



# APPLICATION FOR ATHLETIC FACILITY RENTAL

**KENT PARKS, RECREATION AND COMMUNITY SERVICES**  
 525 Fourth Avenue North • Kent, Washington 98032  
 253-856-5100 • Fax: 253-856-6000 • KentWA.gov

<b>Household Number</b>	
<input type="checkbox"/>	One-Time Rental
<input type="checkbox"/>	Ongoing

Organization / Event Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Public Information Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Approximate Attendance: \_\_\_\_\_

Admission?  Yes  No (Amt. \$ \_\_\_\_\_ )

How did you hear about our parks? \_\_\_\_\_

Athletic Facility Requested	Please circle Field(s) requesting
<input type="checkbox"/> Wilson Playfields	Field 1 2 3 Soccer 1 2 3
<input type="checkbox"/> Service Club Ballfields	Field K1, L2, S3, R4
<input type="checkbox"/> Kent Memorial Park	Field AW1, 2, 3, Wiffco Field
<input type="checkbox"/> Hogan Park (Russell Road)	Field 1 2 3 4 5
<input type="checkbox"/> North Meridian Park	Field 1 2
<input type="checkbox"/> Canyon Ridge	Field _____
<input type="checkbox"/> Other _____	Field _____

Type of Activity <i>(Check all that apply)</i>		
<input type="checkbox"/> Baseball	<input type="checkbox"/> Youth	<input type="checkbox"/> Practice
<input type="checkbox"/> Softball	<input type="checkbox"/> Adult	<input type="checkbox"/> Game
<input type="checkbox"/> Soccer	<input type="checkbox"/> Senior	<input type="checkbox"/> Tournament
<input type="checkbox"/> Football		
<input type="checkbox"/> Rugby		
<input type="checkbox"/> Other _____		

Date	Start Time*	End Time*

<b>Field Lights:</b>	Start Time* _____
	End Time* _____
Kent Parks Team	<input type="checkbox"/>
Non Kent Parks Team	<input type="checkbox"/>

(\*include set-up and clean-up time)

**AGREEMENT**

The undersigned renter hereby makes application to the City of Kent for use of facilities described above and certifies that the information in the application is correct. The renter agrees to exercise the utmost care in the use of the City of Kent and Kent School District premises and property, and agrees to adhere to all rules and regulations on this form. The renter acknowledges that renting this facility and congregating with people outside of their households may result in increased risk during any public health emergency or event, including potential exposure to communicable disease. In using the facility, the City recommends that renter and all participants follow any guidance issued by federal, state, and local health authorities to protect each other from relevant health risks, including the use of social distancing and the wearing of protective personal equipment, like masks. By signing this document, renter KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY or others, and assume all responsibility associated with renter's use of the facility. The renter agrees it shall indemnify, hold harmless, and release the City of Kent, Kent School District, its elected and appointed officials, its employees and agents from and against any and all claims, damages, lawsuits, actions, losses, expenses, or judgments that may arise in connection with its rental of the facility or any act or omission on or about said facility by renter, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the city or its representatives in the defense of any suit or claim. The City of Kent and Kent School District are not responsible for lost or stolen property. I also understand that all City of Kent Ordinances apply to this rental application. I ACKNOWLEDGE THAT I HAVE REVIEWED THE INFORMATION ON BOTH SIDES OF THIS FORM.

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_ **X** \_\_\_\_\_ (Initial here after reading reverse side of this form.)

Addendum to this application  Yes  No

		FOR OFFICE USE ONLY	
Rental Fee:	\$ _____	Due Date _____	Date Paid _____
Deposit:	\$ _____	Due Date _____	Date Paid _____
Field Light Fee:	\$ _____	Proof of Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Additional Fees:	\$ _____	Concussion Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
_____:	\$ _____	Police Supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
TOTAL DUE:	\$ _____	Priority Use #:	_____
<b>Please Do Not Mail Cash</b>		FOR OFFICE USE ONLY	
<b>Rental Fee/Deposit Non-Refundable</b>			
<b>Due to Cancellations After:</b>			
<b>Rental:</b> _____	<b>Deposit:</b> _____		
Approved By: _____			

## City of Kent Parks, Recreation & Community Services

# ATHLETIC FIELD RENTAL RULES AND REGULATIONS

The Park facilities which you will be using belong to the people of the City of Kent and are under the supervision of the City of Kent Parks, Recreation and Community Services Department. To preserve the rights of the public for the use of a public facility, rules and regulations are necessary and we ask you and your group to cooperate. Enjoy yourselves and feel free at any time to make suggestions for physical improvements and services which you believe would make the facility more attractive to users.

1. Any group using various park facilities for outside day/evening purposes will be required to complete an application for use of facilities and to pay appropriate damage deposit and/or rental fees. **All parks currently reserved will not be available for additional rentals.**
2. Unless otherwise stated on this application, any cancellation received less than twenty-one (21) days before said event will result in the forfeiture of rental fee and or deposit. However, renter understands that its ability to use the facility may be revoked on little notice if any future proclamation issued by the Governor or King County's public health officer prohibits or limits the ability of individuals to congregate or travel outside their homes. In such event, the City will refund any deposit.
3. The City of Kent requires that all facility renters obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage. The certificate must name the City of Kent in the endorsement section of the certificate or name the City of Kent as an additionally insured party.
4. In using City Park Facilities for any adult or youth community athletic program, as that term is defined in RCW 49.60.500, no group may discriminate in program participation on the basis of sex.
5. All youth teams/groups shall submit a signed statement of compliance verifying all coaches, athletes and their parent/guardian have complied with the mandated policies for the management of concussions and head injuries as prescribed by HB 1824-Z. Lystedt law.
6. The City of Kent reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations set forth herein.
7. The City of Kent reserves the right to refuse rental of City facilities if the applicant has previously violated the rules and regulations set forth herein.
8. All groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. Sponsored groups damaging City property will be held responsible for the cost of repair, replacement, or clean up.
9. All groups must have prior approval from City of Kent Parks, Recreation and Community Services for any special equipment that may be used during their event. Kent Parks, Recreation and Community Services reserves the rights to decline use, limit use, require additional insurance and/or additional fees depending on type of activity planned.
10. An additional fee will be charged for use of electrical power/water (if available). Electrical hook-up for amplification of music (of any kind) requires special permission from the Parks and Recreation Department.
11. For activities requiring special services and/or supervision, a fee will be charged. Only facilities applied for may be used.
12. Users, its members, guests and invitees shall not solicit or provide goods and/or services, on premises (premises to include all of the Athletic Fields and parking lot areas), that may be construed by the Operator without the prior written permission of the Operator.
13. City of Kent reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to renter.
14. Smoking or the use of any kind of tobacco shall be prohibited on or near all City of Kent athletic fields while youth games or practices are in session.
15. Possession or consumption of alcoholic beverages on City of Kent park grounds is prohibited.
16. The City of Kent Parks, Recreation and Community Services Maintenance Staff will complete all field maintenance. Rental groups will not be allowed to do any field maintenance.
17. There is no storage available. A fee will be assessed for any items stored on the property before or after your event. The City of Kent is not responsible for lost or stolen property.
18. Parking may be shared by other events during your rental period.
19. All vehicles improperly parked at recreation complexes are subject to tow away at owner's expense.
20. Overnight parking or camping is prohibited.
21. Please follow the advice of local and state Police Departments regarding vehicle theft prevention. Don't make it easy for car theft prowlers. Please remember to conceal your valuables, (wallets, purses, handbags, cameras, etc...) out of view or leave them at home.
22. City of Kent is not responsible for loss, theft or damage to vehicles.
23. Additional rules and regulations may be required for a specific athletic facility.
24. All other rules and regulations as stated in the City of Kent Ordinance #1569 "Rules and Regulations for the Operation of Park Properties" adopted by the Kent City Council must be obeyed by all users.
25. **King County Department of Health Permit:** It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of Kent County Public Health. \*\*For most events, event organizers should depend on the health permits of their vendors; however, if their vendors do not have permits, it is the event organizers responsibility to obtain them directly.