



Ballfield Rental Application

City of Liberty Lake Operations & Maintenance Department
 22710 E. Country Vista Dr. Liberty Lake, WA 99019
 Phone: (509)995-3588 Fax: (509)755-6713
 E-Mail: mstevens@libertylakewa.gov

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

- Certificate of Insurance** (coverage amount to be determined by staff)
- Ballfield Usage Schedule**

Applicant & Organization Information (REQUIRED)			
Applicant Name	Applicant Phone Number	Applicant E-Mail Address	
Applicant Mailing Address			
Organization Name	Organization Phone Number	Organization E-Mail Address	
Organization Mailing Address			501c3 ID Number

Park & Field Selection (Required)	
<input type="checkbox"/> Ballfields (23606 E. Boone Ave.) <input type="checkbox"/> Liberty Creek Elementary (23909 E. Country Vista Dr.) <input type="checkbox"/> Liberty Lake Elementary (23606 E. Boone Ave.) <input type="checkbox"/> Pavillion Park (727 N. Molter Rd.)	<input type="checkbox"/> Diamond(s), Ballfield(s) #: <input type="checkbox"/> Liberty Creek Backstop: <input type="checkbox"/> Liberty Lake Elementary Backstop: <input type="checkbox"/> Rookie Field, Pavillion Park

Fee Schedule (Subject to Change)
<p>Attendance of 200 or More \$250.00 fee in addition to rental rate, applicable to standard and non – profit events alike. *Applicable to players, coaches/staff, and attendees.</p> <p>Concession Fee (City of Liberty Lake Ballfields Only) \$100.00 per day</p> <p>Standard Users: Administrative Fee (Processing Fee): \$40.00 Ballfield Rental Fee (per hour, per field; two hours minimum): \$25.00</p> <p>Non – Profit Users: Administrative Fee (Processing Fee): \$40.00 Ballfield Rental Fee (per hour, per field; two hours minimum): \$15.00</p>

Signage
<p>*Please Specify Any and All Intended Signage Below:</p> <p><i>*Signage may require additional permitting for approval.</i></p>

Field Usage Schedule Details (Required)

