



Athletic Field Use Application Checklist for League/Commercial Applicants

2020 Athletic Field Use Application Requirements

The materials listed below are required of leagues or commercial applicants applying for a City of Kirkland or a Kirkland area Lake Washington School District athletic field. Although applications are accepted at any time, the deadline to be considered for distribution of fields during the allocation process is 8:00 a.m. on 12/2/19 for the First Season, 5/1/20 for the Second Season. Applications received after deadline are considered first come, first served once allocations are complete. See the referenced materials below to aid in applying. **Submit all materials listed below with a completed application(s).**

Field Use Fees: Field use fees are due in full prior to use, per the schedule within the Athletic Field Use Policies.

League Name: _____ **Representative:** _____

<i>Check to Confirm Item is Attached</i>	<i>Required Items</i>	<i>Required Seasonally</i>	<i>Required Annually</i>
<input type="checkbox"/>	Checklist <i>(one per organization)</i>	X	
<input type="checkbox"/>	Application Form(s) <i>(one per program/tournament)</i>	X	
<input type="checkbox"/>	Roster(s) <i>(see instructions below)</i>	X	
<input type="checkbox"/>	Certificate of Insurance with City of Kirkland listed as Additional Insured		X
<input type="checkbox"/>	Additional Insured Endorsement with City of Kirkland listed as Additional Insured		X
<input type="checkbox"/>	For District Athletic Fields, also required: Certificate of Insurance with Lake Washington School District listed as Additional Insured		X
<input type="checkbox"/>	For District Athletic Fields, also required: Additional Insured Endorsement with Lake Washington School District listed as Additional Insured		X
<input type="checkbox"/>	Gender Equity Compliance Statement <i>(required of all applicants)</i>		X
<input type="checkbox"/>	Lystedt Law and Sudden Cardiac Arrest Compliance Statement <i>(required of youth non-profit applicants)</i>		X
<input type="checkbox"/>	Previous Season Balance(s) Paid in Full and League status in Good Standing	X	

Roster Instructions: Full league rosters utilizing an Excel spreadsheet with the fields below for each player are required. Please find a sample spreadsheet here for convenience. If the current year's roster is incomplete at the date of submission, the previous year's roster is required with the current year roster then due upon close of registration.

1. First Name 2. Last Name 3. Street Address 4. City 5. Zip Code 6. School of Attendance

Athletic Field Application References & Tools

The following application resources and tools are available at www.kirklandwa.gov/parks, Facility Rentals, within the Quick Links section of any athletic field page, or upon request:

- [Athletic Field Use Policy](#)
- [Athletic Field Inventory](#)
- [Athletic Field Aerial Maps](#)
- [Park User Fee Schedule](#)
- [City of Kirkland Athletic Field Use Insurance Requirements](#)
- [Lake Washington School District Athletic Field Use Insurance Requirements](#)
- [Gender Equity Compliance Statement](#)
- [Lystedt Law and Sudden Cardiac Arrest Compliance Statement](#)