



Sport Field Application

SeaTac Parks & Recreation Department
 2000 S. 136th St., SeaTac, WA 98168
 Phone: 206.973.4770 • Fax: 206.973.4789

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"/> North SeaTac Park <input type="checkbox"/> Sunset Park <input type="checkbox"/> Valley Ridge Park	BASEBALL/SOFTBALL <input type="checkbox"/> North SeaTac Park <input type="checkbox"/> Sunset Park <input type="checkbox"/> Valley Ridge Park	ADDRESS S. 128th St. & 20th Ave. S. S. 136th St. & 18th Ave. S. S. 188th St. & 46th Ave. S.
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Field Requesting	Activity <small>Practice or Game</small>	Day	Start Date	End Date	Start Time	End Time	Base Length	Pitching Distance
Example: <i>Valley Ridge #1</i>	<i>practice</i>	<i>Mon.</i>	<i>2-1-09</i>	<i>3-2-09</i>	<i>5:00 p.m.</i>	<i>7:00 p.m.</i>	<i>90'</i>	<i>60'</i>

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 read all of the attached printed rules and regulations located on the back of this form for use of the City of SeaTac facilities. I understand and plan for the group I represent to apply to all the attached rules and regulations.

Applicant's Signature _____ Date _____

OFFICE USE ONLY			
Games	_____ hours x \$ _____	(rate) = \$ _____	Approved By _____
Practices	_____ hours x \$ _____	(rate) = \$ _____	Approved Date ____/____/____
Lights	_____ hours x \$ _____	(rate) = \$ _____	Rental Fee Due Date ____/____/____
Misc.	_____ hours x \$ _____	(rate) = \$ _____	Date Paid ____/____/____
Deposit	\$ _____	(rate) = \$ _____	Receipt # _____
Total Rental Fee Due		\$ _____	

RULES AND REGULATIONS FOR SPORT FIELD USE

Scheduling Procedures

- "Sport Field Application" shall be completed for all requests. A single application may be used for multiple field/tournament events requested and billed at a single time. If the user requests monthly billing a "Sport Field Application" shall be completed for each month.
- The "Sport Field Application" form is available online at: <http://www.ci.seatac.wa.us/park/sportfieldrentals.htm>. or in person at the North SeaTac Park Community Center and the City Maintenance Facility.
- Submit "Sport Field Application" to Attention: Helen Boyce by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.
- Following the processing of applications according to the Priority of Use Policy and deadlines detailed in the subsequent section, all applications will be considered on first come first served basis.
- A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

Payment Policies

For a single event or for usage that is to occur within two weeks of scheduling, payment is to be made in full at time of scheduling. Otherwise field usage fees and field lighting fees will be invoiced on the 20th of the month preceding the event. Fees are due upon receipt of your invoice.

Methods of Payment

1. Cash, Check or Credit Card upon receipt of invoice at: Finance Department, SeaTac City Hall, 4800 S 188th St, SeaTac, WA 98188
8:30 a.m.-5 p.m., Monday-Friday
 2. Exact Cash, Check or Credit Card at time of scheduling or upon receipt of invoice: City Maintenance Facility, 2000 S. 136th St., SeaTac, WA 98168
7 a.m.-12 noon; 1-3:30 p.m., Monday-Friday
- A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

Refunds

1. Non-tournament use: Refunds will only be given for reservations cancelled with at least 10 working days notice.
 2. Tournaments: In order to schedule a tournament, a \$200 non-refundable deposit will be required to hold the date; the balance is due 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.
 - To reschedule use contact: Helen Boyce by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.
 - To request credit or refund complete the "credit/refund request form" found at <http://www.ci.seatac.wa.us/park/sportfieldrentals.htm>. or in person at the SeaTac Community Center and the City Maintenance Facility. Return form to Helen Boyce by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.

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 15-30 minutes prior to sunset and fee assessed from time on to the requested off time. Athletic field lights will not remain on past 10:15 pm during the Fall/Winter season (August-February) and 11:15 pm during the Spring/Summer season (March-July).

Contacts and Forms

- To schedule use of a field: Helen Boyce, Administrative Assistant II
Phone: 206.973.4770 Fax: 206.973.4789 Email: sportfields@ci.seatac.wa.us
- After Hours and Maintenance Issues: Phone: 206.973.4788 (message phone)
- Evening Phone - SeaTac Community Center: 206.973.4788 (staffed until 10:00 p.m.)
- Sport Field Conditions Message Phone Line: 206.973.4679 (recorded message)
- "Sport Field Application" form: <http://www.ci.seatac.wa.us/park/sportfieldrentals.htm>

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/ practice time), field conditions may change and it is the responsibility of the user to determine if the field is safe to use. Field maintenance has been performed at the highest level possible based on conditions.

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. ORD. 2.45.560
- City of SeaTac is not responsible for any personal property loss, damage to vehicles, etc.
- Leagues/Organizations must submit Certificate of Insurance with the City of SeaTac listed as an additional insured. General liability limits must be at least \$1,000,000.
- Athletic field lights will not remain on past 10:15 pm during the Fall/Winter season (August-February) and 11:15 pm during the Spring/Summer season (March-July).
- 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.
- Sport field users will only perform maintenance to fields in a manner and with materials approved of by the City Parks maintenance staff.
- Use of fields is subject to all other Park and City codes.
- Failure to follow the Athletic Field Use Rules and Regulations may result in cancellation of use without refund.

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>
Baseball/Softball Field #1	60', 65', 70', 80' 90'	327'	March-October	No
Baseball/Softball Field #2	60', 65', 70', 80' 90'	302'	March-October	No
Baseball/Softball Field #3	60', 65', 70', 80' 90'	327'	March-October	No
	<u>Type of Surface</u>		<u>Date Available</u>	<u>Lights</u>
Soccer Field #1 (short)	All Weather		Year Round	Yes
Soccer Field #2	All Weather		Year Round	Yes

• Sunset Play-field (S. 136th St. and 16th Ave. S.)

<u>Fields</u>	<u>Base Length</u>	<u>Date Available</u>	<u>Lights</u>
Baseball/Softball #1	60', 65', 90'	March-October	No
Baseball/Softball #2	60', 65'	March-October	No
Baseball/Softball #3	60', 65'	March-October	No
Baseball/Softball #4	N/A	March-October	No
	<u>Type of Surface</u>	<u>Date Available</u>	<u>Lights</u>
Soccer Field	Syntrex	Year Round	Yes

• Valley Ridge Park (4644 S. 188th St. - Next to Tyee High School)

<u>Fields</u>	<u>Type of Surface</u>	<u>Base Length</u>	<u>Date Available</u>	<u>Lights</u>
Baseball/Softball #1	Synthetic Turf	60', 65'	Feb-mid August	Yes
Baseball/Softball #2	Synthetic Turf	60', 65'	Feb-mid August	Yes
Baseball/Softball #3	Synthetic Turf	60', 65'	Feb-mid August	Yes
Baseball/Softball #4	Grass	60', 65', 90'	Feb-mid August	Yes
	<u>Type of Surface</u>	<u>Date Available</u>	<u>Lights</u>	
Soccer Field #1	Synthetic Turf	Year Round	Yes	
Soccer Field #2	Synthetic Turf	Year Round	Yes	
Soccer Field #3	Synthetic Turf	Year Round	Yes	
Soccer Field #4	Grass	mid Aug-mid Nov	Yes	