



Sport Field Application (North SeaTac and Sunset Parks)

SeaTac Parks & Recreation Department
13735 24th Ave. S., SeaTac, WA 98168
Phone: 206.973.4781

Office Use Only

- Schedule
- Lights
- Billing

Organization/Name _____ Contact Name _____
 Address _____ City _____ State _____ Zip Code _____
 Day Phone (____) _____ Evening Phone (____) _____ Fax (____) _____
 Email _____ Estimated Attendance _____

SOCCER <input type="checkbox"/> Sunset Park	SOFTBALL <input type="checkbox"/> North SeaTac Park <input type="checkbox"/> Sunset Park Field #2	BASEBALL <input type="checkbox"/> Sunset Park Field #1	ADDRESS North SeaTac Park - S. 128th St. & 20th Ave. S. Sunset Park - S. 136th St. & 18th Ave. S.
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Field Requesting	Activity Practice or Game	Day	Start Date	End Date	Start Time	End Time	Base Length	Pitching Distance

Release of Liability and Hold Harmless- For and in consideration of the City of SeaTac allowing use of its sports fields, the applicant/organization hereby agrees to Defend, Indemnify and Hold Harmless the City of SeaTac, its officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities including, without limitation, their respective agents, licenses and representatives, arising from, resulting from, or connected with the use of the premises, or from any error or omission of the undersigned, its partners, shareholders, officers, agents, employees, invitees, volunteers, or by the breach of this Sport Field Application, unless such injury or damage is caused by the sole negligence of the City of SeaTac.

Insurance - All organizations or individuals must provide with the request a Certificate of Liability Insurance from an insurance company licensed to conduct business in the State of Washington, which covers their full period of use. A photocopy of the insurance certificate is required, and the insurance must provide a general liability policy with minimum coverage of \$2,000,000. This policy must also name the City of SeaTac as a Primary-Non Contributory Additional Insured.

In the event the applicant is a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac.

I have been provided a copy of and read City of SeaTac Rules and Regulations for Sport Field Use. I have also read and understand the above printed Release of Liability and Hold Harmless, and the above printed insurance requirements.

Applicant's Signature _____
Date

Fees available on last page.

OFFICE USE ONLY

Approved By _____
 Approved Date ____/____/____
 Rental Fee Due Date ____/____/____
 Date Paid ____/____/____
 Receipt # _____

CITY OF SEATAC RULES AND REGULATIONS FOR SPORT FIELD USE

Scheduling Procedures

- A. "Sport Field Application" shall be completed for all requests. A single application may be used for multiple field/tournament events during the calendar year.
- B. The "Sport Field Application" form is available online at ci.seatac.wa.us/SportFields or in person at the SeaTac Community Center.
- C. Submit "Sport Field Application" by mail, email or in person at the SeaTac Community Center. See contacts section.
- D. Priority of Use Policy will be followed. Then all applications will be considered on first come first served basis.
- E. Following the processing of applications, a confirmation of reserved fields will be provided. Payment is due on the next business day. Reservation will be cancelled if payment is not received.

Priority for scheduling field usage

- A. Priority of Use
 1. City of SeaTac
 2. Highline School District (Tyee High School, Chinook Middle School and Bow Lake, Madrona and McMicken Heights Elementary Schools)
 3. Youth Co-Sponsored Groups (South Highline American Little League)
 4. Historical use for applications submitted prior to schedule deadlines.
 5. First come basis.
- B. To be considered in the priority use system for North SeaTac Park, Sunset Park and Valley Ridge Field #4, leagues, groups or teams must complete a "Sport Field Application" form and submit to the field scheduler by the deadlines shown below. The scheduler will put the application in order based on the "Priority Use" ranking. The following are the dates that applications need to be submitted in order to be considered by "Priority Use". Annual application is due by September 1 for the following year.
- C. Any Application received after the priority use deadline will not be considered on a "Priority Use" basis but will be considered on a first come first served basis. Any applications that have the same priority use basis, and are received by the application deadline will be decided by historical use.

Payment Policies

Payments

1. Non-tournament use: Payment is due on the next business day following confirmation of reservation.
2. Tournament use: 50% of tournament charges are due at time of scheduling as a deposit for the event. Remaining balance is due 30 days prior to use.

Refunds

1. Non-tournament use: Refunds will only be given for reservations cancelled with at least 30 working days' notice.
2. Tournaments: A 50% deposit is required. Remaining balance is due thirty days prior to use. Cancellation by the user, at any time, will result in loss of the deposit. Refunds of deposit or rescheduling date will only occur if cancellation by Parks Maintenance staff due to inclement weather or unsafe playing conditions. SeaTac Parks Maintenance staff will post field conditions daily at 206.973.4679. Tournament users are required to complete a "Sport Field Application" at time of scheduling and a "Tournament Checklist" is to be submitted prior to use with final payment.
 - In case of field closure due to inclement weather, poor field conditions, or lights failure, it is the responsibility of the user to request rescheduling or credit/refund within 3 days of the date of the scheduled use.

Tournaments

Leagues/Organizations or individuals requesting fields for tournament play for any sport will be required to fill out a "Sport Field Application" at the time of scheduling. All tournament users shall arrange a meeting with a City of SeaTac representative and complete a tournament checklist prior to use. Tournament use will be considered based on field availability.

Field Lighting

For field usage which begins after sunset, field lights will be turned on/off at the time requested and fees assessed for the requested duration of use. When fields are scheduled prior to sunset and in use following sunset, the lights will be turned on 15 minutes prior to sunset and fee assessed from time on to the requested off time. Athletic field lights will not remain on past 11:15 p.m. Light fees are billed by the quarter hour.

Co-sponsored Groups

- A. The City of SeaTac will co-sponsor youth sports organizations who have met the following requirements:
 1. Provide youth recreational sports opportunity to SeaTac residents that otherwise would only be provided by the City of SeaTac, Parks, Community Programs & Services Department.
 2. Show proof of registered players to be at least 51% residents of the City of SeaTac.
- B. A representative from each co-sponsored group will attend a pre-season meeting with City staff to discuss use, scheduling, maintenance policies, and the concerns of the co-sponsor.
- C. Co-sponsored groups that meet the above criteria will receive:
 1. A 50% rebate on all field usage fees.
 2. All field lighting fees waived.

General Athletic Field Use Rules and Regulations

- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage in any City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity in a community center, park building or other structure for which a permit has been issued by the Department, and for which a banquet permit has been issued, provided that the activities and the use of alcoholic beverages shall conform to the permits therefore. ORD. 2.45.550
- Being or remaining in or loitering about in any City park, recreation area or other park area while in a state of intoxication is prohibited. SMC 2.45.560
- The City of SeaTac is not responsible for any personal property loss, including theft or damage to vehicles, etc.
- All Leagues/Organizations or individuals must provide a Certificate of Liability Insurance from an insurance company licensed to conduct business in the State of Washington, which covers their full period of use. A copy of the insurance certificate is required, and the insurance must provide a general liability policy with minimum coverage of \$2,000,000. This policy must also name the City of SeaTac as a Primary-Non Contributory Additional Insured.
- Athletic field lights will not remain on past 11:15 p.m.
- It is the league/organization's responsibility to obtain field closure updates due to inclement weather and/or unplayable conditions. Please call the field condition line at 206.973.4679 for daily updates.
- Use of fields is subject to all other Park and City codes, a copy of which can be located at <http://www.codepublishing.com/wa/seatac>.
- Failure to follow the Athletic Field Use Rules and Regulations may result in cancellation of use without refund.

Gender Equity Policy

It is the policy of the City of SeaTac that no person shall be discriminated against on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities, in compliance with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective July 26, 2009). Third parties who contract with or receive leases or permits from the City of SeaTac, for community athletic programs or use of sports facilities are also prohibited from discriminating on the basis of gender. If you have questions or comments about this policy or the City's compliance with this policy, please contact the Parks, Community Programs & Services Director, Lawrence Ellis, at the City of SeaTac, 4800 South 188th Street, SeaTac, WA, or 206.973.4681.

SeaTac Fields Descriptions and Locations

• North SeaTac Park (S. 128th St. and 20th Ave. S.)

<u>Fields</u>	<u>Base Length</u>	<u>Outfield Distance</u>	<u>Date Available</u>	<u>Lights</u>
Softball Field #1	60', 65', 70', 80' 90'	327'	March-October	No
Softball Field #2	60', 65', 70', 80' 90'	302'	March-October	No
Softball Field #3	60', 65', 70', 80' 90'	327'	March-October	No

• Sunset Playfield (13659 16th Ave. S.)

<u>Fields</u>	<u>Base Length</u>	<u>Date Available</u>	<u>Lights</u>
Baseball #1	60', 65', 90'	March-October	No
Softball #2	60', 65', 70'	March-October	No

	<u>Type of Surface</u>	<u>Date Available</u>	<u>Lights</u>
Soccer/Football Field	Grass	September-November	No

Contacts and Forms

- To schedule/reschedule use of a field: Phone: 206.973.4781, Email: sportfieldrentals@seatacwa.gov, SeaTac Community Center, 13735 24th Ave S. (Sport field applications may be emailed, mailed or hand delivered.)
- Field Maintenance Issues: Phone: 206.973.4788 (message phone)
- Lighting Issues - SeaTac Community Center: 206.973.4680 (M-Th 8:30 a.m.-9:30 p.m., Friday 8:30 a.m.-5:00 p.m., Saturday 8:30 a.m.-4:00 p.m.)
- Sport Field Conditions Message Phone Line: 206.973.4679 (Recorded message. See terminology below.)
- **Online forms** are available at www.ci.seatac.wa.us/SportFields.

The following terminology is used on the Sports Field Condition Line:

- **Open** - Available for use. Maintenance has been performed as scheduled.
- **Closed** - Field conditions do not permit any use. No maintenance has been performed.
- **Time of use decision** (game time), field conditions may change and it is the responsibility of the umpire to determine if the field is safe to use. Field maintenance has been performed at the highest level possible based on conditions.

Fees		
	Resident*	Non-Resident
Sunset Park		
Soccer (grass) Baseball/Softball (grass)		
Game Fee	\$28/hour*	\$32/hour
Practice Fee	\$17/hour*	\$21/hour
North SeaTac Park		
Baseball/Softball (grass) Fee for 3 field complex. League/Tournament play		
Saturday & Sunday	\$1,000/complex*	\$1,200/complex
Saturday OR Sunday	\$550/complex*	\$650/complex
Mid-day Prep	\$30/field	\$30/field
Practice	\$21/hour/field	\$25/hour/field
Game	\$32/hour/field	\$36/hour/field

**To qualify for the resident rate, leagues, need to show that at least 51% of their rosters reside in SeaTac.*