



Application for Field Use Season Use for Groups/Leagues

Freedom Field At Mill Creek Sports Park

Mill Creek Parks and Recreation Division
15728 Main Street
Mill Creek, Washington 98012
(425) 745-1891 – (425) 745-9650 fax
www.cityofmillcreek.com

Certificate of Insurance Received YES NO Insurance Waiver Approval _____ (City Manager)

Name of Organization: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Fax Number: _____ E-Mail: _____

Type of Group

- 2nd Priority
- 3rd Priority

Please refer to the Policy for Scheduled Use of Mill Creek Sports Park for a definition of the priority groups.

Sport

- Baseball
- Softball
- Soccer
- Football
- Other: _____

- Adult
- Youth

Activity

- Practices/Scrimmages
- League Games
- Tournament Games

Start Date:

Ending Date:

Day	Start Time	Ending Time	Exclusions/Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Submit in person at Mill Creek City Hall. For Leagues/Groups with a use agreement with the City, the fee for the requested time, excluding lights, must be paid prior to the beginning of the regular season. This initial deposit will be applied to the monthly billing statements. Please see policy for the fee schedule, the City's refund policy, liability insurance requirements and Mill Creek Sports Park rules. If you have questions, please call the Parks and Recreation division at (425) 745-1891.

Receipt # _____

Attachment B

INSURANCE FORM INFORMATION

To use Mill Creek Sports Park your organization must have a current Certificate of Insurance AND Endorsement page on file with the Mill Creek Parks and Recreation Department. If you do not have your Certificate of Insurance and Endorsement Page on file, you do not have permission to use Mill Creek Sports Park for organized sports activities.

A sample certificate and endorsement page are included in this packet.

The City will require that all second and third priority groups obtain liability insurance. If they do not have liability insurance for the activity/event, the City can assist them in making application for this coverage.

Liability Insurance Requirements:

The City shall require the user to provide evidence of commercial general liability insurance of two million dollars (\$2,000,000.00) combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City, its officers, officials, employees, and agents as an additional insured.

- Insurance carrier may FAX to the City at (425) 745-9650.
- The following must be on the certificate of insurance
 - Location of activities must show on certificate
(For example: Mill Creek Sports Park)
 - Type of activities must show on certificate
(For example: Softball, Baseball, and Soccer)
 - Separate Endorsement Sheet
 - Dates of coverage

Your application for Field Use or permit cannot be considered valid until your Certificate of Insurance and an Endorsement document are on file in our office.

Two weeks prior to first scheduled usage, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage.

If you should have any questions concerning this requirement, please call us a (425) 745-1891.

Hold Harmless Clause

Waiver of Liability: I, the undersigned, assume all risks and hazards incidental to participating in City of Mill Creek Parks and Recreation activities, and do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of Mill Creek, and its employees, supervisors, participants, and instructors, for any claim arising out of any injury, damage, or personal loss incurred to me in connection with the activities sponsored or co-sponsored by Mill Creek Parks and Recreation. I, the undersigned, am fully aware of the potential dangers and risk inherent in these activities, including physical injury, death, or other consequences that may arise or result directly or indirectly from participation in these activities. By participating in Mill Creek Parks and Recreation activities, I agree that any images of me may be used by the City of Mill Creek and may be included in promotional or informational brochures, newspaper articles, and/or newsletters relating to Mill Creek Parks and Recreation activities.

(Please print participant names)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Signature

Date

RESPONSIBLE PARTY CONTACT INFORMATION

Permittee must designate a Responsible Party for all field rentals. That Responsible Party is directly responsible for informing team coaches, representatives, and participants of City of Mill Creek policies regarding field rentals and usage. The Responsible Party is considered the scheduler and only official contact for your organization.

- All field use questions and requests must be directed through the Responsible Party.
- Please include an alternate contact name and phone number for our needs in case the Responsible Party cannot be reached.
- Requests for additional time must be made by the Responsible Party only.
- Please keep the City updated if any of this contact information changes during the season.

By signing below, I acknowledge responsibility to pay the fees, charges and damage reimbursement described; that I have informed the organization that will be using the facilities of the terms and conditions spelled out herein under which the City of Mill Creek has consented to use of the facilities; and that the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.

Responsible Party Contact Information			
For Billing Purposes	Group Name: _____		
	Address: _____		
	City: _____	State: _____	Zip: _____
Organization registration phone (public inquiry number): _____			
Responsible Party Name: _____			
Day Phone: _____		Evening Phone: _____	
Cell Phone: _____		E-Mail: _____	
Alternate Contact Name: _____			
Day Phone: _____		Evening Phone: _____	
Cell Phone: _____		E-Mail: _____	

Send Bills To: Group Address Responsible Party

Responsible Person (Signature): _____ Date _____

Title/Relationship to organization: _____

Address _____ City _____ Zip _____

8. RULES AND REGULATIONS:

Failure to comply with rules and regulations may result in cancellation of use, forfeiture of fees, and/or suspension of team/league from using the park.

8.1 Alcoholic beverages are prohibited.

8.2 Beverages, food of any kind (including seeds and gum) are prohibited on the artificial turf field and dugouts. Plain water is permitted.

8.3 Pets are prohibited on the artificial turf field and the dugouts.

8.4 Smoking and Tobacco use are prohibited.

8.5 Metal cleats or spikes are prohibited.

8.6 League Teams may not use ball fields unless pre-scheduled.

8.7 Games and or practices shall not start before 8:00 a.m. and all activity shall conclude by 10:00 p.m. NO EXCEPTIONS. No teams will be allowed in the park prior to 8:00 a.m.

8.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the Mill Creek Sports Park policy and for ensuring payment of all fees assessed for field rentals and usage.

8.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.

8.10 The City of Mill Creek reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions or damage that could cause safety concerns.

8.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt from the artificial turf back on to the mound after each game. The mound must be covered after the last scheduled practice/game of each day.

Soccer Users are responsible for ensuring that individual teams clean up the field after each practice/game.

8.12 Litter Control –User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the Recreation Supervisor. Serious or repeated offenses by facility users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at \$40.00 per hour if deemed necessary by the City.

8.13 Field Lights will be turned off at 10:00 p.m. (unless an earlier time has been agreed upon by City and user) All activities, including cleanup, must be completed by this time. Please schedule games and practices accordingly.

8.14 The City of Mill Creek is not responsible for any personal property loss, damage to vehicles, etc.

8.15 Users who ignore the field closure signs will be in violation of MCMC 12.12.150 Ordinance 2003-569 and subject to penalties.

8.16 These rules and regulations are in compliance with Ordinance No. 2003-569 as passed by the Mill Creek City Council on May 13, 2003.