



Sign and return this application by mail or email to:

- City of Shoreline, ATTN: ASD, 17500 Midvale AVE N, Shoreline, WA 98133-4905
- Email: parkrentals@shorelinewa.gov

OUTDOOR FACILITY USE PERMIT APPLICATION

CITY OF SHORELINE

SECTION I: Applicant Information Please complete with current information for your organization.

Applicant name:		
Organization (if applicable):		
Applicant phone:	Email address:	
Address:		
City:	State:	Zip:
Organization Information (if applicable)		
1. What ages are the participants/members that your organization provides services for? <input type="checkbox"/> Youth (18 and under) <input type="checkbox"/> Adult (19 and over) <input type="checkbox"/> All ages		
2. Is your organization a 501(C)(3) Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Do over 50% of your organization's participants that use City of Shoreline facilities reside in the City of Shoreline? <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/> Yes - <i>If yes, permit groups need to submit a roster listing all participant addresses.</i>		
4. Total number of participants in organization using facilities requested on this application:		

SECTION II: Facility Permit Requests Please provide your permit requests in order of preference.

Available Facilities		
<input type="checkbox"/> Synthetic Field Turf Fields: Shoreline-A, Shoreline-B, Twin Ponds <input type="checkbox"/> Multi-Purpose Grass Fields: Cromwell, Hillwood, Paramount, Richmond Highlands, Sunset <input type="checkbox"/> Adult Softball Fields: Hamlin-5, Hamlin-6, Paramount South, Richmond Highlands-1, Lower Shoreview <input type="checkbox"/> Youth Baseball Fields: Hamlin-1, Hamlin-2, Paramount North, Upper Shoreview, Richmond Highlands-2, Cromwell <input type="checkbox"/> Picnic Areas/Shelters: Lower Richmond Beach, Upper Richmond Beach, Richmond Beach Terrace, Cromwell Amphitheater, Paramount Shelter, Hamlin Shelter <input type="checkbox"/> Tennis Courts: Shoreline-1, Shoreline-2, Shoreview-5, Shoreview-6		
Outdoor Rental Request(s)		
Facility:	Start date:	End date:
Day(s) of week:	Start time:	End time:
Type of activity:		Estimated attendance:
Facility:	Start date:	End date:
Day(s) of week:	End time:	Start time:
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Section III: Rental Permit Request Information

Special Requests
<p>1. Type of Use Requested</p> <p> <input type="checkbox"/> Practice <input type="checkbox"/> Tryouts <input type="checkbox"/> League Games <input type="checkbox"/> Tournament <input type="checkbox"/> Instructional Camp/Class <input type="checkbox"/> Day Camp <input type="checkbox"/> Fitness Class <input type="checkbox"/> Sports Training <input type="checkbox"/> Meeting <input type="checkbox"/> Party <input type="checkbox"/> Other: </p>
<p>2. Registration/Membership/Admission Fees: Are the participants in your rental group charged a registration, membership, or admission fee? <input type="checkbox"/> No <input type="checkbox"/> Yes (Insurance may be required.) </p>
<p>3. Concession/Admission Sales: Will there be concession sales of food, drinks, and/or merchandise to your guests and/or the general public during your event? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Concession Permit and insurance required.</i>) </p>
<p>4. Rental/Personal Equipment: List a description and location of any rental and/or personal equipment you plan on having at your rental event (enter NA if not applicable):</p>
<p>5. Amplification Agreement: <i>I agree that any amplification for Live Music and/or amplified sound for music entertainment shall be limited to (3) three 45-minute intervals with at least 15-minute breaks between sets and the amplification will not prevent my guests and/or the general public from holding a conversation at normal volume at a distance of 30 feet or more from the source of the amplification. APPROVAL OF AMPLIFIED SOUND DOES NOT EXEMPT THE EVENT FROM THE NOISE CODE (SMC 9.05).</i> <input type="checkbox"/> I AGREE </p>
<p>6. Alcohol Service (Richmond Beach and Cromwell only): Would you like to have alcohol service during your rental time? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Requires alcohol hourly fee, Special Alcohol Permit, Banquet Permit, and Certificate of Insurance.</i>) </p>
<p>7. Park Rules I understand: All set-up/clean-up time is included in the scheduled rental time; No staking or digging is allowed in any park area ; Blue painters tape ONLY for decorations (no tacks, nails, glue, or other tape); Personal and/or rental equipment must not interfere with other park users; Canopies must have at least one open side and can only be secured by weights or sandbags; No portable charcoal briquette barbecues allowed; Folding tables & chairs and portable propane barbecues are allowed. <input type="checkbox"/> I AGREE </p>
<p>8. TENNIS COURT ONLY Tennis Court Rules - I understand: Court Shoes Only; No skateboards, bicycles, skates or rollerblades on courts; No alcoholic beverages or food on courts; No private paid instruction or classes allowed on courts without permission of the Shoreline Parks & Recreation Department; No non-service pets on courts. <input type="checkbox"/> I AGREE </p>

STAFF USE ONLY	
<input type="checkbox"/> Field Lights Required	Security Deposit Paid <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> \$200 <input type="checkbox"/> \$400
<input type="checkbox"/> Confirmation Sent <input type="checkbox"/> Rental Cancelled	<input type="checkbox"/> Security Deposit Returned
<input type="checkbox"/> Permit Approved by:	Date:
(City of Shoreline Representative)	
Permit approved with the following conditions:	
<input type="checkbox"/> Insurance Required <input type="checkbox"/> Special Alcohol Permit Required	<input type="checkbox"/> State Banquet Permit Required
<input type="checkbox"/> Concession Permit Required <input type="checkbox"/> Hourly Concession Fee Required	<input type="checkbox"/> Insurance Requirement Waived
Additional Conditions for Special Use Permit:	



Facility Use Permit Application TERMS AND CONDITIONS

1. Park and/or Park Facility Condition:

Permittee accepts the City of Shoreline's park and/or facilities 'As Is' subject to the effects of the weather, other patrons, and the presence of natural park residents which may result in such facilities not being in the same condition as when routine maintenance and/or rental preparation was completed.

2. Proof of Insurance (SMC 8.12.090):

The following rental activities require insurance: Events with an estimated attendance of 200 or more; Events where rental groups charge registration, membership, and/or admission fees to participants; Concessionaire Permit; Events that have inflatable games (bounce houses); Events that will serve alcohol; and other events as determined by the City on a case-by-case basis.

Insurance requirements are:

- a) Insurance liability limits shall meet the following requirements: Commercial General Liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.
- b) The cost of the insurance is the responsibility of the Permittee.
- c) Participant liability insurance is required for athletic and sporting events.
- d) The City of Shoreline reserves the right to adjust the amounts of insurance required based on the level of risk presented by the intended use of the facility.
- e) A Certificate of Insurance naming the City of Shoreline as additional insured is required before final confirmation of the permit will be issued by the City.

3. Sales of Goods and Services (SMC 8.12.130):

Any individual, organization, or private firm wishing to sell food, beverage, merchandise, or services at or within a park or facility shall obtain all necessary permits and licenses to legally operate a concession prior to commencing operations in a City of Shoreline park or facility.

4. Tobacco, Alcohol and other Controlled Substances Use (inc. Marijuana) (SMC 8.12.395, 8.12.500, RCW 69.50.445, RCW 70.160.075):

Smoking, including electronic or vaporized smoking devices, or the use of any tobacco and/or controlled substance products, is not permitted at any City of Shoreline park or facility, whether owned or managed by the City, provided that the smoking or use may occur within 25 feet of the entrance or windows of a City facility except, for City Hall and the Spartan Recreation Center. The use, possession, or consumption of any alcoholic beverages is not permitted at any City of Shoreline park or facility, whether owned or managed by the City, except indoors at the Richmond Highlands Recreation Center, the Terrace at Richmond Beach Saltwater Park, the Amphitheater at Cromwell Park, Kruckeberg Botanic Garden, and inside City Hall in the Council Chamber or in the 3rd floor conference rooms after obtaining the proper permits as required by SMC Chapter 8.12.500. Police shall be called, and a patron asked to leave a park or facility if engaged in the unauthorized consumption of alcohol, tobacco, or controlled substances.

5. Amplification (SMC 8.12.380):

Permission to use loudspeakers or amplification must be obtained a minimum of seven (7) calendar days before the first scheduled facility/park usage unless prior written approval has been issued by the City of Shoreline RCCS Department.

6. Animals (SMC 8.12.280):

All domestic animals must be leashed at all times while in City of Shoreline parks or facilities, except in designated off-leash areas, and scoop laws must be obeyed. Owners are responsible for any injury or damage caused by their animals.

7. Fires (SMC 8.12.370):

No person shall ignite or maintain any fire or participate in igniting, maintaining, or using any fire within a park except in a designated barbecue unit or in a designated fire pit unless authorized by the City of Shoreline ASD Department. Portable gas grills are permitted; however, charcoal grills are prohibited. Any permit fires or grills shall be monitored by a responsible individual at all times.

8. Gender Equity (Resolution 370):

The City of Shoreline prohibits sex discrimination in the operation, conduct or administration of community athletic programs for youth and adults. Permittee shall not discriminate on the basis of sex in any community athletic program it offers pursuant to this permit.

9. Inclement Weather Baseball Infield Closures:

Playability information for baseball infields is available at (206) 801-2662 after 3:00 p.m. on weekdays and after 8:30 a.m. on weekends. Permittee shall be fully (100%) refunded rental fees for any reserved baseball field that was determined to be unplayable by the City or its representative.

10. Motor Vehicles and Parking:

No unauthorized motor vehicles shall be allowed on athletic fields or to have access to picnic shelters. Motor vehicles within park boundaries must stay on access roads and parking areas designated for the general public. Motor vehicles are not permitted on a trail unless specifically designated. Reserving parking spaces is not allowed.

11. Park/Facility Alterations, Set-up, and Clean-up (SMC 8.12.070, 8.12.120):

All park areas and facilities utilized shall be left in a clean and neat condition. All decorations/games that require tape, tacks, etc. that alter buildings, shelters, or park areas must be approved by the City in advance. No staking or digging is allowed in any area; Blue painter's tape ONLY for decorations (no tacks, nails, glue, or other tape); Personal and/or rental equipment must not interfere with other park or facility users. Permittee is responsible for their own set-up and clean up. Set-up and clean-up times are included in the rental time. All of Permittee's equipment must be removed at the end of each individual event date with no equipment left at the end of the entire rental period. Garbage and recyclables shall be placed in appropriate containers or removed from the park or facility by Permittee. Permittee shall be subject to additional fees if facility is not left in a condition considered satisfactory to City facility staff.

12. Payment Policy:

All payments must be made by the designated due date or a minimum of fourteen (14) calendar days before the first scheduled day of the first scheduled activity date cited in permit Security Deposits may be required and returned based upon City of Shoreline Refund Policy.

13. Failure to Comply with Permit Time:

Permittee shall comply with the City of Shoreline’s Fee Schedule, SMC 3.01.300, and use time allotted for the City of Shoreline facilities. Permittee shall be charged additional fees for time in excess of the contracted rental time period at a pro-rated hourly rate per the City’s Fee Schedule.

14. Refund Request Deadlines:

Rental use and Park and Open Space Non-Exclusive Use Permits cancelled by the Permittee at least seven (7) calendar days in advance of event will be refunded in full. Permits cancelled by the Permittee less than seven (7) calendar days prior, but not including the rental day, will not receive a refund. Any Security Deposit received for the rental will be 100% refunded.

Exception: Athletic Field and Tennis Court Rental Use Permit Cancellation: Athletic Field and Tennis Court Rental Use Permits cancelled by the Permittee less than seven (7) calendar days, but a least 24 hours prior to the date/time of the rental will be issued a 50% refund or \$50, whichever is less. Rental User Permits cancelled 24 hours or less prior to the date/time of the rental will not receive a refund.

15. Facility Rental Cancellation Outside of Rental Control:

By City: The City may, at its sole discretion, cancel a rental or permit at any time due to an emergency, severe weather which merits either Shoreline School District or City facility closures, power outage, or situations that may result in facility damage or personal injury as determined by the RCCS Director. In such instances, the Permittee will be entitled to a 100% refund.

By the Permittee: If a facility or area is deemed unusable by City staff on a permitted day, a full refund will be issued. If an athletic field or tennis court is deemed unusable on the permitted day by a City-recognized league official due to inclement weather, utility malfunction, or other safety issue, the Permittee must notify the City in writing so that the City receive such notice within five (5) calendar days of the event cancellation in order to have a credit issued on Permittee’s account.

16. No Assignment:

The Permittee is prohibited from assigning or transferring any rights, permissions, or privileges granted by the City in this Permit.

17. Revocations (SMC 8.12.120):

The Recreation, Cultural, and Community Services Department may revoke this Permit and/or stop a use in progress if the Permittee fails to comply with any law (state or local) and/or the terms of this Permit. The City of Shoreline may immediately terminate this Permit if the Permittee fails to supervise all activity and to comply with and enforce park and/or park facility rules and regulations.

18. HOLD HARMLESS:

The Permittee shall defend, indemnify and hold harmless the City of Shoreline, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the park or facility or from any activity, work or thing done, permitted, or suffered by the undersigned in or about the park or facility, except for injury or damages caused by the sole negligence of the City of Shoreline.

19. COMPLIANCE WITH COVID-19 GUIDANCE:

Permittee is responsible for ensuring compliance with the City of Shoreline’s COVID-19 Requirements in effect at the time the activity is being conducted under this Permit. Failure to comply with applicable COVID-19 Requirements may result in immediate revocation of this Permit as provided in Section 15. COVID-19 Requirements are subject to change and it is the Permittee’s sole responsibility to ensure that the activity is being conducted under the most current COVID-19 Requirements which are available at www.shorelinewa.gov/parks. This Permit shall not be construed to authorize any violation of an order of the City of Shoreline, the State of Washington, or Seattle/King County Public Health related to the COVID-19 pandemic, including but not limited to, engaging in an activity during any period of time when such activity is prohibited or restricted by such order(s). Permittee shall be solely liable for any violation of such order(s). The City may cancel, revoke, or suspend this Permit if the activity to be conducted pursuant to this permit is prohibited or restricted on the date the event is scheduled to take place. The City is not responsible for any loss of money, resources, or damages incurred by the Permittee as a result of cancellation, revocation, or suspension of this Permit based on the requirements of such order(s) EXCEPT, the Permittee is entitled to a refund of permit fees if the City issued this permit in error.

20. COVID-19 - ASSUMPTION OF RISK:

The Permittee acknowledges that novel coronavirus (COVID-19) infections have occurred throughout the United States and Washington State, including in the City of Shoreline. The Permittee understands that the City cannot guarantee that anyone utilizing its facilities pursuant to this Permit will not be exposed to or infected by COVID-19 and that the risks of being exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of the Permittee and others. Therefore, the Permittee understands the known and unknown dangers of utilizing the City’s parks and facilities due to COVID-19 and acknowledge that use thereof may result in exposure to or infection by COVID-19 to the Permittee and/or the participants or spectators of the activity authorized by this Permit, which could result in quarantine requirements, serious illness, disability, and/or death.

THEREFORE, BEING FULLY INFORMED OF THE CONTAGIOUS NATURE OF COVID-19 AND THE RISKS, KNOWN AND UNKNOWN, OF BEING EXPOSED TO OR INFECTED BY COVID-19, THE PERMITTEE ASSUMES ALL RISK AND SOLE RESPONSIBILITY of injury, damage, and harm which may arise, directly or indirectly, from the Permittee’s use of the City’s parks and facilities. THE PERMITTEE FURTHER AGREES TO RELEASE AND HOLD HARMLESS THE CITY OF SHORELINE as provided in the Hold Harmless provision of this Permit for any and all claims, demands, or losses for which it indemnifies, defends, and holds the City of Shoreline harmless shall include those arising, directly or indirectly, from COVID-19.

21. AUTHORITY TO EXECUTE:

The undersigned certifies that he/she is the authorized representative of the organization named above and that the information provided is complete and true. The undersigned agrees to comply with the terms and conditions of this Permit and understand permit dates are contingent upon final approval and receipt of payment and proof of insurance.

SIGNATURE

PRINT NAME

DATE