user groups who have conflicting bookings will meet to resolve issues amongst themselves with SPRD having final authority to resolve disputes

### 2. Field Allocation Priorities:

- a. Tournaments-If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.
  1. Department sponsored programs
  2. National sanctioned tournaments
  3. Regional sanctioned tournaments
  4. State sanctioned tournaments
  5. Invitational sanctioned tournaments
- b. SPRD Recreational Programs take precedence on Merkel Sports Complex locations. These programs will primarily be general adult and youth recreation sport programs and niche adult or youth recreational sports programs. Niche programs are not currently or historically offered in the community and it is the intention of SPRD to fill these programming voids when applicable.
- c. Spokane Public School programs may supersede other organizations' facility requests on many fields in accordance with established joint facility usage agreement.
- d. Recreational youth athletic programs –no participants get “cut”
- e. Recreational adult athletic programs--no participants get “cut”
- f. Select youth athletic programs—participation is by invitation or through a ‘try-out’ process.
- g. Select adult athletic programs—participation is by invitation or through a ‘try-out’ process
- h. Independent of national affiliate-- sponsored youth or adult athletic programs.
- i. New USER GROUP'S requests or “one-time” requests will be dealt with on an individual basis.

See  
attachment  
for  
definitions

### 3. USER GROUPS must meet requirements as outlined within this document.

### 4. SPRD will allocate the majority of fields to user groups that offer the broadest opportunity for participation to the citizens of Spokane.

### 5. Number of field units assigned to USER GROUPS will be based on:

- a. Priority outline
- b. Number of participants within user groups
- c. Total number of requests received
- d. Field availability.

### 6. Field Scheduling Process

- a. Once the initial field allocation process is completed and groups have been allocated fields per the above priorities all fields are allocated on a first come first serve bases regardless of where a particular group originally was placed on the priority scale
- b. For cancellations or changes due to weather, user groups are responsible to re-request cancelled field space. User groups will be re-allocated field space according to where a particular group was originally placed on the priority scale.

## Application Requirements

1. An example of an Athletic Field Use Application is included in this document. An application fee of \$50 will be charged to the User Group upon submitting the application.
2. Certificate of Insurance with proof of required coverage through duration of the reservation period must be provided at time of application.  
Athletic Field Use Applications or other required documents that are incomplete, not received or received after the deadline will not be considered in the “priority-basis” but will be considered on a first-come first-served basis.
3. All applications must identify one person to contact and a secondary in case of an emergency.
4. Youth user groups must sign and submit the Head Injury Concussion Law form sent out by SPRD.
5. Specific *Tournament requests* must be made through a separate Tournament Facility Use Application. (see additional “tournament requirements”)

## Insurance Requirements

1. USER GROUPS shall secure and maintain, at no expense to the City of Spokane, a comprehensive general liability policy issued by one or more companies authorized to provide insurance in the State of Washington. Under such insurance:
  - a. The City of Spokane shall be identified as an additional named insured;
  - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
2. Field Use Agreements require insurance verification at the time of application submittal. The USER GROUP shall, at the time of application submittal, file with the City of Spokane certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
3. The SPRD reserves the right to require additional insurance and/or additional fees depending on type of activity planned.

## Tentative Timeline for 2014 Field Allocations:

1. SPRD Proposes Next Year’s Fees to Park Board Recreation Committee at first June Recreation Committee Meeting (User groups encouraged to attend).
2. SPRD Proposes/Reviews Next Year’s Fees to Park Board at July Park Board Meeting (User groups encouraged to attend).
3. Park Board Approves Next Year’s Fees at August Park Board Meeting (User Groups encouraged to attend).
4. Field Allocation User Group Meeting September 17, 2013
5. Field Use Applications/Matrices are due by the first week of October.
6. USER GROUPS meet with SPRD to resolve requests where a conflict exists. These meetings will be held within the last week of October and will be organized based on field quadrants (SE, SW, NE, and NW) and Sports Complexes.
7. Initial field allocations will be sent to each USER GROUP by the third week of November.
8. USER GROUPS must return final changes by the third week of November.
9. SPRD may hold an allocation meeting with USER GROUPS to assist in determining final allocation.
10. SPRD will assign FINAL field allocations by issuing a Field Use agreement to each USER GROUP the third week of December.
11. Field Use Agreements must be signed and returned by the end of January.

## Field Scheduling Policies

1. Each USER GROUP will schedule their own games & practices according to the number of field units they have been assigned.
2. USER GROUP schedulers are required to give 7 days notice when requesting any changes for field use. Any change in the schedule requested by the USER GROUP will result in a \$5.00 fee to be charged to the USER GROUP for each change. The exception is in the case of inclement weather conditions.
3. If the change results in a cancelled slot(s) and cannot be filled, the original USER GROUP assigned to the slot will be charged if 7 days notice is not given.

4. All Field allocations will be charged to the USER GROUP, if proper 7 day notice is not given, whether used or not. This means if a group does not use the entire length of their requested booking, they will be charged for the entire length of the original booking, plus any additional time over that original booking that is used.
5. User Groups must release any of their field reservations that they are not planning on using within a 7 day time period of that reservation. There will be a \$25.00 charge if we find a reserved field **NOT** being used by the user group without that 7 day notification. This applies to both Tier I and Tier II Facilities.
6. Field Closure Re-Scheduling/RAINOUTS/Cancellations: Fees will be waived for games/practices that are rained out or cancelled by SPRD in the following cases:
  - a. The USER GROUP contacts the SPRD within TWO working days after a field closure to reschedule a game(s) or practice(s).
  - b. The USER GROUP contacts SPRD and cancels 7 days prior to the allocated time.
7. Trading between USER GROUPS is not allowed.
8. USER GROUPS may not "sub-lease" their approved fields.
9. Grass athletic fields will be available for use, weather permitting, approximately March 1<sup>st</sup> through October 31<sup>st</sup>. Synthetic turf fields may be available year-round depending on the ability of SPRD to ensure adequate field safety and performance of proper turf & facility maintenance.
10. Winter use of fields will be limited to Dwight Merkel's two artificial turf fields.
11. USER GROUPS will be required to supply their own portable restrooms in areas a restroom is not available or pay for the cost of the portable restrooms. Facility restrooms are open full time Memorial Day through Labor Day. If the allocated athletic field is on school property, Spokane Public Schools must be contacted for placement approval **and a lock must be on the portable restroom**. If on City Park property; SPRD must be contacted for placement approval.
12. Elementary Schools with Express Sites will not be scheduled before 6pm on weekdays. **The 2014 sites include:** Balboa Elementary; Browne Elementary; Garfield Elementary; Hamblen Elementary; Hutton Elementary; Jefferson Elementary; Lincoln Heights Elementary; Longfellow Elementary; Moran Prairie Elementary; Ridgeview Elementary; Roosevelt Elementary; Sheridan Elementary; Stevens Elementary; Westview Elementary and Whitman Elementary.

### Application / Deposit / Payment Policies

1. All applications must be accompanied by a non-refundable application fee of \$50.00. (All checks sent to: 808 W. Spokane Falls Blvd. Spokane, WA 99201)
2. Field Use Agreements must be accompanied by a deposit equal to or greater than 25% of all field use fees.
3. **Payment via check must have the four digit rental number of the contract the check is to be assigned to.**
4. The final payments for field use are due according the monthly invoice sent out. Payments will be due on last day of the month for prior month's usage.
5. Payments not received within the allotted time will affect requests for the following year.
6. Fees are subject to change based on increased field maintenance costs.

### Athletic Field Use Fees

Revenues from individual events at the Dwight Merkel Sports Complex, Southeast Sports Complex, and Franklin Park Complex are shared between the City and the Promoter or Tournament Director.

#### **The City retains:**

- 100% of parking revenues (less parking tax)
- 100% of food, beverage concession sales on complex grounds
- 5% of gross admissions
- 30% of artist or team merchandise

#### **The Promoter may retain:**

- 100% of ticket revenues (less 5% of the gate revenue and less admission tax)
- 70% of any merchandise revenues
- 100% of any event-day sponsorship revenues

**City of Spokane Parks and Recreation**  
**2014 Athletic Use Fees**

Athletic Facility Use Fees	Type <i>Per Field</i>	2014 <i>Per Hour</i>
Dwight Merkel	Adult Softball	<b>\$30</b>
	Youth Ball Field	\$17
	Adult/Youth Combo	\$25.50
	Adult Soccer Turf	\$55
	Youth Soccer Turf	\$45
	Adult Soccer Grass	\$35
	Youth Soccer Grass	\$25
SE Complex	Adult Softball	<b>\$20</b>
	Youth Ball field	\$12
	Adult Soccer Grass	\$25
	Youth Soccer Grass	\$20
Franklin	Adult Softball	<b>\$20</b>
	Youth Ballfield	\$12
	Adult/Youth Combo	\$16.50
	Adult Soccer Grass	\$15
	Youth Soccer Grass	\$10
All Complexes	Lights (Per Hour)	\$10
Tier II Parks	Youth Baseball	\$1
Tier III Parks	Adult Field	\$0.25
	Youth Field	\$0.25

Athletic Facility <i>Tournament Fees</i>	Type	Notes	2014
Dwight Merkel	Adult Full Day Softball	<i>All Complex Fields</i> 8am-11pm	\$2,100
	Adult Half Day Softball	8a-3p; 3p-11p	\$1,200
	Youth Full Day Softball	8a-11p	\$1,250
	Youth Half Day Softball	8a-3p; 3p-11p	\$650
	Adult Full Day Soccer	8a-11p	\$3,500
	Adult Half Day Soccer	8a-3p; 3p-11p	\$1,800
	Youth Full Day Soccer	8a-11p	\$2,400
	Youth Half Day Soccer	8a-3p; 3p-11p	\$1,300
Southeast	Adult Full Day Soccer	8a-11p	\$1,550
	Adult Half Day Soccer	8a-3p; 3p-11p	\$850
	Youth Full Day Soccer	8a-11p	\$1,250
	Youth Half Day Soccer	8a-3p; 3p-11p	\$750
Franklin	Adult Full Day Softball	8am-11pm	\$1,500
	Adult Half Day Softball	8a-3p; 3p-11p	\$800
	Youth Full Day Softball	8a-11p	\$850
	Youth Half Day Softball	8a-3p; 3p-11p	\$450
All Complexes	Lights	Per Hour/Field	\$10
	Tournament Discount	July and August	10% off

\*\*SPRD reserves the right to adjust the cost of lights per hour based on the increase or decrease of utility costs.

Athletic Facility <i>Misc. Fees</i>	Type	Notes	2014
	Reservation Change	Per Change	\$5
	Unused Reservations	Didn't notify SPRD	\$25
	Application Fee	Non-refundable	\$50/organization
	Tournament Fee	Applies toward tournament (non-refundable)	\$350/tournament
	Extended Tournament	Per Quarter Hour Over	\$50
	Fence Rental	Per Field	\$50
	Fence Setup	Per Field	\$95
	Turface	Beyond first 5 bags	\$17/bag
	Extra Field Prep	Per prep/field	\$52.50
	Dwight Merkel Shelter	2 hour minimum	\$25/hour
	Tournament Parking	Per Car	\$5 weekend/\$3-day
	RV Parking	Per RV/Tournament	\$40
	Admissions		10% of Gate
	Facility Key Replacement	Keys assigned to user	\$40 per lost key
	Storage Space Rental	User group storage pods	\$25/month
	Tennis Courts	Per court per hour	\$3

## Tournament Field Use Fees

***\*A non-refundable field reservation fee of \$350 is required with each tournament application. This fee must be paid to the City of Spokane at the time of applying for your tournament(s), which will be applied towards final tournament cost. If the tournament is cancelled for any reason, the \$350 reservation fee is not refundable.***

All tournaments that run over the allotted time by the SPRD may not have the ability to finish the tournament, depending on prior allocations. All tournaments running past the allocated time will be charged additional fees.

In order for future tournaments to be considered, the tournament organizer must meet the following requirements:

- All fees for your concluded tournament within 14 days of receiving billing from the SPRD.
- Maintenance must have at least 15-30 minutes (1/2 prep and full prep, respectively) per field between games.
- You performed within the scope of your tournament application and did not cancel the tournament. Cancellations decided by the SPRD will be allowed to roll forward the field reservation fee.

## Tournament Requirements / Fees / Payment

In addition to the General Rules and Regulations, USER GROUPS sponsoring tournaments must adhere to specific tournament policies.

If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.

## Tournament Field Maintenance

Ball fields will be maintained throughout the tournament to the best of the field maintenance staff's capabilities. Tournament directors are required to work with the field maintenance staff to schedule maintenance breaks throughout the day. Infield play or practice is prohibited during maintenance breaks for the safety of employees and participants.

- ½ prep is defined as work done on pitcher's mound and batter's box along with any unsafe areas to include a quick raking, water spray and chalking.
- Full Prep is machine dragging the entire infield, watering, and re-chalking.

Park maintenance personnel have the final authority regarding the play-ability of the fields. Park staff will consult with the umpire-in-chief and the tournament director regarding the playability of fields during inclement weather. When innings are in progress, the umpire will make the decision to continue or stop play. Maintenance personnel will be scheduled to staff the fields during the course of the tournament at department-established levels.

The tournament director is responsible for assisting field maintenance personnel to keep participants off the playing field when the maintenance is taking place.

Field maintenance standards include, but are not limited to:

- Dragging the infield and raking around the bases
- Watering the infield
- Chalking lines and boxes
- Resetting bases and pitching rubbers

The tournament director will be charged for using more than 5 bags of field conditioner per field, per day to continue field playability. The tournament director will be charged \$14 per additional bag of field conditioner used at the request of the tournament director.

Facility maintenance will be provided during the course of the tournament. Facility standards include, but are not limited to:

- a. Restocking and cleaning rest rooms every two hours or as needed
- b. Empty garbage cans when full or as needed
- c. Pick up litter and trash around grounds every two hours

## Tournament Game Schedule

A game schedule must be submitted to Staci Hazelbaker by noon seven days prior to the starting date or a \$50 fee will be charged. You are required to provide this schedule in writing. Changes after this deadline will result in other fees, charged to the Tournament Director(s). You may email your schedule to:

[shazelbaker@spokanecity.org](mailto:shazelbaker@spokanecity.org)

- Games will not be scheduled to start earlier than 8 a.m.
- Games must be completed no later than 11:00 PM. There are no exceptions due to a City of Spokane Park Ordinance.
- Two tournaments at the same complex will not be scheduled on the same day
- Leagues may play on the same day as tournaments, provided there is a two hour break between the end of the tournament and the start of league play.
- There will be field preps every three games by the SPRD maintenance department.
- Admission fees may be charged. You must request, in writing, the dates of the tournaments when you wish to charge a gate fee. SPRD will then issue a written approval for your tournament(s). You must have the written approval with you at the tournament(s) to provide verification. All persons must be allowed access to the concession stand, even if they refuse to pay the admission fee. The city will retain 5% of gate sales. You will be required to provide documentation of ticket sales.
- The Spokane Parks & Recreation administrates food concession sales. All concessionaires must have a signed contract in order to sell food in the parks. **Tournament directors may not sell any consumables. Tournament directors may sell T-shirts, sweatshirts and hats promoting their tournament (Please refer to “Athletic Field Use Fees” Section on p.4).**
- SPRD reserves the right to charge for parking where applicable at any and all tournaments. Tournament organizers have the option of paying an additional car fee to SPRD in order to secure free parking. This includes fee for RV parking.
- Tournament directors are responsible for informing all teams, coaches, officials and participants of City of Spokane policies, procedures, rules and Park regulations.
- The tournament director/sponsor will provide each team with the tournament procedures to include the rules and regulations as well as any associated policies and procedures as required by the Parks Department. Failure to comply may result in the denial of further use of facilities or the cancellation of schedules event.



## Recreational Vehicle/ Over-Night Parking

Overnight parking is prohibited without a permit. Over-night RV parking is available at some of the sites. Users of this service must contact the on-site personnel at 509-742-0837 or email: [rwnelson@spokanecity.org](mailto:rwnelson@spokanecity.org). Upon payment of \$40, each RV will receive a permit that is valid through the remainder of the tournament, at which they are attending. Please visit [www.spokaneparks.org](http://www.spokaneparks.org) for more RV information.

Anyone who does not adhere to these guidelines may be towed at the owner's expense, or may be locked within the complex during normal closed hours.

## Field Playability

SPRD will also reserve the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. The determination to rest a field and begin restorative activities will be at the discretion of the Maintenance Department.

Field Closure/Rainouts – During periods of inclement weather, field closures will be determined by maintenance personnel before 2:00pm daily. If maintenance personnel are unable to make a definitive determination to the playability of the field, it will be the up to the umpire to make the call if the field conditions are playable. Closures may result from poor playing conditions that could cause safety hazards for the public. Damaged property that could result in excessive repair work to bring the field back to a playable condition may result in a field closure.

It is the USER GROUP'S responsibility to obtain field closure information. Call (509) 625-6950 for an up-to-date report on field closures. Anyone may text "fieldreport" to 25827 to obtain instant up-to-date information regarding field closures.

If a field is closed, no practice is allowed.

## General Rules and Regulations

The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. SPRD reserves the right to immediately terminate the use of fields and the USER GROUP agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations. Failure to comply with these rules and regulations may jeopardize USER GROUP'S future use of SPRD Athletic Fields.

Authorized USER GROUP representatives are directly responsible for informing their team coaches/representatives of all SPRD policies regarding use of athletic fields.

SPRD reserves the right to require police or other security supervision for any event booked. Security requirements must be met and confirmed prior to the event date. Cost of police or other security supervision will be charged to field user.

SPRD is not responsible for any personal property loss, damage to vehicles, etc.

- No private vehicles may be driven in the complexes. Any materials or items that need to be delivered should be scheduled with the operation or maintenance staff prior to the event.
- USER GROUPS must check soccer goals to make sure they are secure before they are used. If they are unsecure, they must bring it to the attention of SPRD Operations staff immediately.
- Alcoholic beverages are not allowed in any SPRD athletic field or facility except by special license.
- All forms of tobacco, shelled seeds (sun flower seeds) are strictly prohibited.

- Users, its members, guests and invitees will show respect and sportsmanship towards Parks Department staff, officials, opposing team(s) and spectators.
- USER GROUPS may not use athletic fields unless pre-scheduled.
- There is to be no scheduled play at SPRD sports complexes before 6:00 am or after dusk on unlighted fields and no use after 11:00 p.m. on lighted fields.
- USER GROUPS should make necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations.
- Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made with the Recreation Facility Coordinator in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.
- Batting practice is allowed only in the softball complex. Whiffle balls may be used in the outfield if the maintenance staff is prepping the infield.
- No hitting into fences with baseballs or softballs (whiffle-balls and/or tennis balls are allowed).
- Climbing on fences is prohibited.
- Standing on dugout benches is prohibited.
- Golf is prohibited from being played on all athletic fields at all times.
- Soccer goals and equipment will be left at the field/complex it is assigned to. SPRD will not transport equipment to another field/complex.
- Soccer fields will be lined and goals positioned for a full size soccer field. Any modifications to the size of soccer field must be made by the user group.
- Baseball/Softball fields WILL NOT be lined for practices, bases may be provided. (Must inform Staci Hazelbaker which allocations are practices and which are games)
- Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.
- 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 SPRD.
- USER GROUPS must inform SPRD of any special equipment (dunk tanks, horse rides, concession stands, music stages, etc.) that might be used during your event.
- USER GROUPS requiring use of electrical power/water (if available) will be assessed an additional fee. Electrical hook-up for amplification of music (of any kind) requires permission from the SPRD. Amplified sound must be kept at a reasonable volume. Any complaints from the surrounding neighborhood will void all amplified sounds from your event or future events.
- The SPRD maintenance will complete all field maintenance. USER GROUPS will not be allowed to drag, rake, add field drying agent ("Turface") or line any part of athletic fields unless assigned under the terms of the Athletic Field Use Agreement.
- USER GROUPS must vacate fields and dugouts upon the conclusion of their scheduled play.
- 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.
- USER GROUPS need approval for any tents, signs, banners, posters etc. they would like put up from the SPRD. Nailing or stapling of schedules, banners, posters, etc. to any part of facility is prohibited. 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 SPRD property during or after your event, unless approved by the SPRD. Any unauthorized items may be assessed a storage fee.
- Other users during your scheduled event may share event parking.
- Additional rules and regulations may be required for a specific athletic field or facility.
- All other *Standard Park Rules and/or City of Spokane* regulations apply while on park property. These can be found on our web page at: <http://spokaneparks.org/index.php/Parks/page/890/>



Date Received    /   /     
Rental Number           

## 2014 Tournament Application

Contact Information  
Staci Hazelbaker (509) 625-6676  
shazelbaker@spokanecity.org  
808 W. Spokane Falls Blvd.  
Spokane, WA 99202

**Applicant/USER GROUP/Contact Information** **MUST BE FULLY**

**User Group Name:**

<b>Contact Name:</b>	<b>Phone Number:</b>	<b>Email:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>
<b>Tournament Director:</b>	<b>Phone Number:</b>	<b>Email:</b>

**User Group Affiliation**

<b>User Group National Affiliation:</b>	<b>User Group Name:</b>
<b>User Group Address:</b>	
<b>Phone:</b>	<b>E-mail:</b>
	<b>Fax:</b>

**Tournament Details**

<b>(Select One in Each Area)</b>	<input type="checkbox"/> Recreation <input type="checkbox"/> Select/Premier	<input type="checkbox"/> Youth <input type="checkbox"/> Adult	<input type="checkbox"/> SPRD <input type="checkbox"/> SPS <input type="checkbox"/> Other
<input type="checkbox"/> \$350 deposit enclosed?	# of Games _____	<input type="checkbox"/> Charging for Admission?	<input type="checkbox"/> Additional Field Preps Needed?
<input type="checkbox"/> Selling Tournament Apparel?	# of Fields Needed _____ <input type="checkbox"/> Score Clocks Needed	Base Length _____	Every _____ games <input type="checkbox"/> Posting Banners/Ads
	<input type="checkbox"/> PA Needed	Ditcher Length _____	

**Field Unit Requests**

Location	Field	Dates	Day(s) of Week	Full Day or Half Day	Peripherals Used or Needed

**Statement of Liability**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED FIELD USE(S) AS STATED IN THE "ATHLETIC FIELD USE RENTAL GUIDE". I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I AM ALSO FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF SPOKANE.

I AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THESE FIELD USES.

Payment for all rentals due within 30 days of invoice date. Invoices will be sent out monthly.

<b>I would like to receive information about upcoming events from the City of Spokane!</b>	<b>YES</b>	<b>NO</b>
<b>Signature of applicant:</b>	<b>Date:</b>	
<b>Approval of Spokane Parks and Recreation:</b>	<b>Date:</b>	



Date Received     /     /      
 Rental Number           

## Field Use Application

Contact Information  
 Staci Hazelbaker (509) 625-6676  
 shazelbaker@spokanecity.org  
 808 W. Spokane Fall Blvd.  
 Spokane, WA 99201

### Applicant/USER GROUP/Contact Information MUST BE FULLY

<b>Name:</b>	<b>Phone Number:</b>	<b>Email:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>

### User Group Affiliation

<b>User Group Affiliation: Yes No (Please Circle)</b>	<b>User Group Name:</b>
<b>User Group Address:</b>	
<b>Phone:</b>	<b>E-mail:</b> <b>Fax:</b>

### User Group Details

<b>(Select One in Each Area)</b>	<input type="checkbox"/> Recreation <input type="checkbox"/> Select/Premier	<input type="checkbox"/> Youth <input type="checkbox"/> Adult	<input type="checkbox"/> SPRD <input type="checkbox"/> SPS <input type="checkbox"/> Other
<input type="checkbox"/> \$50 Application Fee enclosed? (Excluding Spokane School Dist. 81)	# of Competitive Players _____	# Total of Players _____	<input type="checkbox"/> League <input type="checkbox"/> Practice <input type="checkbox"/> Both
	# of Recreational Players _____	# Field Requests _____	

### Requested # of units By Season/Field Type/Quadrant -Season dates are approximate-Subject to

Season	Soccer/Football/Other				Softball/ Baseball/Other				Total
	SE	SW	NE	NW	SE	SW	NE	NW	
<b>Spring Season (March 1<sup>st</sup>-May 31<sup>st</sup>)</b>									
<b>Summer Season (June 1<sup>st</sup>-August 31<sup>st</sup>)</b>									
<b>Fall Season (September 1<sup>st</sup>-October 31<sup>st</sup>)</b>									

### Statement of Liability

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED FIELD USE(S) AS STATED IN THE "ATHLETIC FIELD USE RENTAL GUIDE". I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I AM ALSO FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF SPOKANE.

I AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THESE FIELD USES.

Payment for all rentals due within 30 days of invoice date. Invoices will be sent out monthly.

<b>I would like to receive information about upcoming events from the City of Spokane!</b>	<b>YES</b>	<b>NO</b>
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<b>Signature of applicant:</b>	<b>Date:</b>
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<b>Approval of Spokane Parks and Recreation:</b>	<b>Date:</b>
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## *Attachment*

### **RECREATIONAL AND SELECT PROGRAM REQUESTS:**

When submitting field requests, please submit separate requests for recreational and select programs. Please use the definition below for Recreational and Select programs:

#### **RECREATIONAL:**

- All inclusive, no one gets cut
- Participant registration is individual
- Teams are assigned by the organization

#### **SELECT:**

- Team membership is determined by tryouts and skill level
- Team membership by invitation only
- Participation is denied if participant doesn't meet certain required skill level
- Participants are registered individually, but are already committed to a team
- Participants are registered as part of a team: Anyone "off the street" is not guaranteed placement on a team when registering on his own