

Attachment A

FREEDOM FIELD FEES

4.1 Payment must be made in advance for approved field use for Individual Teams/Users. Fees are to be paid to the City of Mill Creek.

- **Block Time Users:** Payment for approved field time will be invoiced monthly and is payable upon receipt of invoice. Lights will be billed monthly according to use.
- **Individual Teams/Users:** All fees are due three days prior to scheduled field use and at time of application.

4.2 A \$20.00 administrative fee will be applied to approved Block Time User applications for any extensive block time application revision requests. Extensive revisions are those that take more than 15 minutes to adjust.

4.3 If it is necessary for the City to repair damages or clean the premises (i.e. field, dugouts, bleachers, or concessions stand during the users rental, the customer will incur the maintenance/repair costs at \$45.00 an hour with a one-hour minimum.

4.4 For large events/tournaments the City may be able to provide staffing and/or equipment. Any additional equipment, materials or staffing requested by applicant, and provided by the City, shall be at the expense of the applicant. Users must submit sixty

4.5 FEE SCHEDULE:

Second Priority:

*Everett School District - In conjunction with the interlocal agreement between Everett School District and City of Mill Creek, there will be no charge for Everett School District use.

<i>Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/Camps with Participation Fee</i>
Baseball/Softball Field	\$44	\$22	Youth - \$29
Modified Soccer Field			Adult - \$51
Field Lights	\$15	\$15	\$15

Third Priority:

<i>Non-Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/Camps with Participation Fee</i>
Baseball/Softball Field	\$65	\$44	Youth - \$51
Modified Soccer Field			Adult - \$72
Field Lights	\$15	\$15	\$15

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) 551-7255.
- 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.



Application for Field Use

Individual User

Mill Creek Parks and Recreation Division
 15728 Main Street
 Mill Creek, Washington 98012
 (425) 745-1891 – (425) 551-7255 fax
 www.cityofmillcreek.com

Freedom Field At Mill Creek Sports Park
 13903 North Creek Drive - Mill Creek, WA 98012

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: _____

Completely fill out each section below:

Organization Type

- Youth Organization
- Adult Organization
- Senior Adult Organization

Type of Group

- 2nd Priority (51% MC Residents)
- 3rd Priority (51% MC Non-Residents)

Sport

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

Activity

- Practices
- League Games
- Tournament Games
- Camps

Day of Week	Start Time	End Time	Exclusions/Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Submit in person at Mill Creek City Hall – Recreation Counter. All fees are due three days prior to scheduled field use and at time of application. 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 # _____



Application for Field Use

Season Use for Groups/Leagues

Mill Creek Parks and Recreation Division

15728 Main Street
 Mill Creek, Washington 98012
 (425) 745-1891 – (425) 551-7255 fax
 www.cityofmillcreek.com

Freedom Field At Mill Creek Sports Park
 13903 North Creek Drive – Mill Creek, WA 98012

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 <input type="checkbox"/> 2 nd Priority (51% MC Residents) <input type="checkbox"/> 3 rd Priority (51% MC Non-Residents) Please refer to the Policy for Scheduled Use of Mill Creek Sports Park for a definition of the priority groups.	Sport <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Other: _____	<input type="checkbox"/> Adult <input type="checkbox"/> Youth	Activity <input type="checkbox"/> Practices/Scrimmages <input type="checkbox"/> League Games <input type="checkbox"/> Tournament Games <input type="checkbox"/> Camps
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Start Date: _____

Ending Date: _____

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

Submit in person at Mill Creek City Hall. Payment for approved field time will be invoiced monthly and is payable upon receipt of invoice. Lights will be billed monthly according to use. 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 # _____

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 _____

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 information al 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

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.