



2012 FACILITY USE PERMIT APPLICATION/AGREEMENT

City of Lakewood Parks, Recreation and Community Services
6000 Main Street SW Lakewood, WA 98499
Phone: 253-983-7887 FAX: 253-589-3774

Name of Organization _____ Person in Charge _____
Signature of applicant coordinator is required on Page 2 of application form _____ Yes - signed

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____ Type of Event: _____

Park Requested: _____ Park Area/Facility Requested: _____

Date(s): _____ Max. # of People Attending _____

Event Start/ End Time: _____ Shelter Time: 10am-2pm ___ 3pm-7pm ___ or all day 10am-7pm ___

Renting a Bounce House? Yes _____ No _____ Rental Company: _____

Note: In a city park, a facility renter may only use a bouncy house that has been rented from a professional supplier. Proof of the rental company's insurance coverage and current State licensing is required and is to be faxed by the company to the City of Lakewood. A generator power source is to be included in your bouncy house rental.

Baseball Field(s) Please note base length, pitching mound length and prep needs. Game start times are to be staggered to allow park staff adequate time to perform additional field preps, if requested. Game schedule to be provided to City at least one week before tournament/game date(s).

Fields Needed: 1 2 3 4 Base Length 60' 70' 80' 90' Pitching 48' 54' 60'

Initial Prep Needed? _____ Additional Prep? _____ Time: _____ - _____

Soccer Field(s): #A #B #C #D #E

Facility Rental Insurance:

The City requires insurance coverage for all sports activities played on City fields. For all, bounce house rentals and special events, applicants must provide proof of liability insurance in the amount of \$1,000,000. The City of Lakewood is to be named as an additionally insured party under the policy Proof of insurance may be mailed to the City of Lakewood, Attn: Parks and Recreation, 6000 Main Street SW, Lakewood, WA 98499 or faxed to: 253-589-3774 and must be submitted at least ten (10) days prior to event. If you are reserving space for an event, game or tournament and you/your group does not carry insurance, you may contact your insurance agent or the Washington Cities Insurance Authority at www.ebi-ins.com/tulip to purchase one-day insurance coverage. For EBI insurance, please use the following codes: American Lake Park 0465-269 / Fort Steilacoom Park 0465-268 / Harry Todd Park 0465-270.

Renter's Signature and Date are Required on the Next Page of the Application

OFFICIAL USE ONLY			
Application Received: _____	Time: _____	Staff: _____	Deposit Paid: _____
Amount: _____	Portable Toilets Needed?: # _____	Ordered: _____	Dumpster Needed?: Size _____
Ordered: _____	Insurance Needed?: _____ Ins. Company Contact		
Name/Number _____			

Final Invoice Sent: _____ **Balance Paid in Full:** _____
Date: _____

To be filled out for special event requests

	Yes	No	If answered YES, please explain in space provided
Will sound amplification (announcements, music), etc., be used?			
Is the sale of food, merchandise, or services planned? Are you providing food for event?			
Are fund raising activities planned?			
Will brochures, flyers, or other promotional materials be distributed to participants?			
Will you post signs, billboards, advertising, etc., before or during your event? Are you publicizing your event? How?			
What equipment will you bring to the site? Bouncy House? Generator? BBQs? Tents?			
Is digging, altering, staking, etc., of the existing facility planned?			
What precautions will you take to protect facility from damage?			
How will you accommodate parking for your participants and spectators?			
Will any animals be brought on the site?			
The City will determine additional support needs (i.e. access to electricity, water, extra refuse pick-ups, extra cleaning of restrooms, portable toilets, and traffic control) to facilitate your event. You will be billed prior to the event for services to be provided.			
Area(s) Building(s) Room(s) Equipment Requested:			
Types of activities event will include:			

The undersigned hereby applies to the City of Lakewood for use of the above facilities and certifies the information 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 property damage 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, its elected and appointed officials, its employees and agents. This application will be processed in the order received and is subject to approval following the City's guidelines.

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 _____ Printed Name: _____



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RULES AND REGULATIONS

- User/applicant and all facility users shall comply with the terms and conditions of the rental agreement, all facility policies and procedures, City, County and State rules and regulations.
- Military groups reserving space for a special event must submit an official liability waiver signed by a commanding officer.
- It is understood and agreed by the applicant that this permit may be revoked or canceled at any time with or without cause.
- Smoking and illegal drugs will not be permitted or used within any City facility, including park buildings or restrooms. Alcohol is not permitted in any city park or facility unless authorized by City Code LMC 08.76.540. Fireworks are not permitted in City Parks (LMC8.68.000)
- No person except duly authorized law enforcement personnel and/or persons licensed to carry a concealed weapon shall possess a firearm in a city park.
- Music or other amplified sound in a City facility must not be audible from 20 feet away unless pre-approval is given by the City for a community concert or event.
- All dogs, pets or domestic animals must be kept on a leash and in control at all times. All persons bringing animals into a park setting are responsible for the conduct of the animal and for removing all animal waste from the area.
- Use of rice, bird seed, confetti, dance wax and other such items is not allowed. Use of these materials will result in forfeiture of the entire damage deposit and/or may result in immediate termination of use.
- Facilities will not be closed to the general public for exclusive use. Certain areas may be reserved and/or designated for a specific period of time or use. Fees will be assessed to users who want to reserve facilities, park areas or services.
- No person shall enter or be present in a City park or facility during the hours the City park or facility is closed except persons using facilities as part of an event authorized by the Department. (LMC 8.76.400)
- A rental or facility use agreement will be required for all non-City use. 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. The agreement or permit will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees, additional sanitation needs and/or other protective measures that may be required.
- Unreserved facilities are open to the public on a first come first served basis.
- City of Lakewood scheduled events will take precedence over non-City events.
- Facility use hours are consecutive and must include time for delivery of supplies, set-up, and take down and clean up.

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



PARKS AND RECREATION RESPONSIBILITIES AND REFUNDS

RESPONSIBILITIES

A. USER/APPLICANT RESPONSIBILITIES

- 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 and County 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. The person signing the application is stating he/she has the authority to represent the organization listed on the application.
- User groups and individuals will be responsible for set up, break down and general clean up of their reserved space during the rental period. Removal and disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of an event.
- City equipment is not for private use. Users must provide their own supplies, including but not limited to balls, bats, racquets, any additional equipment unless otherwise coordinated with staff.
- Only freestanding decorations, signage and banners are permitted. Do not affix anything to any part of any building, including ceilings, walls, doors or windows.

CITY RESPONSIBILITIES

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

CANCELLATION AND REFUNDS

- No refund for special use permits or use of park facilities will be given due to poor weather or adverse conditions unless cancelled by the City. No refunds will be given for reservations cancelled less than seven (7) days before the scheduled use.
- If a regular park reservation is cancelled more than seven (7) days prior to use, a full refund less an administrative fee will be provided.
- If a special use permit has been issued and/or a deposit been made, a portion of the deposit will be forfeited if the reservation is canceled prior to an event.
- If an event is cancelled by the City due to the failure of an applicant to meet event requirements or conditions, no refund will be given.
- No fees (including deposits) will be refunded if any activity is terminated before the end of the contracted time due to excessive noise or disorderly activities. The deposit will not be refunded if a user does not have miscellaneous items removed and the site cleaned up by the assigned ending time. The deposit will not be refunded if the user group exceeds facility capacity.
- Refundable deposits (less any fees or charges) will be mailed within 10 business days following use of the facility upon the recommendation by the Director.

2011 FACILITY USE FEES

City of Lakewood Parks, Recreation and Community Services

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Special Use Permits <i>*City staff determines additional needs or conditions (i.e. number of additional portable toilets or garbage containers).</i> Special event includes large shelter.	Small Special Event 100-249 guests (depending on activities)	\$150.00 Permit fee + extra costs associated with activity/event			
	Large Special Event 250+ guests (depending on activities)	\$500.00 Permit fee + extra costs associated with activity/event			
	Dumpster – 4 yard 6 yard 30 yard				
	Portable Toilets - Standard Unit Portable Toilets - Handicapped Unit Handwashing Station				
Fort Steilacoom Park There is no difference at FSP regarding residency or non-residency of an applicant	Large FSP Picnic Shelter (Seats 100) Half Day (10am-2pm or 3pm-7pm) Full Day (10:00am – 7:00pm)	\$ 85.00 (No resident/non-resident change) \$150.00 (No resident/non-resident change)			
	Small FSP Picnic Shelter (Seats up to 25) Half Day (10am-2pm or 3pm-7pm) Full Day (10am-7pm)	\$25.00 \$45.00			
	FSP Open Space	\$50 per day (No prep)			
Fort Steilacoom Park - Soccer and Baseball Field Use Fees					
	1 Field	2 Fields	3 Fields	4 Fields	5 Fields
With one field preparation, per field, per ½ day (>5 hrs)	\$150	\$200	\$250	\$300	\$350
With one field preparation, per field, per day	\$200	\$275	\$325	\$375	\$425
With second field preparation, per field, per day	Add \$40	Add \$80	Add \$120	Add \$160	Add \$200
Without field preparation, per ½ day (>5 hrs)	\$100	\$125	\$150	\$175	\$200
Without field preparation, per day	\$150	\$175	\$200	\$225	\$250
FSP Sports Field Hourly Rate	Fort Steilacoom Park Fields (all sports)			\$35.00 per field, per hour (no prep)	
FSP Sports Field Prep Fee	Fort Steilacoom Park Field Prep (all sports)			\$40.00 per field, per prep	
FSP Tournament Deposit	Tournament Deposits			\$100 reservation fee – no refund (is not credited to tournament)	
FSP Tournament Per Field Deposit Seasonal Team Fees (Teams not associated with our city leagues, but who use our fields for league play – per season – per team (three months maximum))	Tournament Deposits			\$100 per field, deposit fee (is credited to tournament fees) \$75.00 per season: 10 years & under \$100.00 per season: ages 11 - 18 years	

Neighborhood Park Fees	Neighborhood Park Shelter 10:00 am-2:00 pm or 3:00 pm-7:00 pm	½ day Resident \$25; full day \$45 ½ day Non-Res \$35; full day \$65
	Neighborhood Park Field Per Hour	\$15.00 per hour
	Neighborhood Park Field - Prep	\$25.00 per field, per prep
	Neighborhood Park Field Per Season	\$300 per season

Boat Launch Fee	Daily - Seven days a week	\$15.00 per launch
Passes may be purchased at Lakewood City Hall. They are not available at the launch site.	Season Pass (01-01-12 to 12-31-12) (Pass fee is not pro-rated during year)	\$100.00 resident \$130.00 non-resident
	Commercial Pass	\$250.0
	Other – Special Permit – Overnight	\$50.00 per night

Lakewood Senior Activity Center		
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 prior		(50% refunded) 50% retained by City
Facility Deposit – more than 61 days prior		(75% refunded) 25% retained by City