

Cirque Park Athletic Fields

University Place Parks
253.460.6493 | Fax 253.460.6497



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

Field Usage Fees Hourly	Youth	Adult
	Resident / Non-Resident	Resident / Non-Resident
Cirque Park – Baseball/Softball	\$45 / \$55 per hour	\$55 / \$65 per hour
Cirque Park – Multipurpose	\$35 / \$45 per hour	\$45 / \$55 per hour

Field Lighting <i>per field</i>	\$15 per hour	\$15 per hour
Field Preparation <i>per field</i>	\$45 per prep	\$45 per prep
<i>(All fees effective January 1, 2015)</i>		

Tournament Fees		
	Youth Resident / Non-Res.	Adult Resident / Non-Res.
Softball/baseball <i>Tournament fees include two field preps</i>	\$325 – (1) day event (1) field	\$425 – (1) day event (1) field
Multipurpose (one field only) Soccer/Football/Lacrosse	\$225 – (1) day event	\$275 – (1) day event
Lights (Available on all fields)	\$15 hour	\$15 hour
Schedule Change	\$10 (per change)	\$10 (per change)
Prep Fee	\$45 (per prep[])	\$45 (per prep)

Cirque Park	Type of Use	Time of Use*	Lights
#1	Baseball	March 1 – November 1	Yes
#2	Softball	March 1 – November 1	Yes
#3	Multipurpose-Soccer/Football/Lacrosse	March 1 – November 1	Yes

* Dates are general guideline only

University Place Parks reserves the right to suspend field activity due to weather and/or other conditions in which use would result in excess damage.

Rental payment – 100% of the rental fee is due at the time of application. **Fields will not be reserved without rental fee paid in full.** Personal identification must be provided before rental will be approved.

Field closure – In the event of fields being closed due to rain, event fees will be prorated at the rate of \$25 per game played prior to closure. In the event the City of University Place cancels the entire tournament, prior to play, a full refund/credit will be issue.

Cirque Park Amenities

27 Acres: (2) baseball fields, (1) soccer/football field, covered picnic shelter, tot-lot, skateboard park, trails, restrooms, **Parking:** Plenty of on-site parking

**Rental application must be signed, paid for and approved before the rental is guaranteed.
This form is NOT an application or a binding agreement.**

Cirque Park
7250 Cirque Drive West
University Place WA 98467

Please do your part in obeying park rules

- Dogs are required to be on a leash when in the park and owner is responsible to scoop after their dog
- Fireworks are not permitted in any park
- Open fires are not permitted at any park
- Violence of any kind is not permitted in any park
- Weapons are not permitted in any park except firearms as constitutionally allowed so long as it's not concealed without a valid permit or not aimed or discharged in, into or across any park
- Alcohol is prohibited in any City park
- Public vending, peddling, sales and advertising is prohibited in City parks with exception to contracted City sponsored events
- Insurance is required for the following: bouncer, tent, canopy larger than 12x12

Insurance/Special Event Permit Requirements

Certificate of Insurance: A Certificate of insurance is required. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. City of University Place must be named as additional insured, and have a copy of the insurance certificate submitted with the application.

Special Event Permit: Special events i.e. walks/runs, festivals, concerts, stage performances or large public/private events are required to obtain special event permit and pay additional fees; permit(s) available through the City of University Place Development Services Permit Counter, 253.566.5656.

Athletic Field Use

Rules and Regulations

University Place Parks
253.460.6493 | Fax 253.460.6497



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

- 1. Rental Payment** - 100% of the rental fee is due at the time of application. **Application will not be accepted without rental fee paid in full.** Personal identification must be provided before rental will be approved.
- 2. Damage/Litter** - The user group must clear the field/facility of all litter and debris immediately upon conclusion of its event/activity.
Any organization that damages or destroys property through misuse or abuse (including lining of fields) will be responsible for reimbursing The City of University Place for the cost of cleanup, repair or replacement of damages. **The labor rate will be \$57/hour plus the cost of materials. They may also be prohibited from future field use.**
- 3. Certificate of Insurance is required at the time the facility is rented.** The Certificate must provide General Liability insurance covering premises, products-completed operations and contractual liability. The City of University Place must be named as an additional insured on User's General Liability insurance policy. The General Liability insurance should be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Only "occurrence based" insurance will be accepted, not "claims made". The insurance policy should contain, or be endorsed to contain, that the User's insurance coverage shall be primary insurance as respects the Member. Any insurance, self-insurance, or insurance pool coverage maintained by the Member should be excess of the User's insurance and shall not contribute to it. **Insurance must be provided at the time of reservation.**
- 4. Requests for Cancellation/Changes** of field use permits must be received in writing. When notice is received seven days or more prior to the scheduled rental date, one half of the rental fee, less an administrative fee, will be refunded. No refunds will be made when notice of cancellation is received 72 hours or less prior to scheduled use. A \$10 fee will be assessed to organizations that make changes to each confirmed schedule(s), the \$10 fee will be charged for each change. Changes will ONLY be made if space is available.
- 5. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED.** The use or possession of ANY alcoholic beverage or controlled substance in connection with any event or other authorized use shall be sufficient cause for revoking the field use request. All rental fees will be forfeited and organization may be prohibited from future use of ALL University Place Athletic Fields.
6. All Fields are subject to rotational rest and maintenance periods, which may change without notice.
7. The City of University Place may require that a field not be used for organized practice, league, and/or tournament play due to deteriorating or unsafe field conditions. Other field arrangements may be made if possible. Failure to refrain from organized play or practice on a closed field may result in the loss of field use privileges for the season.
- 8. Field Closure Information** - During periods of inclement weather, field closures may result as determined by the City of University Place Parks Department staff. Closures may also result from poor field conditions or damage that would cause hazardous safety considerations and/or excessive repair work to bring the field back to playable condition. It is the organization's responsibility, in the event of a field closure, to contact the UP Parks within two days after each such closure to confirm a credit and/or arrange for rescheduling. Unconfirmed schedule changes will not be credited to your organization, and field use fees will be forfeited. It is the organization's responsibility to obtain field closure information. Call 253.460.6493 (Monday through Friday between the hours of 8 a.m. and 4 p.m.).

9. If the type of use is deemed larger than "normal" such as a large tournament or special event it will be the responsibility of the user group to provide additional services such as portable restrooms and additional garbage pickup. The Parks Department can arrange this for an additional fee.
10. **Applicant** - Must be an adult as recognized by the State of Washington (18 years or older), **and willing to be financially responsible for the rental of the rental room applied for. Insurance must be in the applicants' name.** The responsible agent for the organization must be present on site throughout the entire event/activity.
11. No non-city vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation.
12. The City of University Place reserves the right to cancel any rental at any time for the following reasons;
 - a. Severe weather and/or conditions in which use could cause excess damage to the facilities or potential injury to participants
 - b. City sponsored or co-sponsored events
 - c. Failure to pay rental and/or any fees associated with the use of City facilities
 - d. No baseball/activities are allowed on the soccer fields at anytime. Tournament directors are responsible for enforcement of this rule and could lose their weekend for failure to do so.
13. **AmplifiedSound** The issuance of a facility rental or reservation, or special event permit by the City allows the applicant's event to exceed the base volume limits in the University Place Park Code for no more than four hours total (either consecutive, or with breaks) between the hours of 10:00 a.m. and 9:00 p.m. The City, in its sole discretion, retains the right to determine if the volume generated by an event is so excessive that it constitutes a public disturbance and may require a reduction in volume and in the event of non-compliance by the applicant may terminate the reservation, rental or permit and the event.

Field Rental Agreement Hourly



University Place
WASHINGTON

Name of Organization: _____

Rental Date(s): _____ Application Date: _____

Purpose: _____

Hours Requested: Start Time: _____ End Time: _____ Total Time: _____

Contact Person: _____ Phone No.:(W) _____ (H) _____

Address: _____ City: _____ ZIP: _____ Email: _____

Types of Fields (Please circle the field(s) that you will be renting and any additional needs)

Field Usage Fees	Group 1-Youth	Group 2 -Adult
	(A) Resident / (B) Non-Resident	(A) Resident / (B) Non-Resident
Field #1 Baseball	\$45 / \$55 per hour	\$55 / \$65 per hour
Field #2 Softball		
Field #3 Multipurpose	\$35 / \$45 per hour	\$45 / \$55 per hour
Field Lighting <i>per field</i> Field #1 Field #2 Field #3	\$15 per hour	\$15 per hour
Field Preparation <i>per field</i> Field #1 Field #2 Field #3	\$45 per prep	\$45 per prep
<i>(All fees effective January 1, 2015)</i>		

A staff call-out fee of \$40.00 per field shall be added when city staff is called to a field for any of the following reasons: confirm reservations, turn lighting on/off, clean garbage/debris left by users, resolve complaints and make repairs resulting from abuse by user.

INSURANCE INFORMATION: All tenants would need to secure the minimum insurance coverage described below, and such insurance shall be primary with the user group to provide additional services such as portable restrooms and additional garbage pickup.

- Comprehensive Commercial General Liability insurance in the amount of at least one million dollars (\$1,000,000) per occurrence for bodily injury and name the City as additional insured. Proof of Liability must accompany this agreement

FIELD FEES							
Field #1 Baseball		\$	per hour X		hours =		
	Field Prep	\$ 45	X		(No. of Preps) =		
	Field Lights	\$ 15	per hour X		(No. of Hours) =		
Field #2 Softball		\$	per hour X		hours =		
	Field Prep	\$ 45	X		(No. of Preps) =		
	Field Lights	\$ 15	per hour X		(No. of Hours) =		
Field #3 Multipurpose		\$	per hour X		hours =		
	Field Prep	\$ 45	X		(No. of Preps) =		
	Field Lights	\$ 15	per hour X		(No. of Hours) =		
						TOTAL RENTAL COST	
						DOWN PAYMENT (\$500 OR 25%, WHICHEVER IS LESS)	
						*REMAINING BALANCE OWED	
						*Remaining balance must be paid before first game	

Applicant hereby acknowledges that he/she understands, and will comply with, all rules pertaining to use of the City of University Place's field facilities. Applicant hereby assumes all responsibility to leave fields in neat and clean condition as found. No alcohol is to be provided or served on City of University Place premises. All payments and deposits are due, in full, two weeks prior to the event date in order to secure the reservation. All cancellations must be made 14 days in advance of the reservation date. All refunds, except cleaning deposit, shall be subject to a ten percent (10%) administrative fee. Time used in excess of the rental agreement may be deducted from the reservation deposit.

Applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees for the injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any field, room, equipment and/or furniture owned or controlled by the city, which results arising out of or in connection with the performance of this Agreement, except for liability resulting from the sole negligence of the City. Applicant acknowledges that this reservation is subject to immediate cancellation by any Police Officer or Agent of the City of University Place upon determination of a violation of the University Place Municipal Code or in times of declared emergencies.

Applicant Signature _____

I/We agree to abide by and enforce the rules and regulations of the City of University Place and verify that I/We have read the above rules and regulations

Authorized Staff Signature _____

Date _____

OFFICE USE ONLY

Approved _____

Disapproved ----- Reason: _____

Date _____

Field Rental Agreement Tournament



University Place
WASHINGTON

Name of Organization: _____

Rental Date(s): _____ Application Date: _____

Purpose: _____

Hours Requested: Start Time: _____ End Time: _____ Total Time: _____

Contact Person: _____ Phone No.:(W) _____ (H) _____

Address: _____ City: _____ ZIP: _____ Email: _____

Tournament Fees Types of Fields (Please circle the field(s)that you will be renting and any additional needs)

	Youth	Adult
Softball/baseball <i>Tournament fees include two field preps</i>	\$325 – (1) day event (1) field	\$425 – (1) day event (1) field
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Schedule Change	\$10 (per change)	\$10 (per change)
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INSURANCE INFORMATION: All tenants would need to secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- *Comprehensive Commercial General Liability* insurance in the amount of at least one million dollars (\$1,000,000) per occurrence for bodily injury and name the City as additional insured. Proof of Liability must be accompany this agreement

TOURNAMENT FIELD FEES (INCLUDES 2 FIELD PREPS)					
Field #1 Baseball	\$	per event X	(No. of Events) =		
Add'l Field Prep	\$ 45	X	(No. of Preps) =		
Field Lights	\$ 15	per hour X	(No. of Hours) =		
Field #2 Softball	\$	per event X	(No. of Events) =		
Add'l Field Prep	\$ 45	X	(No. of Preps) =		
Field Lights	\$ 15	per hour X	(No. of Hours) =		
Field #3 Multipurpose	\$	per event X	(No. of Events) =		
Add'l Field Prep	\$ 45	X	(No. of Preps) =		
Field Lights	\$ 15	per hour X	(No. of Hours) =		
TOTAL RENTAL COST					
DOWN PAYMENT (\$500 OR 25%, WHICHEVER IS LESS)					
*REMAINING BALANCE OWED					
*Remaining balance must be paid before first game					

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Applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees for the injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any field, room, equipment and/or furniture owned or controlled by the city, which results arising out of or in connection with the performance of this Agreement, except for liability resulting from the sole negligence of the City. Applicant acknowledges that this reservation is subject to immediate cancellation by any Police Officer or Agent of the City of University Place upon determination of a violation of the University Place Municipal Code or in times of declared emergencies.

Applicant Signature

Date
OFFICE USE ONLY
Approved _____
Disapproved ----- Reason: _____

Authorized Staff Signature

Date

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I/We agree to abide by and enforce the above rules and regulations of the City of University Place and verify that I/We have read the rules and regulations

Applicant's Signature _____ Date _____ Approved by _____ Date _____