

Des Moines Parks, Recreation and Senior Services

City of Des Moines 2015 Field Use Applicants

Happy New Year!

At the first hint of sunshine, our minds will immediately gravitate towards Spring Sports and we want to take this opportunity to inform you of some of the changes that will impact Field Scheduling with the Des Moines Parks, Recreation and Senior Services Department!

- Contact: The Department is currently interviewing for the Recreation Coordinator responsible for Field Use and Athletics and in the interim, please contact the Des Moines Field House office, 206-870-6527 with your field use requests.
- Fee Changes go into effect January 2015.
 - Lights
 - Games
 - Processing Fees
 - Tournament Deposits
- Field Use Policy & Procedure: The procedures for scheduling Des Moines fields have been updated to ensure compliance with state auditing requirements and go into effect January 2015.

If you have any questions or concerns, please contact the Recreation Office at 206-870-6527.

The 2015 Athletic Field Scheduling Information Form and Field Rental Application Form are attached.

**Des Moines Parks, Recreation & Senior Services
2015 Athletic Field Scheduling Information**

How to Schedule Field Rentals:

Applications for field use in 2015 are accepted beginning January 5, 2015

- Submit an Application form with processing fee and non-refundable deposit to:
Des Moines Field House
Attention Field Scheduling
1000 South 220th Street, Des Moines, WA 98198.

Field Rental Processing Fee:

Non-refundable Processing Fee: \$25 per application/event

Field Rental Deposits:

The non-refundable deposit is applied towards the organization's approved field & light use fees.

Tournament Deposit: \$200
League Game Deposit: \$100

Field Rental Fees:

Type of Use	League Games	Tournament/Jamboree
Softball/Soccer	\$25 per game	\$200 per field/per day
Lights	\$25/hr (1 hr minimum)	
Prep	\$25 per field	

Refunds:

- Refunds will be given for *non-tournament* field cancellations when requested with 10-business days advanced notice.
- Refunds for inclement weather or light failure for scheduled use must be requested within 3-business days or at the conclusion of the last scheduled field use, accounts will be adjusted to reflect any rainouts called by Des Moines and/or make-up games
- Tournament Refunds: Will only occur if the City of Des Moines staff determines fields are unplayable due to inclement weather or unsafe playing conditions.

Hold Harmless

The user shall defend, indemnify and hold the City of Des Moines, its officers, officials, employees, agents and volunteers harmless from any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of damage to property, which arises out of the use of Premise or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The User shall be responsible for any damage caused by User.

Field Use Liability Insurance

The Organization or Users must provide the City of Des Moines a Certificate of Liability Insurance covering their full period of use, from an insurance company licensed to conduct business in the State of Washington. The insurance company must provide a separate endorsement naming the City of Des Moines as a Primary-Non contributory additional insured with coverage limits no less than \$1,000,000 Commercial general liability per occurrence and \$2,000,000 Commercial general liability aggregate. The City shall be provided with written notice of any policy cancellation within two business days of receipt of such notice by the policy holder.

Field Lighting:

Athletic field lights will not remain on past 11pm.

Rainouts: 206-870-6597

Approved field users are responsible to obtain field status updates due to inclement weather and/or unplayable conditions by calling the Field Condition Line. Note: Des Moines Field Rain-out Line is updated *only* when fields are closed. When the field is closed the message will read: *This a ball field update for Day, Date. All fields are closed.*

Please Note: The closure refers only to the date stated in the message. If the message and date have not been changed, assume the field is playable.

Des Moines Fields

Steven J. Underwood Memorial Park 21800 20th Avenue South, Des Moines

Baseball/Softball Fields	Base Length	Outfield Distance	Dates Available ¹	Lights
#1			March 16 – Oct 18	Yes
#2			March 16 – Oct 18	Yes
#3			March 16 – Oct 18	Yes

Des Moines Field House 1000 South 220th, Des Moines

Baseball/Softball Fields	Base Length	Outfield Distance	Dates Available	Lights
#1			March 16-Oct 18	Yes
#2			March 16-Oct 18	Yes
Soccer Field				

Gender Equity Statement:

The City of Des Moines complies with the State of Washington’s “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, and effective July 26, 2009) that prohibits discrimination against any person on the basis of sex in the operation.

3-Ways to Pay

1. **Walk-in:** Cash, Check, Visa/MasterCard
2. **Phone:** Credit or Debit Card
3. **Mail-in:** Field Use Application with payment by Check or Credit Card

Return Check Fee: \$40 plus 50% surcharge if collection action is needed.

¹ Based on Field Conditions



Des Moines Parks and Recreation Sports Field Use Application

Organization: _____

Mail Address: _____

City/Zip: _____

Contact: _____

Role: _____

Email: _____

Phone: _____

Cell: _____

Alt Contact: _____

Role: _____

Email: _____

Phone: _____

Cell: _____

League/Tournament Name _____

Number of Teams _____

Classification _____

Seniors

Men

School District: _____

Adult

Women

High School

Youth

Coed

Middle school

Boys

Other _____

Girls

Please Complete:

Field Requested	Activity	Base Length	Pitching Distance

Date(s)	Day	Start Time	End Time	Lights Y N	# Games

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Applicant Signature	Title	Date