Request Form for Informal Field Use

Parks Scheduling Office

PO Box 90012

Bellevue, WA 98009-9012

Phone: (425) 452-6914

Fax: (425) 452-7221

Email: BallfieldRental@bellevuewa.gov

Use this form to request field time for basic one-time or short-term sport gatherings; like individual team practices, company picnics, family gatherings, school field days, and birthday parties.

Today’s Date: \_

Type of Use:

[ ]  Team Practice

Will field use be paid for (or reimbursed by) a team bank account? [ ]  Yes [ ]  No

If yes, Name of Team:

[ ]  Group (or Company) Event

Will field use be paid for (or reimbursed by) a group/company bank account? [ ]  Yes [ ]  No

If yes, Name of Group/Company:

[ ]  Event for Family or Friends

CONTACT INFORMATION

Contact Name:       Work Phone number:

Email Address:

Home Phone number:       Cell Phone number:

Mailing Address (include Apt/Suite):

City:       State:       Zip:

About Your Group:

Sport/Activity: \_

How many people are you anticipating?

Age of Players: [ ]  Adults only or Adults & Youth [ ]  Youth only (specify ages):      \_\_\_\_\_\_\_\_\_\_

If Youth only, do 80% or more of them live in the City of Bellevue or Bellevue School District? [ ]  Yes [ ]  No

|  |
| --- |
| Which Park & Field are Wanted: 1st Choice -        2nd Choice -        3rd Choice -        |
| Dayof the Week | StartDate | End Date(if different) | StartTime | EndTime |
|       |       |       |       |       |

Interested in Game Prep for an extra fee, if available? [ ]  Yes [ ]  No

For a 60 Ft basepath field, what pitching distance is wanted? [ ]  46 Ft [ ]  43 Ft [ ]  40 Ft [ ]  35 Ft

Comment (multiple fields, some dates not wanted, etc…):

NOTES:

Payment in full will be due prior to finalizing the request.

Submit Page 2 also with a Signature or Client ID# on the Terms & Conditions section.

**TERMS & CONDITIONS for Athletic Fields Scheduled by the City of Bellevue, Parks Scheduling Office**

1. Applicant agrees to obey all guidelines outlined on the Athletic Field Reservations webpage (found at <http://www.bellevuewa.gov/ballfield_reservations.htm> ) and the City of Bellevue Park Code (found at <http://www.codepublishing.com/wa/bellevue/html/Bellevue03/Bellevue0343.html> ).
2. Applicant is responsible for notifying all participants involved of the guidelines.
3. Informal field groups are responsible for providing their own liability/medical insurance.
4. For approved field reservations, the Contact will receive a Rental Confirmation and Confirmation Attachment via email. Please take them to the field during use as proof of the approved field reservations.

DISCLAIMER

 The undersigned facility user releases and forever discharges the City, the District, 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 and District facility authorized hereunder.

 The applicant has read and agrees to the terms and conditions above and the guidelines outlined on the Athletic Field Reservations webpage. Acceptance of, and approval by, the City will be accomplished by the issuance of a Rental Confirmation, which will be provided to the applicant.

**Applicant Signature**: **Date**:

**Signature for Returning Clients:** In lieu of my signature above, I certify that I have an account with Bellevue Parks & Community Services and that by providing my Bellevue Parks & Community Services Client ID#       am acknowledging I am the holder of the account and agree to all the terms listed above.