



## South Whidbey Parks & Recreation District

# Athletic Facilities

## Reservation Form & Rules

PO Box 136  
Langley, WA 98260  
Phone: 360-221-5484  
Fax: 360-221-7323

Group Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Group Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**For League Use:** Please use the attached calendar to make requests AND attach a practice and game schedule. All schedules should identify team names and contacts.

**For One-Time Use:**

**Type of Use** \_\_\_\_\_

**Date Requested** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

Facility Requested:

**Community Park**

- ☐ Diamond #1
- ☐ Diamond #2
- ☐ Diamond #3
- ☐ Diamond #4
- ☐ Outfield #1/4
- ☐ Outfield #2/3
- ☐ Upper Soccer Field
- ☐ Trails

**Sports Complex**

- ☐ Field #1
- ☐ Field #2
- ☐ Field #3
- ☐ Dirt – Practice #1
- ☐ Dirt – Practice #2
- ☐ Dirt – Game Field

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 on the **reverse side of this form and in the attached scheduling packet**, and as the responsible individual, will ensure that all said rules will be followed by my group.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Office Use Only:**

Date Approved \_\_\_\_\_

Staff Initials \_\_\_\_\_

Fee \_\_\_\_\_

Date entered into computer \_\_\_\_\_

Staff Initials \_\_\_\_\_

Receipt # \_\_\_\_\_

SWPRD Athletic Facilities

## Rules & Regulations

(Leagues: Please refer to the attached scheduling packet for a complete list of user rules and policies.)

- Please note that fees are not charged at this time to reserve an athletic facility.
- 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.
- Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping fields.
- Maintenance personnel will have final say on field playability and safety during and following inclement weather.
- 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
- Groups are reminded observe the District's leash law for pets or to leave pets at home.
- The user group must clear all field/facility of all litter and debris immediately upon conclusion of its event/activity to ensure fields are functional and safe.
- No vehicles are allowed on any athletic fields. The exception being **authorized** equipment for repair or field preparation. Written approval must be obtained from the Director authorizing use of equipment.
- 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.
- Unscheduled usage is not permitted on SWPRD athletic fields. All groups or organizations wishing to reserve SWPRD athletic fields must fill out 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 to be thought of as binding for agreements.
- Groups who run fee-based camps on District facilities will be required to pay a minimum of \$\_\_\_\_\_ or 10% of all revenue, whichever is greater, to the District.
- **Alcoholic Beverages and controlled substances are Prohibited anywhere on SWPRD premises.**
- Your reservation is not confirmed until it is approved by a SWPRD staff member.