



COMMUNITY CENTER FACILITY USE PERMIT APPLICATION

City of Shoreline

Sign and return this application by mail, email or return to:
Spartan Recreation Center, 202 NE 185th St, Shoreline WA 98155
Email - shorelinerparks@shorelinewa.gov
Phone: 206-801-2600

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

Applicant Name: _____ Date of Birth: _____
 Applicant Phone: _____ E-Mail Address: _____
 Alternate Contact Name and Phone _____ Organization (If Applicable): _____
 Address: _____ City: _____ State: _____ Zip: _____

Organization Information (if applicable):

- What ages are the participants/members that your organization provides services for?
 Youth (18 & under) Adult (19 & over) All Ages Not Applicable
- Is your organization a 501(C)(3) Non-Profit Organization?
 Yes No
- Do over 50% of your organization's participants that use City of Shoreline facilities reside in the City of Shoreline?
 Yes No Do Not Know *If yes, permit groups need to submit a roster listing all participant addresses.*
- Total # of participants in organization that will be using the facilities requested on this application: _____

SECTION II – Facility Permit Requests – Please provide your permit requests (in order of preference):

Available Facilities: **PLEASE CIRCLE**

There is a \$200.00 refundable deposit due at the time of booking.

Spartan Recreation Center

Cascade/Upper

Cascade/Upper

Richmond Highlands - Entire Facility

Indoor Rental Request(s): **Please list preferred days of the week and times. If you have additional requests, please include an email.**

Room(s) _____ Start Date: _____ End Date: _____

Day(s) of Week: _____ Start Time: _____ End Time: _____

Type of Activity: _____ Estimated Attendance _____

Room(s) _____ Start Date: _____ End Date: _____

Day(s) of Week: _____ Start Time: _____ End Time: _____

Type of Activity: _____ Estimated Attendance _____



SECTION III – Facility Permit Request Information -

Special Requests:

1. **Type of Use** – What type of use is this request for?

- Practice Tryouts League Games Tournament Instructional Camp/Class
 Day Camp Fitness Class Sports Training Meeting Party Other _____

2. **Registration/Membership/Admission Fees** – Are the participants in your rental group charged a registration, membership, or admission fee? No Yes (Insurance may be required)

3. **Concessions Sales** - Will there be concession sales of Food, Drink, and/or Merchandise to your guests and/or the general public during your event? No Yes (Concession Permit and Insurance required)

4. **Rental/Personal Equipment** – Please list the description and location of any rental and/or personal equipment that you plan on having at your rental event (enter NA if not applicable): _____

5. **Amplification** – Do you plan on having live music and/or an amplified sound system during your requested rental event? No Yes – Description of Amplification _____

6. RICHMOND HIGHLANDS ONLY - Alcohol Service

Would you like to have alcohol service during your rentaltime? No Yes

7. **Community Center Rules** - I understand: All set-up/clean-up time is included in the scheduled rental time; painters tape ONLY for decorations (no tacks, nails, glue, or other tape); Smoke Machines are not allowed at Indoor Rentals; No helium balloons in the Gym; I understand that failure to comply with the information provided on this rental request form may result in the immediate cancellation of my rental request and/or forfeiture of my security deposit. I Agree

FOR STAFF USE ONLY:

Building Monitor Required _____
 Security Deposit Paid No Yes \$200 \$400
 Confirmation Sent _____
 Rental Cancelled _____
 Security Deposit Returned _____

Permit Approved by: _____ Date: _____
 (City of Shoreline Representative)

- Permit approved with the following conditions:
 Insurance Required Special Alcohol Permit Required State Banquet Permit Required
 Concession Permit Required Hourly Concession Fee Required Insurance Requirement Waived

Additional Conditions for Special Use Permit: _____



Facility Use Permit Application TERMS AND CONDITIONS

1. Park and/or 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; On-Going Rentals at Gym, Athletic Field and Tennis Court facilities; 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.

- 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) 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):

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 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 loud speakers 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 RCCS 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 3:00pm on weekdays and after 8:30am on weekends. Permitteeshall 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 Use 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 receives 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 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 park 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. COVID-19 REQUIREMENTS.

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 parks and 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