

CITY OF SUMAS
APPLICATION AND AGREEMENT
 FOR USE OF CITY FACILITIES

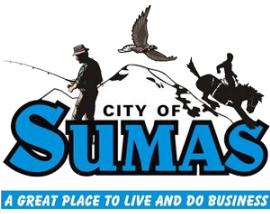
***All forms and fees must be completed and paid in full before the City will approve this application.**

Date(s) of Event: (Check with the City for availability)	Time In:	Time Out:
Contact Person(s):	Estimated Attendance:	
Organization & Type of Activity: (Include camping if applicable)		
Phone Number:	Email Address:	
Mailing Address:		

Rental Facilities & Fees

**All fees must be paid in advance to guarantee your rental		Deposit
Rodeo Grounds	\$40 per hour or \$125 per day Arena Lights: \$7.50 per hour (must request ahead of time).	\$100
Concession Stand	\$75 per day	\$50
Ball Fields	**Game Schedule must be submitted with rental agreement. Adult League: \$15 per game or \$150 per team for the season (not to exceed 12 games) Tournament: \$150 per day Youth Regular Season: rental fee waived; field prep charged for each game. Field Prep: \$12.50 per game Field Lights: \$7.50 per hour (must request ahead of time)	No Deposit Required
Senior Center	\$15.00 per hour or \$75.00 per day	\$50

Facilities Requested: _____ _____ Number of Hours/ Days: _____	Rental Fee: _____ Deposit Fee: _____ Total Due: _____
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- Payment of any service charge shall be made in advance unless prior arrangements have been made with the City Clerk’s office.
- Any group or individual using the facilities accept responsibility for any damage done to City property and shall reimburse the City of any such damages.
- The group or individuals agree to clean the facilities and restore the equipment, furniture, and grounds to its original arrangement (See Checklist)
- Groups or individuals using City facilities agree to protect and to indemnify for costs, legal and other expenses to the City, its officers and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such City facilities.

ALCOHOLIC BEVERAGES ARE PROHIBITED UNLESS APPROVED BY CITY COUNCIL

- Appropriate liquor permits must be secured, through the WA State Liquor Cannabis Board, by the individuals/ group renting the facility if alcoholic beverages are served – this includes both public and private functions.
- If alcohol is being served, you must provide a copy of your event insurance policy.
- Individuals making application to rent a City facility must be an adult. If rental is for juvenile use, adequate adult supervision must be provided at all times during the function.

I hereby agree to abide by the above regulations and all other terms of this agreement.

By: _____
(Signature of authorized person)

Date: _____

For: _____
(If Group or Organization)

Refund Deposit to: _____ **Mailing Address:** _____
(Name) _____

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FOR OFFICE USE ONLY

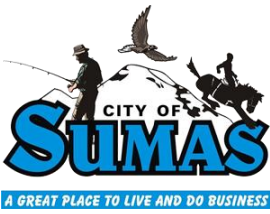
Approved By: _____ Date Approved: _____

Rental Fee: _____ Date Paid: _____

Deposit Fee: _____ Date Paid: _____

Check-In Walkthrough: _____ Check-Out Walkthrough: _____

Deposit Refunded: _____ Date Refunded: _____



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WAIVER

THIS WAIVER, executed and entered into this ____ day of _____, 20____, by the undersigned parent of a member of the _____, of _____, Washington.
(organization)

WITNESSETH:

WHEREAS, The City of Sumas (hereinafter called "the City") owns and maintains a number of city parks and appurtenant facilities; and

WHEREAS, various organized groups and members thereof, including but not necessarily limited to, softball teams and leagues and members thereof, and soccer teams and leagues and members thereof, have requested use of the City's playfields, park facilities and appurtenant areas for the purpose of holding practices, games, matches, and tournaments; and

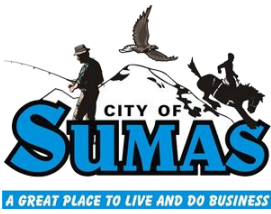
WHEREAS, the City, is willing to approve the above-said uses contingent upon all members or parents of minor members of said organizations executing a waiver agreement in the form set forth below, and having their respective league officers enter into an indemnity/ hold harmless agreement with provisions requiring adequate insurance to protect the City of Sumas, NOW, THEREFORE,

FOR AND IN CONSIDERATION of the City agreeing to permit use of the City parks/ facilities for the uses set forth above by the undersigned to hereby individually agree and state as follows;

1. That they have attained the age of eighteen (18) years and are fully competent to execute this agreement and that they do so freely and voluntarily and that they understand the rights they are waiving herein;
2. That they are the parents and/or legal guardians of a minor, whose name is written beneath their signature below. That the undersigned hereby waive all claims against the City, its employees, officials, or officers for damage and loss to the person and/ or property of the children names below, which may be cause by an act, by the undersigned or any third party, or the City of Sumas, it officers, agents or employees; except the undersigned does not waive liability of the City for negligence on part of the City of Sumas;
3. That the undersigned do hereby assume the risk of any dangerous condition in and about the City's playfields, parks, and appurtenant areas, has inspected the same, and waive any and all specific notice of the existence of such conditions;
4. That the undersigned understands that participation in sports, and use of City parks involves risks of injury, and the undersigned assume the risks associated therewith. They affirm that they have obtained insurance coverage for any injury that may occur while upon City property or property negligence of the undersigned, their minor child, a third party, or the City of Sumas.
5. That the undersigned agree that they will not participate in any events associated with this team/ club/ league without insurance, as provided above, which shall meet with the approval of the City.
6. That the undersigned acknowledge that they have read this waiver and understand its contents.

MADE AND EXECUTED at Sumas, Washington, the day and year first written above.

_____	_____
_____	_____
_____	_____



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(Retain for your records)

Once your rental application is approved and all fees have been paid, City staff will reach out to you to schedule a “check-in” walkthrough of the facility to guarantee that everything is clean, orderly and in working conditions. After your rental is complete a City staff person will walk the facility again, making sure that nothing has been damaged, and everything has been cleaned and returned to its proper location. Below is a checklist of our expectations of ALL renters to complete prior to leaving our facilities. Please note that the City will hold the rental deposit until after we complete the “check-out” walkthrough, and if damages are found, or if the facility is found to be out of order or unclean, it may result in a loss of deposit and/or future use.

****All keys must be signed out during office hours (M-F 8am-5pm) and must be arranged in advance. All keys must be returned to City Hall within 24 hours of the end of your rental period. If you are dropping them off after hours, please put them in our outside payment drop box.**

Ball Fields/ Rodeo Grounds

- Bathrooms/ Showers
 - Garbage & trash must be taken out
- Concession Stand
 - Surfaces are clean
 - Garbage & trash taken out
 - Sweep & mop floors
 - Turn gas, appliances & vents off
 - Turn lights off & lock doors
- Ball Fields
 - All garbage and trash are picked up
 - Bleachers & garbage cans are in their original locations
- Rodeo Grounds – Arena & Camping Areas
 - All garbage is picked up
 - Animal waste is picked up
 - All signage is removed

Senior Center

- Kitchen (if applicable)
 - Countertops wiped down
 - Trash taken out to dumpster (outside of kitchen door)
 - Sweep & mop floor
 - Food must be removed from the refrigerator
- Dining Room
 - Return tables and chairs to their original locations (or as directed)
 - Sweep and mop floor
 - Wipe down tables and chairs
- T.V. Area
 - Return chairs to their original position (or as directed)
 - Vacuum carpet
- Final Check
 - Close all windows
 - Return thermostat to original setting
 - Turn lights off & lock doors