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Facility & Field Reservation Request Form

Date(s) Requested _____ Start Time _____ End Time _____
 Group Name _____ Group Contact Person _____
 Name of Activity/Event & Description _____
 Email _____
 Mailing Address _____ City/Zip _____
 Day Phone _____ Evening Phone _____
 Do you plan to sell food or beverages? ___ Yes ___ No If yes, supplier of food _____
 Admission Charge? \$_____ Estimated Attendance _____

For League Use: Please complete this form AND attach a practice and game schedule. All schedules should identify team names and contacts.

Requested Facilities/Fields:

Community Park	Sports Complex	SWPRD Building
<input type="checkbox"/> Diamond #1	<input type="checkbox"/> Field #1	<input type="checkbox"/> Room 111 (Conference Room)
<input type="checkbox"/> Diamond #2	<input type="checkbox"/> Field #2	<input type="checkbox"/> Room 116 (Rec Room)
<input type="checkbox"/> Diamond #3	<input type="checkbox"/> Field #3	<input type="checkbox"/> Room 117 (Small Room)
<input type="checkbox"/> Diamond #4	<input type="checkbox"/> Field #4	<input type="checkbox"/> Room 118 (Small Room)
<input type="checkbox"/> Upper Soccer Field	<input type="checkbox"/> Picnic Shelter #1	
<input type="checkbox"/> Picnic Shelter	<input type="checkbox"/> Picnic Shelter #2	Public Access Beaches
<input type="checkbox"/> The Crow's Nest	<input type="checkbox"/> Playground*	<input type="checkbox"/> Deer Lake Public Access*
<input type="checkbox"/> Trails*		<input type="checkbox"/> Lone Lake Public Access*
<input type="checkbox"/> Castle Park Playground*		<input type="checkbox"/> Goss Lake Public Access*

*These areas may not be exclusively reserved, but please indicate if your group will be using those areas.

Equipment Requested Event sponsor is responsible for set-up, clean-up & lost or damaged equipment.

☐ Tables # _____ ☐ Chairs # _____ ☐ TV & VHS/DVD Player

I, the undersigned, understand and agree that I shall be the on-site person responsible for my group. I further agree that I have read all of the Rules & Regulations (see reverse), and as the responsible individual, will ensure that all said rules will be followed by my group.

Signature of Applicant _____ Date Submitted _____

For Office Use Only

Date Approved	Staff Initial	Assessed Total Fee	Deposit	Receipt #
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SWPRD Rules & Regulations

- ☐ Reservation fees may apply. See our rental use fee schedule. Fees will be determined after evaluation of the request. Maintenance or staff service fees will be charged when applicable. Fees are due at time of registration.
- ☐ Your reservation is not confirmed until it is approved by a SWPRD staff member.
- ☐ District sponsored programs & events will receive priority in reserving facilities and fields. After that, reservations are made on a first come, first serve basis.
- ☐ Unscheduled use of facilities/fields is not permitted. All groups wishing to reserve SWPRD facilities/fields must complete and submit the appropriate paperwork through the SWPRD office. Each user group shall appoint one contact person for communication and field scheduling purposes. Informal communications between members of the Parks & Recreation staff and members of the user group other than the designated representative shall be regarded as informal and are not binding.
- ☐ Groups are reminded observe the District's leash law for pets.
- ☐ User groups must respect SWPRD field maintenance personnel. Harsh/abusive treatment and use of foul language towards field maintenance personnel may result in group's loss of field use privileges for the season. You must vacate reserved park sites upon request by SWPRD staff.
- ☐ Teams will not be allowed to use fields while maintenance crew personnel are prepping fields.
- ☐ Maintenance personnel will have final say on field playability and safety. SWPRD reserves the right to limit the amount of play permitted on athletic fields during any program period to prevent excessive damage to turf. Wear factors include: size and number of uses; type of use; frequency of use; weather conditions; type of sports equipment used.
- ☐ It is the applicant's responsibility to ensure that the site is left in the same condition as it was found prior to use. The user group must clear all field/facility of all litter and debris immediately upon conclusion of its event/activity to ensure facilities are attractive, functional, and safe.
- ☐ No vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation, with written approval from the Director.
- ☐ Minimum length of use for practices shall be one hour. Fields that cannot accommodate the minimum one-hour policy due to daylight savings, etc. will not be scheduled for use.
- ☐ Alcoholic beverages and controlled substances are prohibited anywhere on SWPRD premises.
- ☐ It is recommended that you have a copy of your approved reservation form on-hand during your scheduled use in the event of any scheduling conflicts.
- ☐ All necessary time for set-up and clean-up should be including on the reservation form.
- ☐ Use must be contained within the designated area. The shelters can accommodate 55-75 people.
- ☐ Games must not interfere with other park users (i.e. no sports that need more space than is available).
- ☐ Use of rice, birdseed, confetti or candles is prohibited.
- ☐ Water balloons or squirt gun fights are NOT allowed in the restrooms or shelters.
- ☐ Signs shall not be attached to the shelter, trees, railing, etc. with staples, nails, etc.
- ☐ Users must clean and clear out 30 minutes before the posted park closure time. All decorations and litter must be collected and deposited in trash containers. Picnic tables and benches should be cleaned off.
- ☐ Amplified music/sound must be played at a level that is not disruptive to nearby residents or programs.