



SPORTS FIELD RENTAL APPLICATION

City of Liberty Lake Operations & Maintenance Department
 22710 E. Country Vista Drive, Liberty Lake, WA. 99019
 Phone: (509) 755-6700 Fax: (509) 755-6713
 Email: thunter@libertylakewa.gov

Along with this application, please provide electronic copies of the following documents (when applicable/requested):

- Certificate of Insurance** (\$1M policy per occurrence, \$2M general aggregate, The City of Liberty Lake listed as an additional insured)
- Field Usage Schedule**

APPLICANT & ORGANIZATION INFORMATION (REQUIRED)

APPLICANT NAME	APPLICANT PHONE NUMBER	APPLICANT EMAIL ADDRESS

APPLICANT MAILING ADDRESS

ORGANIZATION NAME	ORGANIZATION PHONE NUMBER	501c3 IDENTIFICATION NUMBER

ORGANIZATION MAILING ADDRESS

PARK & FIELD SELECTION (REQUIRED)

<input type="checkbox"/> PAVILLION PARK (727 N. MOLTER RD.) <input type="checkbox"/> ROCKY HILL PARK (24901 E. MISSION AVE.) <input type="checkbox"/> LIBERTY LAKE ELEMENTARY (23606 E. BOONE AVE.) <input type="checkbox"/> BALL FIELDS (23606 E. BOONE AVE.)	<input type="checkbox"/> PAVILLION PARK FIELD #: <input type="checkbox"/> PAVILLION PARK ROOKIE FIELD <input type="checkbox"/> ROCKY HILL PARK FIELD #: <input type="checkbox"/> LIBERTY LAKE ELEMENTARY FIELD #: <input type="checkbox"/> BALLFIELD DIAMOND #:
---	---

FEE SCHEDULE (SUBJECT TO CHANGE ANNUALLY)

ATTENDANCE OF 200 OR MORE \$250.00 fee in addition to rental rate, applicable to standard and non-profit events alike <i>*Applicable to players, coaches/ staff, and attendees</i>
SPORTS FIELD RENTAL (STANDARD) \$10.00 per hour, per field
NON-PROFIT SPORTS FIELD RENTAL \$25.00 per 20 hours of usage, per application (<i>valid 501c3 only</i>)

SIGNAGE

PLEASE SPECIFY ANY AND ALL INTENDED SIGNAGE BELOW*: <div style="height: 40px;"></div>
<i>*Please note that certain signage may require additional permitting for approval.</i>

FIELD USAGE SCHEDULE DETAILS (REQUIRED)

PLEASE READ BEFORE CONTINUING:

Request does not guarantee rental! Due to seasonally high request volumes, all schedules and requests must be approved by City staff prior to application submission. Failure to receive approval prior to application may result in denial of dates and/ or rejection of application.

Food trucks and mobile vendors are NOT permitted unless associated with a community event!

Inflatable attractions/amusements are NOT permitted on City property for non-City events!

USAGE DATE RANGE:

Start Date: / / 2023

End Date: / / 2023

DAY(S) OF USAGE:

- Monday(s)
- Tuesday(s)
- Wednesday(s)
- Thursday(s)
- Friday(s)
- Saturday(s)
- Sunday(s)

USAGE TIME FRAME:

Start Time:

- A.M.
- P.M.

End Time:

- A.M.
- P.M.

CANCELLATIONS & RE-SCHEDULED USAGES

PLEASE READ BEFORE CONTINUING:

Refunds are *only* issued in the event of inclement weather or unavoidable emergency.

Changes must be requested at least 24 hours prior to rental date(s). All change requests must be approved by City staff, and applicant must receive proof of approval.

Applicants may request re-scheduled dates for cancellations due to inclement weather. **Re-scheduled dates may not interfere with already scheduled usages. Availability is not guaranteed, and all re-schedules must be approved by City staff.**

RISK & RELEASE ACKNOWLEDGEMENT

By signing below, application agrees to all terms and conditions. If upon arrival, applicant identifies a problem with the facility, it is the responsibility of the applicant to contact City Hall at (509) 755-6700 immediately to report the issue. The applicant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicants displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents and employees from any and all such loses, damages, and claims. Applicant is responsible for maintaining the cleanliness of the rented park space/ facility, and agrees to properly dispose of waste in proper receptacles. Applicant agrees to provide all required permits, certificates, etc. at the time of submission, and acknowledges that failure to do so will result in rejection of application request. By signing, applicant hereby makes application to the City of Liberty Lake for the use of City facilities/property and certifies the information given in this application and supporting material is correct. The applicant agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. Applicant acknowledges that cancellation of the requested event for any reason outside of inclement weather or unavoidable emergency will not result in a refund from the City. Applicant acknowledges that changes made to the reservation post approval and confirmation (if approved and confirmed) without written, formal approval from City staff may result in cancellation of event and rejection of refund requests. Above all, the applicant agrees to abide by all City ordinances and Park rules while utilizing City space/ facilities, and acknowledges that failure to do so may result in future ban on renting space/ facilities owned by the City. The City maintains the right to make changes to park policies, fees, and processes at any time.

By signing this assumption of risk and release, we acknowledge that we have read its contents and understand its contents and warnings, and that we agree to its terms.

APPLICANT SIGNATURE

DATE OF SIGNING