

# **ATHLETIC FACILITIES/FIELDS USER AGREEMENT**

The Kitsap County Parks Department, in partnership with the Central Kitsap School District (CKSD), manages the scheduling and maintenance of the athletic facilities located at the Kitsap County Fairground and Events Center (1200 NW Fairgrounds Rd, Bremerton, WA). It is the goal of the Kitsap County Parks Department and CKSD to ensure equitable distribution, achieve maximum use, and maintain a safe, quality environment at its athletic facilities. When necessary, the Kitsap County Parks Department and CKSD may close certain facilities due to safety issues or to protect them from overuse. Keeping the athletic fields in optimum condition involves managing the amount of play a field receives and allowing time for proper maintenance to occur.

## **PRIORITIES FOR USE**

Reservation requests of private individuals, non-profit organizations, government agencies, and commercial entities are defined by the categories shown below:

<b>Category</b>	<b>Users</b>	<b>User Definitions</b>
I	Central Kitsap School District	Central Kitsap School District athletic teams (in season)
II	Non-profit Community	Non-profit organizations or events which directly benefit children of the community, support local charitable efforts, promote the general welfare of the community, or a governmental agency.
III	Non-profit Organization	Non-profit organizations that operate to benefit the members of the organization. Examples: churches, political parties, adult athletics, second party charitable activities with adequate guidelines to the charity' interest clubs.
IV	For profit entity	Those organizations or events conducted for profit or tuition events charging admission which benefit members of the organization rather than the general public.

# ATHLETIC FACILITIES/FIELDS USER AGREEMENT

## RENTAL PROCEDURES

1. Any user group interested in using Lobe Field 1 (Baseball), Lobe Field 4 (Softball) and Gordon Fields 1 and 2 (Soccer) must complete the Kitsap County Parks Department [Reservation Request Form](#).

Lobe Fields 2 and 3 are scheduled by Central Kitsap School District. Please visit their [Facility Rental webpage](#) for more information.

2. The processing sequence should be as follows:
  - a) Category I Users
  - b) Category II Users
  - c) Category III Users
  - d) Category IV Users

*Any exception from the above use and/or group usage shall be at the discretion of the Director of the Kitsap County Parks Department.*

3. The Reservation Coordinator has administrative authority to schedule the use of all Athletic facilities/fields. The Reservation Coordinator is authorized to approve or disapprove Athletic Field Forms. Reservations for the use of Athletic Facilities shall be made only after approval by the Reservation Coordinator.
4. Once the Reservation Request Form has been received and processed by the Reservation Coordinator, a Reservation Confirmation email will be sent to the user group with a schedule of field usage dates.
5. Twenty five percent of the total payment is due by the 15<sup>th</sup> of each month. Failure to adhere to the payment schedule will result in the reservation being canceled. Any exception from the payment schedule shall be at the discretion of the Director of the Kitsap County Parks Department.
6. A certificate of insurance is required for all user organizations. It must contain the following terms and coverage and be submitted to the Kitsap County Parks Department 30 days prior to the start of the facility/field rental:
  - a) User groups shall obtain at its own cost and expense, commercial general liability insurance in the following minimum amounts: One million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate.
  - b) Kitsap County shall be named certificate holder and KITSAP COUNTY, ITS OFFICERS, ELECTED OFFICIALS, AGENTS; EMPLOYEES AND VOLUNTEERS and CENTRAL KITSAP SCHOOL DISTRICT shall be listed as additional insured at the following address: 614 Division St MS-1, Port Orchard, WA 98366. Certificates will not be accepted if they do not include the additional insured exactly as stated.
  - c) User group should ensure that the insurance policy is an occurrence-based policy. KITSAP COUNTY PARKS DEPARTMENT will not accept a claim's-based policy.
  - d) The user group insurers shall have a minimum A.M. Best's rating of A-, VII. The USER GROUP shall provide to the KITSAP COUNTY PARKS DEPARTMENT, 30 days in advance, a completed copy of a certificate of insurance and additional insured endorsement(s), signed by the insurance agent for the USER GROUP, as evidence of such coverage prior to use of the facility. FAILURE TO DO SO WILL RESULT IN CANCELLATION FOR RESERVATION(S).
  - e) The policy shall be endorsed, and certificate shall reflect that Kitsap County is an additional insured and also show Kitsap County as the loss payee on the USER GROUP's policy and the USER GROUP's insurance is primary and any insurance or self-insurance carried by the County is excess.

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## CANCELLATION POLICY

1. Cancellations must be made in writing to the Kitsap County Parks Department (Parks@co.kitsap.wa.us)
2. Facility/Field reservation cancellations and refunds will be processed as follows:

Category I Users*	
Cancellation Date	Fees Refunded
No Show	0%
0-14 Days	0%
15-30 Days	100%
31 Days or More	100%

*\* Parks Department staff will email Central Kitsap School District (CKSD) Athletic Directors the Wednesday of each week with the schedule for the next 1-2 weeks and the schedule for the next 3-4 weeks. All games and practices on the schedule for the next 1-2 weeks will be invoiced to CKSD. It is the responsibility of CKSD Athletic Directors to inform the Parks Department of any cancellations or changes to the schedule for the next 3-4 weeks by Friday of each week to avoid being charged the rental fee in full.*

Category II, III, IV Users	
Cancellation Date	Fees Refunded
No Show	0%
0-14 Days	0%
15-30 Days	50%
31 Days or More	100%

# ATHLETIC FACILITIES/FIELDS USER AGREEMENT

## FACILITY/FIELD CLOSURES AND RAIN OUT POLICY

1. Every attempt will be made to open fields/facilities for games, practices, tournaments, and events; however, Kitsap County Parks Department and CKSD reserve the right to cancel any activities at any time due to inclement weather or any other condition deemed detrimental to the facility/field or the general public. Examples of conditions that may require the alteration or cancellation of any scheduled activity, but are not limited to:
  - a. Standing water or puddles on the field
  - b. Footing is unsure and slippery
  - c. Ground is waterlogged and squishy
  - d. Grass can be dislodged from the ground easily
  - e. Frost, snow, sleet, or freezing rain
  - f. Lightening
  - g. Sever weather storms
  - h. Unsafe field/facility conditions
  - i. Use of the field/facilities would cause damage
  - j. During the time of an annual turf or grass management program that provides rest and renovation periods for the athletic fields as part of the overall maintenance program.
2. Kitsap County Park Maintenance staff will determine the appropriate amount of diamond dry product that will be applied to any field at any time to alleviate standing water or weather-related issues to prevent permeant damage to fields.
3. Category I User's: In the event of inclement weather, CKSD Athletic Directors and Kitsap County Parks staff will meet by 11:00 a.m. when necessary to review facility/field conditions with a final decision on facility/field operations being made by 12:00 p.m. on weekdays.
4. Category II, III, IV Users: In the event of inclement weather Kitsap County Parks staff will meet when necessary by 11:00 a.m. to review facility/field conditions with a final decision on facility/field operations being made by 12:00 p.m. daily.
5. Kitsap County maintains a field hotline for notification of field closures. The hotline will be updated by approximately 1:00 p.m. Field use is strictly prohibited when officially closed in order to avoid damage and or injuries. The field hotline number to call is 360 -337-5350 Ext. 6.
6. If Kitsap County closes the fields, make-ups and credits towards future rentals will apply. When closed due to inclement weather, groups may still incur costs if services were performed prior to cancellation. Refund requests for cancellations may be submitted writing to Kitsap County Parks Department and will be handles on a case-by-case basis.

# ATHLETIC FACILITIES/FIELDS USER AGREEMENT

## RENTER RESPONSIBILITY

1. **USE PERIOD AND TIME SCHEDULE:** User groups will move in, use and occupy the Athletic Field in accordance with the dates and times indicated on the Reservation Schedule. The user group will not extend time for the occupancy or use of the Athletic Field for the installation or removal of equipment without the express written permission of the Kitsap County Parks Department and Central Kitsap School District (CKSD). Additional time will be charged at published rates. User Groups expressly agrees that they will be liable for any damage or loss to any third party due to the User Groups occupying the Athletic Field beyond its move-out time. User Groups will pay and indemnify Kitsap County Parks Department and CKSD against any such loss, claim, or expenses by a third party so injured or in the event of any third party filing such a claim. User Groups may not trade, or sub lease their approved dates without prior permission from the rental organization. Field allocations accepted will be charged to the USER GROUP whether used or not. ***Schedule changes need to be made in writing.***
2. **BEFORE LEAVING:** User groups is responsible for ensuring that all trash is removed from all fields, facilities, play benches, bleachers, dugouts, etc. and deposited in the appropriate receptacles and/or bagged and disposed of appropriately in a dumpster. ***Additional charges may apply to USER GROUP if field is not left clean and in good playing condition for the next renter.***
3. **SUPERVISION:** User groups must provide adequate supervision. Misuse of the athletic facility/field or failure to conform to the regulations will be sufficient reason to deny and/or cancel any future reservations.
4. **ALCOHOL:** Use of alcohol on any Kitsap County Property and/or CKSD athletic fields is prohibited without prior written approval and a Concessionary Permit.
5. **SMOKING:** Smoking and/or the use or promotion of any kind of tobacco product is prohibited on or near all Kitsap County Parks and CKSD athletic fields.
6. **MERCHANDISE/VENDORS:** No person shall engage in any sale of merchandise, services or operate any concessions without prior written approval from the Kitsap County Parks Department and CKSD. Vendor must pay a Vendor Permit Fee with the Kitsap County Parks Department.
7. **FOOD:** There is no food or beverages allowed on any Kitsap County Parks or CKSD athletic field, except for water. No pets are allowed on any athletic fields or within athletic field complex.
8. **PETS:** No pets are allowed on any athletic fields or within athletic field complex except for service animals. The Americans with Disabilities Act (ADA) defines a service animal as “any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.” If animals meet the ADA’s definition, they will be allowed on grounds as service animals under the ADA.
9. **PARKING & VEHICLES:** Motorized vehicles shall not be driven on any area except the paved roadways or designated parking areas. This restriction shall not apply to individuals who are properly engaged in the scope of their employment or to authorized persons delivering supplies or performing maintenance or repairs.
10. **PLAYABILITY OF FIELDS:** The Kitsap County Parks Department and CKSD reserve the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage. Wear factors include: Size and number of users, Type of use, Frequency of use, Weather conditions, Type of sports equipment used. Please refer to the Facility/Field Closures and Rain Out Policy.
11. **Field Preparation Policy:** All fields will be maintained by the Kitsap County Parks Department and CKSD in accordance with a pre-arranged schedule and no one other than their official staff will be permitted to perform work on fields unless authorized.

# ATHLETIC FACILITIES/FIELDS USER AGREEMENT

A schedule of fees shall be approved by the Kitsap County Board of County Commissioners.

ATHLETIC FACILITY/FIELD PRACTICE FEE STRUCTURE				
Facility	Category I User	Category II User	Category III User	Category IV User
<b>Lobe 1 (Baseball)</b>	\$35/ hour	\$45/ hour	\$45/ hour	\$55/ hour
<b>Lobe 4 (Softball)</b>	\$20/ hour	\$20/ hour	\$20/ hour	\$20/ hour
<b>Gordon Field 1 (Turf)</b>	\$40/ hour	\$40/ hour	\$40/ hour	\$40/ hour
<b>Gordon Field 2 (Grass)</b>	\$20/ hour	\$20/ hour	\$20/ hour	\$20/ hour

ATHLETIC FACILITY/FIELD GAME FEE STRUCTURE				
Facility	Category I User	Category II User	Category III User	Category IV User
<b>Lobe 1 (Baseball)*</b>	\$50/ hour Gameday Package	\$60/ hour Gameday Package	\$60/ hour Gameday Package	\$70/ hour Gameday Package
<b>Lobe 4 (Softball)**</b>	\$25/ hour Gameday Package	\$25/ hour Gameday Package	\$25/ hour Gameday Package	\$25/ hour Gameday Package
<b>Gordon Field 1 (Turf)</b>	\$40/ hour	\$40/ hour	\$40/ hour	\$40/ hour
<b>Gordon Field 2 (Grass)</b>	\$20/ hour	\$20/ hour	\$20/ hour	\$20/ hour

\*Gameday Package for Lobe 1 includes daily courtesy drag, lines, and use of the press box, scoreboard, and sound system.

\*\*Gameday Package for Lobe 4 includes daily courtesy drag, lines, and use of scoreboard.

ADD ON FEES – ATHLETIC FACILITIES/FIELDS	
Lights	\$22/hour
Staff Attendant (outside of normal operating hours, 8:00am – 10:00pm, rates double on Holidays)	\$40/hour
Concession Stand	\$35/ day
Portable Outfield Fencing	\$50/ day
Vendor Fee	\$35/day

Any exception from the above fee structures and tournament rates shall be at the discretion of the Director of the Kitsap County Parks Department.

Lobe Fields 2 and 3 and Integrity Stadium at Olympic High School are scheduled by Central Kitsap School District. Please visit their [Facility Rental webpage](#) for more information.