



Brochure/Application to Schedule Outdoor Athletic Fields

Seattle Parks and Recreation
Athletic Scheduling Office
Email: athleticfieldscheduling@seattle.gov
www.seattle.gov/parks/rentals-and-permits/sports-fields

300 Elliott Ave West—Suite 100
Seattle, WA., 98119
206-684-4077

Introduction

Thank you for choosing Seattle Parks & Recreation (SPR). Field permits allow SPR to prevent conflicts, make necessary maintenance preparations, and avoid overuse of athletic fields. Please use this application for reserving SPR and Seattle Public Schools (SPS) fields.

Application

Complete the attached application form as thoroughly as possible. Responses should give a full description of all activities planned, all fields that are needed, date(s) and times. Wherever you reply "yes", please provide a detailed explanation; add pages and maps if needed. Remember to date and sign the application. We will return all unsigned applications. Stadium complexes require staff. Additional charges apply for staffing.

Seattle Parks and Recreation & Seattle Public Schools Field Fees

Youth/Adult Fees

Lighting Fee hourly	\$42.00
Staffing Fee hourly*	\$39.00

*at select SPR & SPS fields

Adult Outdoor Sports Field Fees

Synthetic	\$95.00
Grass	\$72.00

Youth Outdoor Sports

Synthetic	\$31.00
Grass	\$20.00
Sports Camps	\$95.00
Synthetic- Private School	\$95.00
Grass - Private School	\$72.00

All fees are subject to change. For the most up to date information, please internet search 'Seattle Parks Fees and Charges'

Permit Fees

Once the application has been processed, you will receive an email confirmation with the cost of your permit. SPR may require insurance, and special approvals or permits from other City departments in addition to the athletic field fees listed on this page.

Admission, Event Fees, or Sale of Merchandise Fee

SPR must approve any plan to charge admission or sell any service or product at any event on SPR property. If approved, sales can include cooked food, but require King County Health Permits. 10% of gross receipts collected are due to parks 10 days after the end of a season or event. A \$30 per booth fee is charged for activities that are promoting services, sign ups or other promotional items, but does not have sales. Please note SPS does not allow concessions/sales at SPS facilities.

Commercial Use/Promotional and Advertising Fees

All users are allowed one complimentary advertising surface. For additional signs, SPR charges \$100 per surface, per day, for advertising. Surfaces include - but are not limited to - banners, signs, tents/canopies, vehicles, and other structures that include advertising, logos or branding for organizations, services or products. Some structures/vehicles may be considered multiple surfaces. Permit applicants/holders are responsible for all advertising fees and are required to obtain design approval from SPR.

Noise and Amplified Sound

Amplified sound must be requested through SPR. Continuous music will not be approved. Intermittent music and announcements will be reviewed on a case-by-case basis. There may be restrictions on where and when this can be approved.

Dogs or Other Pets on Athletics Fields

SMC 18.12.080, which says in part: "...it is unlawful for any person to allow or permit any dog or other pet to run at large in any playfield or to permit any dog or other pet with or without a leash'

Payments

Payment Terms #1 - Single use permit:

Single use permits are for no more than 4 reserved dates in a 4-week period from the date of your request for either a practice or game. Fees are due at the time of reservation. Payment for these permits can be made online (preferred), and over the phone. Permit and receipt are sent via email. Please be sure and check all dates, times, and locations for accuracy. *You must have a copy of your permit with you while on the field at all times.*

Emailed or Mailed Application Requests:

If your request is submitted through our **“Athletic Scheduling – Field Application”** process, you will be contacted by phone or email to confirm your request or to work with you if your request is not available. Once your request is confirmed, credit card payment will be taken at that time and your permit and receipt will be emailed to you.

Payment Terms #2 - Multiple Use Permit:

Multiple use permits are for leagues who are reserving multiple practices and or games for a season. **New leagues that are not currently historical users must send your requests in a minimum of 3 months in advance to be considered.** 10% of your total rental amount must be paid within 14 days of the rental being confirmed by the Athletic Scheduling Office. The balance of the fee is due 30 days prior to the first booking date listed on the field schedule.

Refunds

All field reservation fees are non-refundable and non-transferable unless your cancellations or adjustment request is made by phone or email a minimum of 14 days from the date of each reservation date (s). You may leave the credit on your account for future use or request a full refund. If your request is less than 14 days prior to your rental/field use date, no refund or credit will be granted.

Anti-discrimination

As a matter of policy, law, and commitment, SPR does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280).

General Terms & Conditions for Athletic Field Use in Seattle Parks

Retain Permit: The user must retain a copy of their permit on the premises throughout the scheduled field usage time.

Laws and Rules: The User shall comply with all state laws, City ordinances, regulations of the Superintendent of SPR applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.

Condition of Premises: By entering into possession, the user accepts the premises in their present condition. Upon expiration or termination of the permit, the user shall promptly return the premises in as good condition as received, reasonable wear and tear excepted, in a clean appearance, ready for use by another.

Approval Required: The following activities are NOT ALLOWED without advance written approval from SPR: the sale of food, beverages, goods or merchandise; charging admission or fees for services; alteration, painting, or construction on any SPR structure (if applicable).

Responsibility: The User assumes responsibility for all activities it conducts during the event, including but not limited to, supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse. SPR disclaims any liability from, and the User agrees not to hold SPR liable for, all harm that may arise from the event authorized by this permit.

Departmental Access: SPR authorized representatives shall have access to the premises at any and all times. SPR may make repairs or alterations to the premises during the use period as long as the same does not unreasonably interfere with the use of the premises for the planned event. As determined by the Superintendent. SPR staff may interfere with the User's use of the premises for repair and alteration work resulting from an emergency.

Cancellation, Relocation by Department: SPR may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate a Permit or relocate a scheduled use to a nearby available location if the premises is not available for any reason.

Revocation: SPR may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 (noise ordinance), the rules and regulations of the Superintendent, the terms and conditions of their permit or the User fails to secure a necessary permit; and/or after a warning, the User disregards a lawful order of an authorized representative of SPR or engages in activity that may cause injury to the public or damage to the premises.

No Assignment: The permit and the permission granted may not be assigned, nor the premises sub-let, without the prior written consent of SPR.

Indemnity: The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorney's fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such law-suit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.



Athletic Scheduling - Field Application

Seattle Parks and Recreation, Athletic Scheduling Office
300 Elliott Ave West—Suite 100, Seattle, WA 98119

athleticfieldscheduling@seattle.gov
Office: 206-684-4077

To be accepted: application must be completed and signed. For fastest response, please submit digitally, or download to complete application and email to athleticfieldscheduling@seattle.gov.

Main Contact								
First Name*	Last Name*	Gender*	Ethnicity		Languages		Date of Birth*	
Residential Address*				Apt./Suite	City*		State*	Zip Code*
Organization Name (if applicable):		Address:			City		State	Zip Code
Primary Phone*	Cell Phone		Email Address*					
Field Use Details								
Select a Geographic Area	<input type="checkbox"/> North <input type="checkbox"/> Central <input type="checkbox"/> South							
Preferred Playfield Location								
Athletic Usage/Sport	<input type="checkbox"/> Baseball/Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Lacrosse <input type="checkbox"/> Ultimate <input type="checkbox"/> Rugby <input type="checkbox"/> Football/Flag <input type="checkbox"/> Kickball <input type="checkbox"/> Track & Field <input type="checkbox"/> Other _____							
Field Use Information		For:	<input type="checkbox"/> Youth	<input type="checkbox"/> Adult	<input type="checkbox"/> Practice	<input type="checkbox"/> Game		
	Day of Week*	Date*	Start Time*	End Time*	Additional Information			
Day 1*								
Day 2								
Day 3								
Day 4								
Day 5								
Equipment / Set up: Please check all boxes that apply (Approval required and fees may apply), must be 14 days in advance								
<input type="checkbox"/> Logos/Banners <input type="checkbox"/> Generators <input type="checkbox"/> Info/Sales Booths <input type="checkbox"/> Portable restrooms # _____ <input type="checkbox"/> Grills <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Tents # _____								
Items for Sale: <input type="checkbox"/> Food <input type="checkbox"/> Beverages <input type="checkbox"/> Merchandise <input type="checkbox"/> Services <input type="checkbox"/> Others								
10% of all sales (food, beverages, admissions, participation fees, souvenirs, good and services) on Parks' property must be remitted to Seattle Parks and Recreation within 10 days following the event.								
4. FEES & PROCEEDS		Admission/Participation Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No			Amount:			
5. SIGNATURE		I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If my plans change, I will submit a revised application or additional information accordingly.						
Signature		Date	Applicants Printed Name					
By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Athletic Scheduling Field Usage permitting process and agree that all information contained in this application is true and correct to my knowledge.								
All documents received by the Athletic Scheduling Office are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.								