



City of Federal Way

Field Use Request Policies

(Steel Lake, Saghahie, Lakota, Sacajawea & Celebration)



The City of Federal Way Parks Recreation and Cultural Services Department (PRCS) is now coordinating field use requests for athletic fields for the upcoming season which belong to the City. The following items **MUST BE SUBMITTED** to Federal Way PRCS to Cody Geddes at **Cody.Geddes@cityoffederalway.com** or **Attn: Cody Geddes 876 South 333rd Street Federal Way WA 98003**, AND APPROVED before the City of Federal Way athletic fields can be used:

1. Field Use Request Form
2. Payment of Fees/Deposit or PO
3. Proof of Insurance
4. Copy of Appropriate Licenses and Permit (*If Selling Concessions*)

All completed applications will be reviewed, and requests approved according to established priorities (pg 2) and time of request. 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. The Recreation Supervisor will then notify the authorized representative of their field use allocations and adjusted fees within three weeks after deadline.

If you have any questions regarding the information included please contact the Recreation Supervisor at 253 835-6926

AVAILABILITY OF FIELDS

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

PRIORITIES

Due to the number of user groups and the heavy demand for fields, all Field Use Requests may not be approved. The (PRCS) will use the following priority and ranking when determining final allocations of field use:

1. Federal Way Parks, Recreation and Cultural Services Programs/Events.
2. Federal Way School District sponsored Programs/Events
3. Federal Way Non-profit Athletic & Youth Service Organizations Program/Events
4. Private Group Program/Event
5. 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 COVERAGE

All organizations **MUST PROVIDE**, with their field use request, proof of insurance, which covers their full period of use (i.e. photocopy of insurance certificate). The insurance must provide a general liability policy issued on a on a per occurrence basis with a minimum coverage of \$2,000,000; this policy must also name the City of Federal Way as additionally insured.

RULES AND REGULATIONS

1. 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 may be required to submit a refundable litter and security deposit in the amount of \$100.00
2. No non-city vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation.
3. Any organization that damages or destroys property through misuse or abuse (incl. lining of fields) will be responsible for reimbursing the City of Federal Way for the cost of repair or replacement. They may also be prohibited from future field use.
4. A legally responsible agent for the organization must be present on site throughout the entire event/activity.
5. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED.** The use or possession of any alcoholic beverage 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.
6. All Fields are subject to rotational rest and maintenance periods, which may change without notice.
7. Groups or organizations wishing to reserve City of Federal Way PRCS Department athletic fields are required to fill out and submit an application and insurance form.
8. The Federal Way PRCS Department 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.
9. All use of the City of Federal Way athletic fields will be scheduled through the PRCS Department office.

Continued

10. Children must be supervised at all times.
11. Field Closure Information—During periods of inclement weather, field closures may result as determined by the PRCS 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 to obtain field closure information. Call 835-6905 (Monday through Friday after 3:30 p.m.) for an up-to-date report on field closures.
12. It is the organization's responsibility, in the event of a field closure, to contact the Recreation Supervisor within two (2) days after such closure to confirm a credit and/or arrange for re-scheduling. Unconfirmed schedule changes will not be credited to your organization, and field use fees will be forfeited.
13. Cancellations of scheduled field use must be made 72 hours in advance. No refund will be made to respective organizations for cancellations made less than 72 hours prior.
14. All other park rules and ordinances must be followed.
15. 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. This can be arranged by the PRCS Department for an additional fee.
16. Any user group that wishes to operate concessions of any type will be charged the City of Federal Way in the amount of \$100. The user group is responsible for obtaining all applicable licenses and permits associated with operation of concessions. The user group is also solely responsible for payment of all applicable City, County and State taxes that apply to the sole of concessions. Copies of these licenses and permits must be provided to the City of Federal Way PRCS Department prior to the start of the tournament or event. All salable items must be approved 10 days in advance of the event.

ADDITIONAL CELEBRATION PARK RENTAL POLICIES

The City of Federal Way 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 such as, but not limited to the annual Red, White, and Blues Festival.
3. National or World Championship level tournaments or any other event that may be determined to take precedence over previously scheduled events.
4. Any organization that damages or destroys property through misuse or abuse will be responsible for reimbursing the City of Federal Way for the cost of repair or replacement. They may also be prohibited from future use of all City of Federal Way facilities. This policy also applies to verbal or physical abuse of City employees.
5. Failure to pay rental and/or any fees associated with the use of City facilities.
6. 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.
7. Any tournament cancellations made after Memorial Day weekend and before Labor Day weekend and with less than 30 days' notice will result in being charged the full tournament amount of \$1,400. Any cancellations of tournament that are booked prior to and including Memorial Day weekend or after and including Labor day weekend will be charged the \$100 deposit.

City of Federal Way Inventory of Available Fields



The City of Federal Way Parks, Recreation and Cultural Services Department is responsible for scheduling the following athletic fields:

Field	Type of use permitted	Time of use*	Light(s)
Steel lake			
#1	Softball/Youth Baseball	April 1–Nov. 15	Y
#2	Softball/Youth Baseball	April 1–Nov. 15	Y
#3	Field Turf Soccer	Year-round	Y
#4	Softball/Soccer	April 1–Aug 30	N
Sacajawea			
#1	Softball/Baseball	April 1–Nov. 3	Y
#2	Softball	April 1–Nov. 3	Y
#3	Field Turf Soccer/Football	June 31–Nov. 3	Y
Lakota			
#1	Softball/Baseball	April 1–Aug. 1	Y
#2	Soccer	Aug 1–Nov. 15	Y
#3	Soccer	Aug 1–Nov. 15	Y
#4	All-weather Soccer	Year-round	Y
#5	Baseball	March 1–Aug. 30	N
#6	Soccer	Sept. 1–Nov. 15	N
#7	Baseball	March 1–Aug. 30	N
Saghalie			
#1	Field Turf Soccer	Year-round	Y
#2	Football/Soccer Games Only	June 31–Nov. 10	Y
#3	Baseball	April 1–Nov.15	Y
#4	Softball	April 1–Nov 15	Y
Celebration park			
#1	Softball	March 1–Nov 1	Y
#2	Softball	March 1–Nov 1	Y
#3	Softball	March 1–Nov 1	Y
#4	Softball	March 1–Nov 1	Y
#5	Soccer (game only)	May 15–Oct 10	Y
#6	Soccer (game only)	May 15–Oct 10	Y
#7	Soccer (game only)	May 15–Oct 10	Y
#8	Soccer (game only)	May 15–Oct 10	Y

*Dates for “Time of Use”, are for general guideline purposes.

THE CITY OF FEDERAL WAY PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT RESERVES THE RIGHT TO SUSPEND FIELD AVAILABILITY DUE TO WEATHER AND/OR OTHER CONDITIONS IN WHICH USE WOULD CAUSE EXCESS DAMAGE.



City of Federal Way

Athletic Rental Fee Schedule

Field Use Fees

(Steel Lake, Saghalié, Lakota, Sacajawea & Celebration)

<i>All fees Hourly unless noted</i>	Practice Rates	Game Fee <i>(includes prep)</i>	Tournament Fee
Celebration Park			
Softball 1-4	\$15	\$25	\$1,400 (2 day event)
Steel Lake Park			
Softball/Youth Baseball 1 & 2	\$15	\$25	\$400 (2 day event)
Karl Grosch Turf Soccer	\$40	\$40	NA
Saghalié Park			
Baseball 90ft Field 3	\$15	\$25	Hourly Rate
Softball Field 4	\$15	\$25	Hourly Rate
Soccer Field 1 Turf	\$40	\$40	NA
Sacajawea Park			
Baseball 90ft Field 1	\$15	\$25	Hourly Rate
Softball Field 2	\$15	\$25	Hourly Rate
Soccer Field 3 Turf	\$40	\$40	NA
Lakota Park			
Baseball 90ft Field 1	\$15	\$25	Hourly Rate
All Weather Field	\$15	\$25	Hourly Rate
Special Use Fees			
Field Prep	\$25 per field		
Youth Field Rate	\$4 an hour for youth organizations inside FW		
Diamond Dry/Turface	\$15 a bag		
Lights	\$15 per hour		
Field Layout (soccer/football)	\$150 per field		
Miscellaneous Fees	Additional fees will be charged for large events		
Field Damage	Any user group that causes excess damage is responsible for full cost of repair or renovation		



City of Federal Way Field Use Agreement Form



Organization Name _____

Contact Name _____

Billing Address _____

Daytime Phone _____ Evening Phone _____

Email _____

FIELDS REQUESTED

Dates	Fields	Times	Practice/ Game/ Tournament	Sport	Base/Pitching Distances

RELEASE OF LIABILITY— The undersigned hereby agrees to indemnify and hold the City of Federal Way, its elected 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 Facility Rental Agreement, unless such injury or damage is caused by the sole negligence of the City of Federal Way. **USE** — The undersigned agrees to use the premises for the above referenced activity and not use or permit the premises to be used for any other activity or purpose without the City of Federal Way’s prior written consent. **COMPLIANCE WITH LAW**— The undersigned shall not use the premises or permit anything to be done in the premises which will conflict with any applicable local, state or federal law, ordinance, rule or regulation, as now existing or hereafter adopted or amended. **INSURANCE**—All organizations or individuals Must Provide with the request, proof of insurance, which covers their full period of use (photocopy of insurance certificate) the insurance must provide a general liability policy with minimum coverage of \$2,000,000; this policy must also name the City of Federal Way as additional insured. **The City of Federal Way reserves the right to refuse to rent City facilities to any private group or organization based on previous performance of renter.**

I understand the regulations included in the Athletic Field Request Packet are incorporated by reference into this Agreement and I agree to abide by the same.

X _____

Representative of Requesting Organization

Date

FOR OFFICE USE ONLY

Proof of Insurance Field Use Request Form

Approved by: _____ Date: _____