



INSTRUCTIONS - Please print clearly.

1. "Formal Use" Definition – Organized, athletic use of a field, i.e. for games or practices for one or more teams. Application will be made by and fees will be paid by a league, organization, school or company.
2. Review the City of Kirkland Athletic Field Use Policies for complete details on locations available, how to request a location, for submission deadlines and fees: [Athletic Field Use Policies](#).
3. Complete this form, initial, and sign. Attach High Risk Application Fee payment, insurance documents and roster (if required) and submit. (Details regarding insurance requirements and roster requirements are available in the Athletic Field Use Policies.)
4. To be included in the formal field allocations process, applications for the first season, the March 1 through July 31 season (and daytime summer camp requests for dates through August), are due December 1st. For use requests for the second season, the August 1st through October 31st season, applications are due May 1st. Applications not received by 12/1 or 5/1 will be reviewed first come, first serve, after the formal allocations process is complete. A minimum of **30 calendar days** in advance is required. NOTE: Summer Camp requests (for use through 8/31) should be submitted by the December 1st deadline and will be allocated during the first season process.
5. Submit via: Email: nosborn@kirklandwa.gov / Fax: 425.587.3396 / Mail: City of Kirkland, Parks and Community Services Department, 123 5th Avenue, Kirkland, WA, 98033 / **In Person:** (drop off only – applications are not reviewed at the counter) City of Kirkland Parks Maintenance and Operations Office 1129 8th Street, Kirkland, WA, 98033 Monday thru Friday between 7am & 3pm (excludes holidays).
6. There is no legal or binding commitment between parties until an Athletic Field Use or Facility Use Permit is issued.

LEAGUE/ORGANIZATION/COMPANY INFORMATION

Name of League/Organization/Company:					
League/Organization Website Address:					
Organization Status:	<input type="checkbox"/> Non-Profit and Non-Profit ID Number:			<input type="checkbox"/> Commercial	
Classification:	<input type="checkbox"/> Youth Boys	<input type="checkbox"/> Youth Girls	<input type="checkbox"/> Men	<input type="checkbox"/> Women	<input type="checkbox"/> Co-ed
For leagues/organizations - age range of players:					
Number of Teams In Organization:			Number of Participants/Players:		

GROUP/LEAGUE REPRESENTATIVE INFORMATION

Primary Contact Name:		Email Address:			
Phone Number(s):					
Mailing Address:					
City:		State:		Zip Code:	
Secondary Contact Name (If Applicable):			Email Address:		
Phone Number(s):					

USE INFORMATION –Submit separate forms for each one-time use (company game, camp, tournament) or each program/age group.

1.	<input type="checkbox"/> Baseball/Softball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Football	<input type="checkbox"/> Other: _____
2.	<input type="checkbox"/> Games & Practices	<input type="checkbox"/> Games Only		<input type="checkbox"/> Practices Only	
	<input type="checkbox"/> Sports Camp/Clinic	<input type="checkbox"/> Tournament (Tournament Name: _____)			
	<input type="checkbox"/> One-Time Company Fun Game. Describe Activities: _____				<input type="checkbox"/> Special Event/Festival Use
3.	Leagues/Organizations:	# of players in age group? _____	# of teams in age group? _____		

FIELD CATEGORY NEEDED - Submit a separate request form for each category, program, tournament, camp, etc.

<input type="checkbox"/> Youth Baseball/Softball with:	<input type="checkbox"/> 60' Basepath	<input type="checkbox"/> 46' Pitching	<input type="checkbox"/> 43' Pitching	<input type="checkbox"/> 40' Pitching	<input type="checkbox"/> 35' Pitching
<input type="checkbox"/> Older Youth Baseball with:	<input type="checkbox"/> 70' Basepath/50' Pitching		<input type="checkbox"/> 80' Basepath/54' Pitching		
<input type="checkbox"/> High School Age Baseball w/:	<input type="checkbox"/> 90' Basepath/60'6" Pitching				
<input type="checkbox"/> Adult Baseball with:	<input type="checkbox"/> 90' Basepath/60'6" Pitching		<input type="checkbox"/> 7 Inning	<input type="checkbox"/> 9 Inning	
<input type="checkbox"/> Adult/Senior Softball with:	<input type="checkbox"/> 65' Basepath/50' Pitching		<input type="checkbox"/> 60' Basepath/43' Pitching		
<input type="checkbox"/> Soccer/Lacrosse	<input type="checkbox"/> Open Space with _____ Dimensions				



TIMEFRAME SOUGHT – Choose and complete either “One-Time” or “Seasonal/Ongoing” information.

4. **One-Time** (a single practice, single game, single tournament) From (date): _____ To (date): _____
 Start Time: _____ End Time: _____ Full Prep Requested? Yes No

OR

4. **Seasonal/Ongoing** (use for an entire season) March _____ April _____ May _____ June _____
 July _____ Aug. _____ Sept. _____ Oct. _____

a. Exception(s) in requested date range (i.e. Spring Break): _____

b. For seasonal/on-going users, days of the week requested:
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

c. For seasonal/on-going users, time of day requested:
 Morning Afternoon/Evening Anytime Weekday Anytime Weekend

LOCATION(S) SOUGHT

Desire All Fields Checked Below **OR** Desire _____ (number) of Fields From Those Checked Below (indicate priority, i.e. “1st, 2nd, 3rd”)

City Owned & Maintained Fields					Indicate Priority	For City Use Approved/Denied		
<input type="checkbox"/> 132 nd Square Park	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3			A	D	
<input type="checkbox"/> Crestwoods Park	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3	<input type="checkbox"/> Field 4		A	D	
<input type="checkbox"/> Everest Park	<input type="checkbox"/> Field A	<input type="checkbox"/> Field B	<input type="checkbox"/> Field C	<input type="checkbox"/> Field D		A	D	
<input type="checkbox"/> Juanita Beach Park	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 (Open Space)			A	D	
<input type="checkbox"/> Lee Johnson (Lee Johnson is just one field)						A	D	
<input type="checkbox"/> Other(s):						A	D	

District Owned & City Maintained School Fields					Indicate Priority	For City Use Approved/Denied		
<input type="checkbox"/> Emerson High (Emerson is just one field)						A	D	
<input type="checkbox"/> Kirkland Middle	<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Sftball Field	Football Field listed below			A	D	
<input type="checkbox"/> Ben Franklin El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> Juanita El	<input type="checkbox"/> Field 1 - Rear Field (District maintains 2 nd field. Field listed below.)					A	D	
<input type="checkbox"/> Lakeview El (Lakeview is just one dirt field)						A	D	
<input type="checkbox"/> Rose Hill El	<input type="checkbox"/> Field 1 (District maintains 2 nd field. Field listed below.)					A	D	
<input type="checkbox"/> Mark Twain El	<input type="checkbox"/> Field 1 (Dirt)	<input type="checkbox"/> Field 2 (Grass)				A	D	

District Owned & District Maintained School Fields (NOTE: Stadiums are booked directly through each school.)					Indicate Priority	For City Use Approved/Denied		
<input type="checkbox"/> International/Community School (Intrntl/Cmmnty is just one open field)						A	D	
<input type="checkbox"/> Juanita High	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3			A	D	
<input type="checkbox"/> Lake WA High	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> Finn Hill Middle	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Football Field	<input type="checkbox"/> Track		A	D	
<input type="checkbox"/> Kamiakin Middle	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Football Field	<input type="checkbox"/> Track		A	D	
<input type="checkbox"/> Kirkland Middle	<input type="checkbox"/> Football Field		<input type="checkbox"/> Track			A	D	
<input type="checkbox"/> AG Bell El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> Helen Keller El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> John Muir El (John Muir is just one dirt field)						A	D	
<input type="checkbox"/> Juanita El	<input type="checkbox"/> Field 2 - Front Field (Rear Field listed above)					A	D	
<input type="checkbox"/> Peter Kirk El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> Robert Frost El (Robert Frost is just one grass field)						A	D	
<input type="checkbox"/> Rose Hill El	<input type="checkbox"/> Field 2 (Other field listed above)					A	D	
<input type="checkbox"/> Carl Sandburg El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	
<input type="checkbox"/> Thoreau El	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2				A	D	



ATHLETIC FIELD FORMAL USE APPLICATION FORM

INSURANCE, HOLD HARMLESS, RULES & REGULATIONS – Each applicant/representative must initial below and sign.

_____ I certify that I am 18 years of age or older and am certified to sign on the league/organization/company's behalf.

_____ **APPLICATION TIMELINE:** I understand I may not receive acknowledgment of an application for up to 10 business days.

_____ **INSURANCE:** The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying individual/organization is required to be covered by general liability insurance, the applicant is responsible for obtaining and providing proof of said insurance, via required insurance documents as detailed within the City of Kirkland Athletic Field Use Policies.

_____ **HOLD HARMLESS AGREEMENT:** The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above.

_____ **ATHLETIC FIELD USE AND PARK RULES:** I have read, understand, accept and agree to abide by all Park Rules (Kirkland Municipal Code 11.80), all policies contained within the City of Kirkland's "Athletic Field Use Policies," and Lake Washington School District district rules for use for the space(s) I am requesting.

_____ **ALCOHOL:** I understand alcohol is not permitted at any field. I understand having alcohol at an athletic field would be in violation of local and state laws and may result in a Police citation, immediate shut down of the event, forfeiture of any rental fees paid and may result in additional fees.

_____ **CANCELLATION POLICY:** I understand once an application is submitted, the Cancellation Policy applies. I acknowledge a cancellation in writing is required to cancel.

Print Primary Applicant Name	Signature of Primary Applicant	Date
Print Secondary Applicant Name	Signature of Secondary Applicant	Date

For Official Use Only		
<input type="checkbox"/> Use Approved As Submitted And Permit Attached	<input type="checkbox"/> Use Approved <u>Not</u> As Indicated Above And Permit Details Attached	<input type="checkbox"/> Use Not Approved
Staff:	Title:	Date:

PAYMENT INFORMATION - See the Athletic Field Use policies for applicable fees.

Payments Included:	<input type="checkbox"/> Resident Field Reservation Fee(s) \$ _____	<input type="checkbox"/> Non-Resident Field Reservation Fee(s) \$ _____	<input type="checkbox"/> Resident Full Prep Fee(s) \$ _____	<input type="checkbox"/> Non-Resident Full Prep Fee(s) \$ _____	<input type="checkbox"/> \$25 High Risk Application Fee
<input type="checkbox"/> Check/Money Order Payable to the City of Kirkland Check # _____			<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa
Total Amount Attached/Approved for Charge: \$ _____					
Visa/MasterCard Number: _____				Expiration Date: _____	
Print Name as It Appears on the Card: _____					
Signature of Card Holder: _____					