

**FIELD USE REQUEST FORM**

***\*Required Information***

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| ***Today’s Date\**** | |
| **MAIN CONTACT - must be 18 years of age** | |
| First & Last Name\* | 18 or older? |
| Residential Address\* | Cell Phone\* |
| City\*       State\*    Zip\* | Work Phone |
| Email Address\* | Home Phone |
| Is this request for field use by an Organization/Company/Team?  Yes What is the Main Contact’s role in the Organization?  No (Skip to FIELD INFORMATION Section) | |

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| **ORGANIZATION/COMPANY/TEAM INFORMATION** (If Applicable) | |
| Group Name\* | Website: |
| Mailing Address\* | Non-Profit ID # |
| City\*       State\*    Zip\* | Bellevue Business Lic # |
| **SECONDARY CONTACT** (Required) **- must be 18 years of age**  What is the Secondary Contact’s role in the Organization? | |
| First & Last Name\* | 18 or older? |
| Residential Address\* | Cell Phone\* |
| City\*       State\*    Zip\* | Work Phone |
| Email Address\* | Home Phone |

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| **FIELD INFORMATION** |
| **Type of Field Use: -** *Select only 1 answer per line. Submit a separate Request Form, if needed.*   1. Sport:  Baseball/Softball  Soccer  Lacrosse  Football  Cricket   Other (please specify):   1. Activity:  Games & Practices  Games Only  Practices Only 2. Special Uses:  Sports Camp  Tournament – Name:   *Submit a separate Request Form for each tournament.* |
| **Field Category: -** *Select only 1 line. Submit a separate Request Form for each line needed.*   1. Soccer/Lacrosse/Cricket Fields (all surfaces) 2. Youth Baseball/Softball: 60’ bases & pitching at  46’  43’  40’  35’   3)  Older Youth Baseball – 70’ bases/50’ pitching  4)  MS Baseball – 80’ bases/54’ pitching  5)  HS/Adult Baseball – 90’ bases/60’6” pitching  6)  Adult Softball – 65’ bases/50’ pitching  7)  Other - Provide Details: |

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| **PARTICIPANT INFORMATION** |
| Number of Participants (Approx):  If unknown, Typical Number of Players per Team:  Number of Teams (if applicable): |
| **Age of Participants (Select best answer)**  Adult Only  Adults & Youth (playing together)  Youth Only (specify ages):  **Bellevue Residency Percentage -**  What percentage of Participants live in the City of Bellevue or Bellevue School District?  *Organizations: Be prepared to submit Rosters which include Participant Names and Home Addresses.* |

**REMINDERS:**

1. Incomplete and/or digitally altered request forms will not be processed. Don’t forget the Field Use Requested Section on Page 3.
2. Review the Athletic Field Reservations webpage at [BellevueWA.gov/field-reservations](https://bellevuewa.gov/city-government/departments/parks/rentals/athletic-field-reservations) for all the details about fields, fees, process.
3. Requests received by the Request Submission Deadlines are processed after the deadline. All others are processed on a first-come, first-serve basis. No dates are held until the request is approved. There is no legal or binding commitment between the parties until the permit is sent out.
4. Requests can be submitted via - Email: [**BallfieldRental@BellevueWA.gov**](mailto:BallfieldRental@BellevueWA.gov)Fax: 425-452-7221

Drop-off: Bellevue City Hall, 450 110th Ave NE, Service First Desk, Mon-Fri, 8 am-4 pm

Mail: City of Bellevue, Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009-9012

1. For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6914 (voice) or email [ParkRental@bellevuewa.gov](mailto:ParkRental@bellevuewa.gov). For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov).
2. Questions? Contact us at [BallfieldRental@BellevueWA.gov](mailto:BallfieldRental@BellevueWA.gov) or 425-425-6914 (Mon-Fri, 9 am-4 pm)

**TERMS & CONDITIONS:**

1. Applicant agrees to abide by all guidelines outlined on the Athletic Field Reservations webpage (found at [BellevueWA.gov/field-reservations](https://parks.bellevuewa.gov/rentals/athletic-field-reservations/)) and the City of Bellevue Park Code (found at <http://www.codepublishing.com/WA/Bellevue/html/Bellevue03/Bellevue0343.html#3.43> ).
2. Applicant agrees to comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor’s office or other state or local authority. Applicant is responsible for notifying all participants involved of the City’s guidelines as well as all applicable COVID-19 safety requirements and guidelines.
3. In addition to submitting a Field Use Request Form, organizations are required to also submit:
4. Current Certificate of Insurance – Details at [BellevueWA.gov/field-reservations](https://parks.bellevuewa.gov/rentals/athletic-field-reservations/ballfields-making-a-reservation/)
5. Post-Season League Report (for returning groups)
6. Concussion Compliance Form(s) – COB and, if applicable, BSD
7. Proof of Non-Profit Status (if applicable)
8. List of Board Members with Contact Information (if applicable)
9. Participant Roster with Names and Home Addresses (if requested)
10. For approved field reservations, the Primary Contact will receive a Field Agreement and Confirmation Attachment via email. Managers/coaches are required to take their Field Agreement & Confirmation Attachment to the field.

**AGREEMENT, RELEASE OF LIABILITY, AND HOLD HARMLESS**

The undersigned hereby makes application to City of Bellevue for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that they have the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies and procedures of the City of Bellevue and Parks & Community Services Department.

The Applicant releases and forever discharges the City, its officers, employees and agents from any and all liability, costs, claims demands, damages, and causes of action of any kind resulting in any way, or growing out of, the use of the City facility authorized hereunder. The applicant assumes responsibility for the conduct of their guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant’s use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

The applicant has read and agrees to the terms and conditions above and the guidelines outlined on the Athletic Field Reservations webpage. The applicant understands that failure to follow the terms and conditions may result in termination or suspension of rental. Acceptance of, and approval by, the City will be accomplished by the issuance of a Field Agreement, which will be provided to the applicant.

**Main Contact Signature**: **Date**:

(We do not accept electronic or typed signatures or digitally altered forms.)

**FIELD USE REQUESTED** for GROUP:

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| **Field** | **Start**  **Date** | **End**  **Date** | **Start & End Times for Each Day of the Week** | | | | | | | **Comments** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Example:** *Robinswood Soccer 1* | *03/15/24* | *07/15/24* | *5:30-8:30 pm* | *7-8:30 pm* | *5:30-8:30 pm* | *7-8:30 pm* | *4-6 pm* | *9 am-1 pm* | *1-5 pm* |  |
| **Example:** *Robinswood Soccer 2* | *03/15/24* | *07/15/24* | *5:30-8:30 pm* | *7-8:30 pm* | *5:30-8:30 pm* | *7-8:30 pm* | *4-6 pm* | *9 am-1 pm* | *1-5 pm* | *Alternate* |
| **Example:** *Wilburton Soccer* | *04/19/24* | *07/31/24* |  |  |  |  |  | *9 am-1 pm* | *1-5 pm* | *Also* |
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Are there any dates within the ranges above when NO fields are wanted? For example, holidays or school breaks (*Not 4/5-14, 5/24-27, 7/4, 10/31, 11/27-12/1)*.

Other Comments: