



City of Kirkland Parks & Community Services Department

425.587.3330 | www.kirklandwa.gov/parks

ATHLETIC FIELD USE
TIER 2 STATUS ASSISTANCE PROGRAM PROPOSAL FORM

INSTRUCTIONS - Complete sections 1 through 10 below.

- Athletic Field Use Tier 2 Status Assistance Pilot Program overview information is accessible here.
Review the City of Kirkland Parks and Community Services website for complete details on policies of use, locations/seasons available, and field use fees.
Complete and collect all other required Athletic Field Use application materials.
Assemble all application materials and submit a complete combined packet by the applicable December 1 or May 1 deadline (December 1 = First Season / May 1 = Second Season) via email: FieldRentals@kirklandwa.gov or mail/in-person: City of Kirkland, Parks and Community Services Department, 123 5th Avenue, Kirkland, WA, 98033.

1. LEAGUE/ORGANIZATION INFORMATION

Name of League/Organization:
League/Organization Mailing Address:
City: State: Zip Code:
Organization Non-Profit ID Number:

2. LEAGUE/ORGANIZATION/COMPANY REPRESENTATIVE INFORMATION

Primary Representative Contact Name:
Email Address:
Primary Representative Title:
Phone Number(s):
Representative Mailing Address if Different from Above:
City: State: Zip Code:

3. RESIDENCY - Roster with players' names, home addresses and schools of attendance is required.

Total Number of Teams in Organization: Total Number of Participants/Players in Organization:
Current percentage of participants within your organization that are residents of Kirkland:
Current percentage of participants within your organization that are residents of the Lake Washington School District:

4. UNIQUE PROGRAM INFORMATION

League Classification:
Ages: [ ] Youth [ ] Adult
Skill Level: [ ] Recreational [ ] Select [ ] Other:

Please provide a brief program description:

Please describe how your program is unique. For example, is this a new sport to Kirkland or is it for a new population?

<b>5. PROGRAM SEASON NEEDS</b>			
List season start and end dates below.			
Start Date:		End Date:	
Are you seeking a location(s) for games, practices or both?			
<input type="checkbox"/> Games & Practices	<input type="checkbox"/> Games Only	<input type="checkbox"/> Practices Only	
What amount of time is needed for games?		What amount of time is needed for practices?	
<b>6. PLAYER EQUIPMENT DESCRIPTION</b>			
What type of individual equipment (hardware) do your program participants use to participate (i.e. bats, lacrosse sticks, helmets, etc.)?			
<b>7. PROGRAM FIELD NEEDS AND IMPACTS</b>			
What field dimensions are needed for your program?			
What field composition is needed/preferred for your program?			
What on-site field foundational equipment is needed to be successful (i.e. goals, pitching rubbers, mounds, pitch, etc.)?			
Are any field modifications necessary for use? If so, please describe.			
Are any day-of services requested? If so, please describe.			
<b>8. KIRKLAND RESIDENT OUTREACH PLAN</b>			
Please describe in an attachment how your organization’s marketing campaign is specific to Kirkland residents and your plan to grow Kirkland participation over the next two years. Please also attach example marketing materials.			
<b>9. KIRKLAND PARKS AND COMMUNITY SERVICES PARTNERSHIP OPPORTUNITY</b>			
Is your organization interested in partnering with Kirkland Parks and Community Services to provide recreational opportunities to the Kirkland community? Partnership opportunities may be classes, camps or workshops, to be offered in partnership with Kirkland Parks. <i>(Note a partnership agreement and revenue sharing will be required.)</i>			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please describe how you’d like to partner.			
<b>10. APPLICANT ACKNOWLEDGEMENT AND SIGNATURE – Initial and sign below.</b>			
_____ I certify that I am 18 years of age or older.			
_____ The undersigned hereby makes application to the City of Kirkland (City) for Tier 2 Status Assistance and certifies the information given in the application and supporting material is correct.			
_____ I understand the expectations and limitations of the Tier 2 Status Assistance Program: uniqueness of program and non-profit status are required; Kirkland residency (or Lake Washington School District residency if seeking District fields) must be a minimum of 20% Year One and expand to minimums of 40% Year Two and 65% Year Three; Kirkland resident outreach is required; field access is not guaranteed, requests may be denied; if field access is granted, use may be off peak, and fields and hours may be limited; and Tier 2 Status will not apply to Field Use Fees.			
_____ <b>INSURANCE:</b> 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 by the City, the applicant will be responsible for obtaining and providing proof of said insurance, via required insurance documents as detailed within the City of Kirkland Athletic Field Use Policies.			
<i>Print Applicant Name</i>		<i>Signature of Applicant</i>	<i>Date</i>
<b>For Official Use Only</b>			
Staff:		Date Received:	