

# Facility Rental Request APPLICATION

**HOURLY RATES PER GYM/FIELD** (Fees subject to change)

FIELD / GYM	YOUTH	ADULT
Cedar Valley Gym (Full)	\$40.00 <input type="checkbox"/>	\$50.00 <input type="checkbox"/>
Meadowdale Playfields #1 & 2 Synthetic Multi Purpose Fields	\$40.00 <input type="checkbox"/>	\$60.00 <input type="checkbox"/>
Meadowdale Playfields # 3, 4, 5 Synthetic IF Baseball/Softball	\$35.00 <input type="checkbox"/>	\$45.00 <input type="checkbox"/>
*Lighting Fee (per hour/field)	\$25.00	\$25.00

FIELD'S SEASONS	DATES INCLUDED	APPLICATIONS ACCEPTED
FALL	8/1 - 11/30	6/15 - 6/30
WINTER	12/1 - 2/29	10/1 - 10/15
SPR/SUM	3/1 - 7/31	1/2 - 1/16
GYM SEASONS	DATES INCLUDED	APPLICATIONS ACCEPTED
FALL/WINTER	10/1 - 3/31	8/1 - 8/15
SPRING/SUMMER	4/1 - 9/30	2/15 - 3/1

Organization/Group Name		Contact Name/Organizational Title	
Contact Address		City	Zip Code
Day Phone #	Evening/Cell #	Email Address	

**PARTICIPANTS:**  Youth  Adult

**ACTIVITY:**  Games  Practices  Sports Camp  Tournament  Other \_\_\_\_\_

If requesting a tournament or camp, what's the # of anticipated Participants \_\_\_\_\_

Nonstandard use of the sports field (i.e. community activities, sports camps, retreats, unusual sports, etc.) require the applicant to submit a detailed description of the intended use of the facility. The description should include but is not limited to an estimate of attendance, a schedule or agenda of activities, plans for food, signage and equipment.

**SPORT:**  Soccer  Football  Lacrosse  Slow-Pitch  Fast-Pitch  Baseball  
 Basketball  Volleyball  Special Event  Other \_\_\_\_\_

**FIELD SET-UP:** {BASES}  60'  65'  70'  80'  90'  
{PITCHING RUBBER}  35'  40'  43'  46'  50'  54'  60'6"  
{TEMP MOUND NEEDED}  Yes  No Any additional setup instructions should be written on an extra piece of paper & submitted with this application.

**Applicants wanting to request blocks of times, on multiple dates, need to fill out the schedule request worksheet that's found on our website. Please only request dates & times that your group would use, if receiving the time.**

FIELD/GYM	DAYS OF THE WEEK (Circle Appropriate Days)	START DATE	END DATE	START TIME	END TIME
Meadowdale Middle Gym	M T W TH F Sa Su				
Cedar Valley Gym	M T W TH F Sa Su				
Meadowdale Playfields #1 (E) Multi-Purpose Synthetic	M T W TH F Sa Su				
Meadowdale Playfields #2 (W) Multi-Purpose Synthetic	M T W TH F Sa Su				
Meadowdale Playfields #3 Softball/Baseball Turf I.F.	M T W TH F Sa Su				
Meadowdale Playfields #4 Softball/Baseball Turf I.F.	M T W TH F Sa Su				
Meadowdale Playfields #5 Softball/Baseball Turf I.F.	M T W TH F Sa Su				

**Waiver of Liability** - The undersign certifies on behalf of the applicants organization that the information given in this application is accurate and that the undersigned is authorized by the applicant to sign and submit this application on the applicants behalf. Applicant has read the City of Lynnwood's Facilities Use Manual and agrees to abide by the policies and regulations found on the back of this application. Incomplete application forms will be returned to sender. The applicant agrees that City of Lynnwood ("City") and it's agents or employees will not be liable for any damage to person or property by reason of negligent or intentional acts of applicant, it's agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses and hold harmless, the City and it's officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury or damage to person or property from the negligent or intentional acts of applicant, directly or indirectly attributable to applicant's activities and/or use of the Lynnwood Facilities, except for those injuries or damages resulting from the sole negligence of the City.

**I agree to Indemnification / Hold Harmless AND to all City of Lynnwood Facilities Use Regulations and Rules.**

# LYNNWOOD PARKS & RECREATION

## RULES & REGULATIONS REGARDING USE OF FACILITIES

Applicant must have full authority from their league or group to sign this field rental application and, in the event he/she is not so authorized, that he/she will be personally liable for the faithful performance of this agreement. The City of Lynnwood reserves the right to alter or cancel any scheduled activity when necessitated by a conflict of usage times or concern for field/gym conditions.

The facilities being used have been developed by the City of Lynnwood for the residents of this community and general public as a whole. To provide for the safety of the participants and to assure proper use of the facility, we ask that you and your group adhere to the rules and regulations listed below.

- No food or beverages permitted on fields or in gym. Only water is permitted.
- Applicants must report any damage to the facilities to City of Lynnwood.
- Organizations/Users will be held financially responsible for damage or vandalism during their scheduled activities.
- Facility users must stay within their permitted facility use time. Any user that is found to exceed their rental time, will be charged for that time.
- Organizations must use the facilities in the activity that they requested. Any different activity other than what was requested will need to have written authorization.
- Consumption or possession of alcoholic beverages or the appearance of an intoxicated state is strictly prohibited.
- City facilities are on School District property. No alcohol, drugs, smoking or weapons allowed on premises.
- Seeds or gum are not allowed within 25 feet of any synthetic turf fields.
- Pets are not allowed on any playing fields/gyms. Leashed pets are permitted on walking trail. Please clean up after your pets.
- Absolutely no vehicle access beyond marked parking areas. Supplies must be carried to fields/gym.
- Field use by youths must be under adult supervision at all times. The Applicant is responsible for the conduct of participants and spectators. Profane language or other objectionable behavior is not permitted.
- At the conclusion of the last scheduled activity, the site is to be vacated within 15 minutes.

- The City is not responsible for accidents, injuries or loss of property.
- The misuse of City Facilities or failure to conform to these regulations will be sufficient reason for denying future requests.
- Only facilities approved on the front side of this form are to be utilized.
- Nobody over the age of 12 may hit a hardball (baseball) on sportsfields.
- No warm-up play is permitted outside of the field area. Kicking balls or hitting balls into any fences, or climbing on fences is strictly prohibited. Facility users must be prepared to present a Facility Use Permit to a City staff if asked. If a User cannot produce the requested documents they will be asked to vacate the facility. It is the Applicants responsibility to provide a copy of these documents to their field users. Coaches should also be provided a copy of these facility rules.
- A league schedule does not substitute for a City of Lynnwood Facility Use Permit.
- All rules and regulations related to The Edmonds School District shall apply to all City Facilities located on school property.
- The Lynnwood Parks & Recreation Department reserves the right to cancel any Facility Rental Permit for just cause or to amend the rules and regulation regarding use of City facilities.
- Facility Users must comply with all Facility Use Rules & Regulations, and Lynnwood Municiple Code regulations.

This Application is not confirmation of use. Final confirmation of use is given when the City has received payment, when insurance (if required) has been received and a permit has been sent to the Applicant. Permits will be cancelled for lack of payment by the stated due date, or by not providing proof of insurance (if required).