



City Of University Place

CIRQUE & SUNSET TERRACE PARK

ATHLETIC FIELDS

University Place Parks and Recreation
3715 Bridgeport Way West, Bldg. #D-4
University Place, WA 98466
(253) 460-2518 FAX (253) 460-5416

FIELD USAGE FEES:

	<u>YOUTH</u>	<u>ADULT</u>
Cirque Park - Baseball/Softball	\$25/hr	\$35/hr
Cirque Park - Soccer/Football	\$25/hr	\$35/hr
Cirque Park - Game w/Prep (2hr)	\$105 (2) hrs	\$85 (2) hrs
Sunset Terrace - Baseball	\$15/hr	N/A
Game W/Prep-2 hrs	\$65 (2) hrs	N/A

(All fees are subject to change after June 1, 2009)

FIELD LIGHTING (Cirque Only) & FIELD PREPERATION: Available upon request and subject to additional fees

100% OF RENTAL FEE IS DUE UPON APPLICATION IN ORDER TO RETAIN THE DATE OF CHOICE

Cirque Park Amenities: 27 Acre: (2) Baseball Fields, (1) Soccer/Football Field, Covered Picnic Shelter, Tot-Lot, Skateboard Park, Trails, Sani-can

Parking: Cirque Park - Plenty of on-site parking

Sunset Terrace Park Amenities: 2.25 Acre, (1) Youth Baseball Field, Covered Picnic Shelter, Children's Play Area, Sani-can

Parking: Sunset Terrace - Limited

PLEASE DO YOUR PART IN OBEYING PARKS RULES

- Dogs are required to be on a leash when in the park and owner is responsible to scoop after their dog.
- Fireworks are not permitted in any park
- Open fires are not permitted at any park
- Violence of any kind is not permitted in any park
- Weapons are not permitted in any park except firearms as constitutionally allowed so long as t not concealed with out a valid permit or not aimed or discharged in, into or across any park
- Alcohol is prohibited at Cirque Park, including the picnic area.
- Public vending, peddling, sales and advertising is prohibited in city parks with exception to contracted City sponsored events
- Insurance is required for the following; bouncer / tent / canopy larger than 12 x12

INSURANCE / SPECIAL EVENT PERMIT REQUIREMENTS

Certificate of Insurance: A Certificate of insurance is required for the following; bouncer/tent/canopy larger than 12 x12. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage.

City of University Place must be named as additional insured, and have a copy of the insurance certificate on file prior to the event.

Special Event Permit: Special events i.e. walks/runs, festivals, concerts, stage performances or large public/private events are required to obtain special event permit and pay additional fees; permit(s) available through the City of University Place Development Services Permit Counter, 253 566-5656.

Rental application must be signed and approved by the Recreation Specialist before the rental is guaranteed. This form is NOT an application or a binding agreement.



City of University Place Parks & Recreation Department Athletic Field Use Policy / Procedures / Fees

The City of University Place Parks and Recreation Department is now coordinating field use requests for athletic fields belonging to the City for the 2006 season. The following items **MUST BE SUBMITTED** to University Place Parks and Recreation, 3715 Bridgeport Way W, University Place, WA 98466, **AND APPROVED** before the City of University Place athletic fields can be used:

- Field Use Agreement/Request Form
- Payment of Fees/Deposit
- Proof of Insurance
- Proof of Non-Profit Status, if applicable
- List of Organization's Officers and/or Board Members
- Copy of Appropriate Licenses and Permit (If Selling Concessions)

These items will be accepted no earlier than 30 days prior to the requested use start date. Applications received after this will be reviewed on a first-come, first-serve basis.

All completed applications will be reviewed, and requests approved according to established priorities and time of request, (pg 2). Attempts will be made to maintain similar field use as that in the past. Should scheduling conflicts arise, however, the Recreation Supervisor will attempt to rectify the situation with the appropriate parties. If you have any questions regarding the information included please contact UP Parks and Recreation at (253) 460-2530.

Field Availability

Generally, the fields are available for use from dawn to dusk, March 1 through November 1. Hours allocated to user groups shall not conflict with City or School District programs/activities. The City of University Place Parks and Recreation Department reserves the right to suspend field availability due to weather and/or other conditions in which use would cause excess damage.

Field Use Priority

Due to the number of user groups and the heavy demand for fields, all Field Use Requests may not be approved. The City of University Place will use the following priority and ranking when determining final allocations of field use at Cirque Park:

- 1. The City University Place Programs/Events.**
- 2. University Place School District sponsored Programs/Events**
- 3. Pierce County Programs/Events.**
- 4. All other users**

Other factors may be taken into consideration such as:

- A. CURRENT Community needs and interests
- B. Past field use of organization
- C. Impact of use on surrounding neighborhood and field

Insurance Liability Coverage

Certificate of Insurance is required before any field may be rented. The Certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage and it must name the City of University Place as an additional insured. A Certificate of Insurance can be obtained from your insurance agent. *You may also purchase the necessary insurance through the City's provider. Please contact us for the application.*

Your event will be cancelled due to failure of turning insurance in at least 15 days prior to your event,

University Place Parks & Recreation

Athletic Fields

RULES AND REGULATIONS

1. NO CHECKS ACCEPTED 15 DAYS PRIOR TO EVENT; CREDIT CARD OR CASH PAYMENT ONLY..
2. **Rental Payment:** 100% of the rental fee is due at the time of application. Application will not be accepted without rental fee paid in full. Personal identification must be provided before rental will be approved. *Make checks payable to the City of University Place.*
3. The user group must clear the field/facility of all litter and debris immediately upon conclusion of its event/activity. Prior to the event all user groups will be required to submit a refundable litter, damage, and security deposit in the amount of \$200.00
4. **Damage/Litter/Security Deposit** is due in full at time of application. The City of University Place, whether paid by check cash or credit card, will deposit all damage deposits. Returnable portion of damage deposits, paid by check or cash will be refunded by check up to approximately three weeks following the rental. Deposits paid by credit card will be refunded back to the original credit card with-in 24-48 hours following rental.
5. **Certificate of Insurance** is required before any facility may be rented. The Certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage and it must name the City of University Place as an additional insured. A Certificate of Insurance can be obtained from your insurance agent. You may also purchase the necessary insurance through the City's provider. Please contact us for the application. Your event will be cancelled due to failure of turning insurance in at least 15 days prior to your event.
6. Any organization that damages or destroys property through misuse or abuse (incl. lining of fields) will be responsible for reimbursing The City of University Place for the cost of repair or replacement. They may also be prohibited from future field use.
7. **Requests for Cancellation/Changes** of field use permits must be received in writing. When notice is received 7 days or more prior to the scheduled rental date, one half of the rental fee, less an administrative fee, will be refunded. No refunds will be made when notice of cancellation is received 72 hours or less prior to scheduled use. A \$10 fee will be assessed to organizations that make changes to each confirmed schedule(s), the \$10 fee will be charged for each change. Changes will ONLY be made if space is available.
8. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED.** The use or possession of ANY alcoholic beverage or controlled substance in connection with any event or other authorized use shall be sufficient cause for revoking the Field Use Request. All rental fees will be forfeited and organization may be prohibited from future use of ALL University Place Athletic Fields.
9. All Fields are subject to rotational rest and maintenance periods, which may change without notice.
10. The City of University Place may require that a field not be used for organized practice, league, and/or tournament play due to deteriorating or unsafe field conditions. Other field arrangements may be made if possible. Failure to refrain from organized play or practice on a closed field may result in the loss of field use privileges for the season.
11. **Field Closure Information** During periods of inclement weather, field closures may result as determined by the City of University Place Parks and Recreation Department staff. Closures may also result from poor field conditions or damage that would cause hazardous safety considerations and/or excessive repair work to bring the field back to playable condition. It is the organization's responsibility, in the event of a field closure, to contact the UP Recreation Athletic Supervisor within (2) two days after each such closure to confirm a credit and/or arrange for rescheduling. Unconfirmed schedule changes will not be credited to your organization, and field use fees will be forfeited. It is the organization's responsibility to obtain field closure information. Call 460-2530 (Monday through Friday between the hours of 8:00am and 5:00pm).
12. If the type of use is deemed larger than "normal" such as a large tournament or special event it will be the responsibility of the user group to provide additional services such as portable restrooms and additional garbage pick up. The Parks and Recreation Department can arrange this for an additional fee.
13. **Applicant:** Must be an adult as recognized by the State of Washington (18 years or older), and willing to be financially responsible for the rental of the rental room applied for. Insurance must be in the applicants' name. The responsible agent for the organization must be present on site throughout the entire event/activity.
14. No non-city vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation.
15. The City of University Place reserves the right to cancel any rental at any time for the following reasons; 1) Severe weather and/or conditions in which use could cause excess damage to the facilities or potential injury to participants, 2) City sponsored or co-sponsored events, 3) Failure to pay rental and/or any fees associated with the use of City facilities, 4) No baseball/activities are allowed on the soccer fields at anytime. Tournament directors are responsible for enforcement of this rule and could lose their weekend for failure to do so.

University Place Athletic Fields

University Place athletic fields will be scheduled through the Recreation Department only.
Office: 3715 Bridgeport Way W., UP, 98466. Please call 253 460-2530 for more information.

University Place Fields:

Cirque/Bridgeport Park
7250 Cirque Drive West
University Place, WA 98467

Sunset Terrace
1901 Seaview Street West
University Place, WA 98466

Cirque/Bridgeport Park	TYPE OF USE	TIME OF USE*	LIGHTS
#1	Baseball	March 1 - Nov. 1	N
#2	Softball	March 1 - Nov. 1	Y
#3	Soccer	March 1 - Nov. 1	N
Sunset Terrace Park	TYPE OF USE	TIME OF USE*	LIGHTS
#1	Youth Baseball/Softball	March 1 - Nov. 1	N

(*Dates-General Guideline Only)

University Place Parks & Recreation reserves the right to suspend field availability due to weather and/or other conditions in which use would result in excess damage.

FIELD USAGE FEES

Cirque/Bridgeport Park	YOUTH TEAM	ADULT TEAM
Baseball Field	\$25 / HR	\$35 / HR
Softball Field (<i>Lights</i>)	\$25 / HR	\$35 / HR
Soccer/Football Field	\$25 / HR	\$35 / HR
Game W/Prep – 2 Hours	\$85 / (2) HRS	\$105 / (2) HRS
TOURNAMENT		
Softball/Baseball	\$325 – (1) Day Event	\$425 – (1) Day Event
<i>(Tournament fees include use of both fields & two field preparations on each field)</i>	\$575 – (2) Day Event	\$700 – (2) Day Event
Soccer (One Field Only)	\$175 – (1) Day Event	\$225 – (1) Day Event
	\$300 – (2) Day Event	\$375 – (2) Day Event
Lights (<i>Available on select fields</i>)	\$10 / HR	\$10 / HR
Schedule Change	\$10 (Per Change)	\$10 (Per Change)
Prep Fee	\$35	\$35

ADDITIONAL FEES FOR TOURNAMENTS

Damage/Litter/Security Deposit \$200* \$200*

*(Additional Charges May Apply)

Sunset Terrace Park

Baseball/Softball Field \$15.00 / HR Not an adult field

RENTAL PAYMENT

100% of the rental fee is due at the time of application. Application will not be accepted without rental fee paid in full. Personal identification must be provided before rental will be approved.

Make checks payable to the City of University Place.

FIELD CLOSURE

In the event of fields being closed due to rain, event fees will be prorated at the rate of \$25 per game played prior to closure. In the event the City of University Place cancels the entire tournament, prior to play, a full refund/credit will be issued.



City Of University Place Athletic Field Rental Application

University Place Parks and Recreation
3715 Bridgeport Way West, Bldg. #D-4
University Place, WA 98466
(253) 460-2518 ** FAX (253) 460-5416

This application will not be processed nor will the facilities be reserved until this form has been completed and approved by Parks and Recreation for the City of University Place and **ALL FEES ARE PAID IN FULL Insurance is due 15 working days prior to the event date.**

APPLICANT INFORMATION

Date Submitted _____
Main Contact _____ League/Organization _____
Mailing Address _____ City _____ Zip _____
Phone (Hm) _____ (Work) _____ (Fax) _____ (Cell) _____
(E-mail) _____ Tournament/Group Sponsor _____
Does Applicant/Group Carry Comprehensive Liability Insurance? _____ YES _____ NO
Amount \$ _____ Insurance Co. _____ Policy # _____

FIELD RENTAL INFORMATION

Activity Information: (Please complete and/or check all that apply)

Date: _____ Day: _____ Start Time: _____ End Time: _____
Date: _____ Day: _____ Start Time: _____ End Time: _____

Cost To Teams _____ Number Of Teams Expected _____

Field(s) Requested: **CIRQUE / BRIDGEPORT PARK: 7250 Cirque Drive West, University Place, 98467**
(Please circle) #1/Baseball #2/Softball (Lights) #3/Soccer

SUNSET TERRACE PARK: 1901 Seaview Street West, University Place, 98466
#1/Youth Baseball/Softball

Field Lighting: Start Time _____ End Time _____ **Field Prep:** Yes (\$35 fee) No

Type of Activity: ___ Tournament ___ League Game ___ Practice ___ Special Event ___ Other _____
___ Men ___ Women ___ Coed ___ Youth ___ Other _____

Check: ___ One Time Only ___ Weekly ___ Weekend **Circle:** M T W TH F S Su

Pitching Distance Required _____ **Base Distance Required** _____

Additional Equipment/Services Requested: _____

ACKNOWLEDGEMENT

The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules provided in the attached City of University Place Facility Usage form of which Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of University Place, its employees, agents and volunteers from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, or connected with the applicant/renter's use of the premises. **Fees and Deposits are subject to change at any time.**

By signing, Applicant hereby acknowledges that the Applicant has reviewed the information on both sides of this Agreement.

Applicant's Signature _____ Date _____ Approved by _____ Date _____

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University Place Parks & Recreation
Athletic Fields

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Signature _____ Title _____ Date _____