

CITY OF LAKEWOOD PARKS AND RECREATION  
6000 Main Street SW Lakewood, WA 98499 1-253-983-7887  
FACILITY USE PERMIT APPLICATION/AGREEMENT

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
Balance Due: \_\_\_\_\_ Date: \_\_\_\_\_  
Paid in Full: \_\_\_\_\_ Date: \_\_\_\_\_  
Insurance Verified: \_\_\_\_\_

Confirmation Letter Sent: \_\_\_\_\_ Date: \_\_\_\_\_

## 2010 Facility Use Permit Application

Name of Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Park Facility Requested \_\_\_\_\_ Area Requested \_\_\_\_\_

Date(s): \_\_\_\_\_ # of People Attending \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Type of Event: \_\_\_\_\_

(If requesting baseball field—please note which fields are being reserved, base length, pitching mound length and prep needs.)

Fields Needed: 1 2 3 4 Base Length 60' 80' 90' Pitching 48' 54' 60'

Initial Prep Needed? \_\_\_\_\_ Additional Prep? \_\_\_\_\_ Time(s): \_\_\_\_\_

Does applicant carry Comprehensive Liability Insurance? Yes No Amount of coverage? \$ \_\_\_\_\_  
Insurance Company/Contact Number \_\_\_\_\_ Policy # \_\_\_\_\_

If the City requires insurance for your event and you/your group does not carry insurance, please contact [www.wbi-ins.com/tulip](http://www.wbi-ins.com/tulip) to purchase one-day coverage for the reservation.

The City of Lakewood Parks and Recreation Department is dedicated to providing quality services and recreation programs that are inclusive to all patrons. The City and all third party users, as a condition of their use of publicly owned facilities, are also prohibited from discriminating on the basis of gender and any other basis protected by federal or state law. The City will ensure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the prohibition against discrimination based upon gender as stated in RCW section 35A.21.350 by taking all reasonable steps to remove barriers to participation in programs and services.

**I HAVE READ THE INFORMATION ON BOTH SIDES OF THIS APPLICATION AND CONFIRM THAT I HAVE THE AUTHORITY TO SIGN ON BEHALF OF THE ORGANIZATION AND CERTIFY THAT ALL INFORMATION IS ACCURATE AND CORRECT. I AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT. (The back page must be signed also.)**

Signed by \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT: THE APPLICANT/UNDERSIGNED AGREES TO THE FOLLOWING:**

- A reservation is not final until paid in full. An administrative fee of \$10.00 and/or an amount based on the City's refund policy will be charged if a reservation is cancelled. No refund will be made due to weather conditions.
- The applicant hereby agrees to abide by the laws of the State of Washington, the County of Pierce and the City of Lakewood. It is understood and agreed by the applicant that this permit may be revoked or canceled at any time with or without cause.
- No alcoholic beverages shall be sold or consumed on City park premises.
- City staff determines additional event needs or conditions (i.e. number of additional portable toilets or garbage containers). The applicant is responsible for paying all fees associated with additional impacts.
- The City contracts with a concessionaire who will be allowed to serve park guests at all events scheduled in the park. Any additional outside sales must be approved by a special use permit.
- The facility must be vacated and all equipment removed by the designated closing time.
- The City of Lakewood Parks and Recreation Department is dedicated to providing quality services and recreation programs that are inclusive to all patrons. The City and all third party users, as a condition of their use of publicly owned facilities, are prohibited from discriminating on the basis of gender and any other basis protected by federal or state law. The City will ensure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and RCW section 35A.21.350 by taking all reasonable steps to remove barriers to participation in programs and services.

**For Tournament Reservations**

- Tournaments require a non-refundable reservation fee to be paid at the time of application
- Game/Tournament coordinators are to provide a written schedule of games at least one week prior to use with field prep needs identified.
- Tournament coordinators must provide proof of liability insurance in the amount of \$1,000,000 with the City of Lakewood named as an additionally insured party.
- City of Lakewood staff and officials will make the final determination as to the playability of fields.
- Preparation of fields for games/tournaments will be provided by department staff with scheduling coordinated with the tournament director.

The undersigned hereby applies to the City of Lakewood for use of the identified facilities, certifies that the information provided on this application is correct, and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply. The applicant shall indemnify, defend and hold harmless the City of Lakewood, its elected and appointed officials, its employees, volunteers and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Lakewood.

**I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT. I AGREE THAT AS A CONDITION OF USE OF THE PUBLICLY OWNED FACILITY, I WILL NOT DISCRIMINATE ON THE BASIS OF GENDER AND ANY OTHER BASIS PROTECTED BY FEDERAL OR STATE LAW.**

Signed by \_\_\_\_\_ Date \_\_\_\_\_

## **RULES AND REGULATIONS FOR USE OF LAKEWOOD FACILITIES**

Facilities will not be closed to the general public for an applicant's exclusive use. Certain areas may be reserved and/or designated for a specific period of time or use.

Facility use hours are consecutive and must include time for delivery of supplies, set-up, take-down/clean up.

User/applicant and all facility users shall comply with the terms and conditions of the rental agreement and all facility policies, procedures and ordinances.

Alcohol and illegal drugs will not be permitted or used within any City facility. Smoking will not be permitted in park buildings, restrooms or near playgrounds.

Fireworks are not permitted in City parks as per City Ordinance 08.68.000.

No person shall enter or be present in a City park area during the hours the park is closed except persons using park facilities as part of an event authorized by the Department. All activities held in City parks must cease by dusk or posted park hours.

Firearms or weapons of any sort will not be permitted or allowed in a City park area. This restriction shall not apply to a security or law enforcement officer while performing duties as such.

Music or other amplified sound in a City facility must not be audible from 20 feet away unless authorized by the Director or designee.

City of Lakewood scheduled events will take precedence over non-City events.

Violations of these policies may result in the immediate termination of the use agreement to include the use of the City facilities. No refund of deposits, use fees or for time left on the contract will be granted.

### **SPECIAL USE PERMITS:**

If the City deems it necessary, based on type of event, number of participants, or other unusual conditions, a special use permit may be required. This permit will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, deposits, fees and/or other protective measures that may be required.

### **RESPONSIBILITIES OF USER/APPLICANT:**

User/applicant shall complete a facility use form and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City codes and ordinances.

User/applicant is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of fees and charges, and (3) damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity.

Use groups and individuals will be responsible for set-up, break-down and general clean-up of their space. Removal and disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of an event.

### **RESPONSIBILITIES OF CITY:**

The City will provide maintenance services to keep City facilities clean, safe and ready to use.

The City will be reimbursed for staff and equipment costs and materials associated with special facility use.

The City is not responsible for storage of articles or supplies associated with a special use.

The City is not responsible for loss or theft of articles stored or left in a facility.

**SCHEDULING:**

Scheduling for all facility use will be done through the Department of Parks and Recreation. The office is located at Lakewood City Hall 6000 Main Street SW Lakewood, WA 98499 (253)-983-7887.

[www.cityoflakewood.us](http://www.cityoflakewood.us)

<b>2010 Facility Use Fees – Approved by the City Council on December 7, 2009</b>	
<b>Facility / Use</b>	<b>Fee</b>
Special Use Permit – fee based on size of event	\$150.00 Permit fee + extra costs associated with activity/event \$500.00 Permit fee + extra costs associated with activity/event 15% of gross event revenue (non-profit exempt)
Cancellation Fees Recreation Administrative Fee Special Use Permit-less than 30 days to use Special Use - 31-60 days prior to use Special Use-more than 61 days prior to use	\$10.00 - non refundable (0%) 100% retained by City (50% refunded) 50% retained by City (75% refunded) 25% retained by City
Boat Launch	\$ 10.00 per launch \$ 15.00 holiday launch \$ 90.00 season pass – Lakewood resident \$120.00 season pass – non resident \$ 50.00 overnight pass \$250.00 commercial pass
Neighborhood Parks Sport Fields Baseball / Softball field preparation	\$300.00 per field per season or \$15.00 per hour \$ 25.00 per prep
Neighborhood Park Picnic Shelters Half Day Shifts - 10:00 a.m. – 2:00 p.m. Or 3:00 p.m. – 7:00 p.m. Full Day (10:00 a.m. – 7:00 p.m.)	\$25.00 - resident or \$35.00 non-resident \$45.00 - resident or \$65.00 non-resident

<b>Fort Steilacoom Park</b>	
Large Picnic Shelter Half Day Shifts - 10:00 a.m. – 2:00 p.m. Or 3:00 p.m. – 7:00 p.m. Full Day (10:00 a.m. – 7:00 p.m.)	\$ 85.00 \$ 85.00 \$150.00
Small Picnic Shelter (near playground) Half Day Shifts - 10:00 a.m. – 2:00 p.m. Or 3:00 p.m. – 7:00 p.m. Full Day (10:00 a.m. – 7:00 p.m.)	\$25.00 - resident or \$35.00 non-resident \$45.00 - resident or \$65.00 non-resident
Teams not associated with our city leagues, but who use our fields for league play, per season (three months maximum) per team. Field availability may vary.	Youth, age 10 years and under - \$75.00 Youth, age 11 - 18 years - \$100.00
Single Field. No preparation	\$35.00 per hour
Undeveloped Park Area. No preparation	\$50.00 per day
Field Prep (all sports)	\$40.00 per field per prep

<b>Fort Steilacoom Park - Soccer and Baseball Field Use Fees</b>					
	<b>1 Field</b>	<b>2 Fields</b>	<b>3 Fields</b>	<b>4 Fields</b>	<b>5 Fields</b>
With one field preparation, per field, per ½ day (5 hours or less)	\$150.00	\$200.00	\$250.00	\$300.00	\$350.00
With one field preparation, per field, per day	\$200.00	\$275.00	\$325.00	\$375.00	\$425.00
With second field preparation, per field, per day	Add \$40.00	Add \$80.00	Add \$120.00	Add 160.00	Add \$200.00
Without field preparation, per ½ day (5 hrs or less)	\$100.00	\$125.00	\$150.00	\$175.00	\$200.00
Without field preparation, per day	\$150.00	\$175.00	\$200.00	\$225.00	\$250.00
<b>Tournament Deposit and Cancellation Fee</b>					
\$100 non refundable tournament reservation fee (does not go towards tournament fees)					
\$100 per field tournament deposit fee (fee will go towards tournament fees)					
Tournament cancelled less than 30 days prior – 50% of deposit refunded					
Tournament cancelled 31- 60 days prior – 75% of deposit refunded					
A full refund (or credit) less any staff fees will be issued if cancelled by the City.					

<b>Lakewood Senior Activity Center</b>		
Rainier Room	½ of room Section A or B	\$25.00 per hour
Rainier Room	Full room Sections A and B	\$50.00 per hour
Kitchen		\$15.00 per hour
Seeley Lake Room		\$20.00 per hour
Lakewood Room		\$15.00 per hour
American Lake Room		\$20.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		Varies
Additional Staffing Fee		\$15.00 per hour
Cancellation Fee		
Facility Deposit/Fees – less than 30 days		(0%) 100% retained by City
Facility Deposit/Fees - 31-60 days		(50% refunded)