



# Facility Use Application and Agreement

**City of Sumas**

360-988-5711

[abons@cityofsumas.com](mailto:abons@cityofsumas.com)

[www.cityofsumas.com](http://www.cityofsumas.com)

## Application Information:

Please check the facility requested:

☐ Rodeo Grounds

☐ Community Center

☐ Baseball Fields

☐ Field 1 (Rodeo Side)

☐ Field 2 (Rodeo Side)

☐ Field 3 (Hovel Road Side)

☐ Field 4 (Hovel Road Side)

Date(s) of Proposed Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_

Dismantling Date/Time: \_\_\_\_\_

Name of Applicant/Organization: \_\_\_\_\_

Person Responsible/Contact: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Deposit Refund Name and Mailing Address: \_\_\_\_\_

Secondary/Emergency Contact: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Type of Activity Planned (describe event): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will participants/guests pay a fee or make a donation? (Please circle) YES NO

Number of Staff/Volunteers: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Will There Be Overnight Camping?: (Please Circle) YES NO How many each night? \_\_\_\_\_

**Special Considerations – (Additional deposit, insurance, licenses, and/or City Council approval may be required)**

**Will there be:**

Amplified sound? (Please Circle)	YES	NO
Alcohol? (Please Circle)	YES	NO
Animals? (Please Circle)	YES	NO
Approx. number _____ Species _____		
Booths/Commercial Vendors? (Please Circle)	YES	NO
Cooking/Food Service? (Please Circle)	YES	NO
Additional Dumpsters (not provided by City) (Please Circle)	YES	NO
How many and where? _____		
Portable Restrooms (not provided by City) (Please Circle)	YES	NO How many? _____
Signs? (Please Circle)	YES	NO
Other special considerations: _____		
_____		
_____		

(FOR OFFICIAL USE ONLY)

APPROVED BY CITY (DATE): \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

	FEE/AMT.	INITIAL	DATE
Refundable Deposit			
Facility Use Fee			
Invoice Sent			
Camping Fee			
TOTAL PAID			
TOTAL REFUND REQUESTED			
TOTAL REFUNDED			
PROOF OF INSURANCE			
CITY COUNCIL APPROVED ALCOHOL FOR EVENT		YES/NO	N/A
PROOF OF LIQUOR LICENSE RECEIVED		YES/NO	N/A
PROOF OF ADDITIONAL INSURANCE FOR LIQUOR LICENSE		YES/NO	N/A
Walk-through Scheduled			
Walk-through Completed			
Check-Out Walk-through Completed			

# Rental Fees/Rental Fee Calculation



CITY OF SUMAS

**Rodeo Grounds Fees** - Use includes access to the Cherry St. concession stand, arena lights, and crowd's nest

	User Fee	Refundable Deposit	Subtotal
<b>Standard - Arena Use</b>	<input type="checkbox"/> \$75 per hour/ # of hours ____ <input type="checkbox"/> \$200 per day # of days ____	<input type="checkbox"/> \$150 (No Sound Equipment) <input type="checkbox"/> \$500 (With Sound Equipment)	\$ _____
<b>Local Non-Profit Youth Events - Arena Use</b>	Waived	<input type="checkbox"/> \$150 (No Sound Equipment) <input type="checkbox"/> \$500 (With Sound Equipment)	\$ _____
<b>Non-Local or For-Profit Youth Events - Arena Use</b>	<input type="checkbox"/> \$40 per hour/ # of hours ____ <input type="checkbox"/> \$100 per day # of days ____	<input type="checkbox"/> \$150 (No Sound Equipment) <input type="checkbox"/> \$500 (With Sound Equipment)	\$ _____
<b>Camping</b> (available with 2 or more full day rentals of Rodeo Grounds)	<input type="checkbox"/> \$5 per night, per camping structure # of Structures ____ (max 25) # of Nights ____	N/A	\$ _____

**Ballfield Fees** - Use includes field prep, field lights, and access to the concession stands

	User Fee	Refundable Deposit	Subtotal
<b>Adult League</b> (Full Season Game Schedule is required at time of reservation)	<input type="checkbox"/> \$40 per game/ # of games ____ <input type="checkbox"/> \$225 per team (max 12 games) # of teams ____	Any damage will be charged at actual cost to the applicant/user	\$ _____
<b>Local Non-Profit Youth League</b> (Full Season Game Schedule is required at time of reservation)	<input type="checkbox"/> \$14 per game (field prep charge only, user fee waived) # of games ____	Any damage will be charged at actual cost to the applicant/user	\$ _____
<b>Non-Local or For-Profit Youth League</b> (Full Season Game Schedule is required at time of reservation)	<input type="checkbox"/> \$20 per game/ # of games ____ <input type="checkbox"/> \$175 per team (max 12 games) # of teams ____	Any damage will be charged at actual cost to the applicant/user	\$ _____
<b>Tournament</b>	<input type="checkbox"/> \$225 per day # of days ____ (must be consecutive days)	Any damage will be charged at actual cost to the applicant/user	\$ _____
<b>Camping</b> (available with 2 or more Tournament consecutive day rentals of Ballfields)	<input type="checkbox"/> \$5 per night, per camping structure # of Structures ____ (max 25) # of Nights ____	Any damage will be charged at actual cost to the applicant/user	\$ _____

**Community Center Fees** (max 70 people)

	User Fee	Refundable Deposit	Subtotal
<b>Community Center Use</b>	\$20 per hour/ # of hours ____ \$100 per day # of days ____	\$50	\$ _____
<b>Local Non-Profit Youth Events - Center Use</b>	Waived	\$50	\$ _____
<b>Non-Local or For-Profit Youth Events - Center Use</b>	\$10 per hour/ # of hours ____ \$50 per day # of days ____	\$50	\$ _____

**Total Due \$** \_\_\_\_\_

## Agreement and Waiver - All Facilities *(required for all facility use)*

- 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)
- Indemnification/Hold Harmless
  - 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.
  - Groups or individuals using City facilities understand there is a risk of injury, and the user assumes 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 users, minor children, a third party, or the City of Sumas.
  - The groups or individuals agree that they will not participate in any events associated with this group/event without insurance, as provided above, which shall meet with the approval of the City.
  - The groups or individuals using the City facilities acknowledge that they have read this waiver and understand its contents.

### 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: \_\_\_\_\_ For: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of authorized person) (If Group or Organization)

## Agreement - Rodeo Grounds Sound Equipment *(required for Rodeo Grounds Sound Equipment use)*

- Crow's Nest sound equipment
  - Each event will require a \$500 reimbursable deposit for the sound equipment. It will be reimbursed once it is confirmed that the sound equipment is back in it's original condition after an event.
  - An audio-engineer will complete the walk-through of the sound equipment with the user. It is required that the user who will be using the sound equipment during the event complete the walk-through with the audio-engineer.
  - Walk-through procedures for the Crow's Nest sound equipment use must be signed by the user's designated sound person to acknowledge understanding of all sound equipment procedures, and designated sound person must be present during the walk-through.
  - If sound equipment is damaged beyond the \$500 deposit, the user will be charged the actual cost of replacing the equipment.
- A copy of the group or organizations insurance policy must be provided ahead of the event to the City.

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

By: \_\_\_\_\_ For: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of authorized person) (If Group or Organization)

# Waiver - Ballfields and Rodeo Grounds

(required for Ballfield and/or Rodeo Ground Use - Each participant must sign)



CITY OF SUMAS

THIS WAIVER, executed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by a member or 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, events, competitions, 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 organization executing a waiver agreement in the form set forth below, and having their respective league/group 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 the 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 the damage and loss to the person and/or property of the children names below, which may be caused by an act, by the undersigned or any third party, or the City of Sumas, its 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, equine, livestock, and automotive events 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.

\_\_\_\_\_  
(participant if over 18 or parent/or legal guardian)

\_\_\_\_\_  
(participant if over 18 or parent/or legal guardian)

\_\_\_\_\_  
(name of participant signed for above, if under 18)

\_\_\_\_\_  
(name of participant signed for above, if under 18)

\_\_\_\_\_  
(participant if over 18 or parent/or legal guardian)

\_\_\_\_\_  
(participant if over 18 or parent/or legal guardian)

\_\_\_\_\_  
(name of participant signed for above, if under 18)

\_\_\_\_\_  
(name of participant signed for above, if under 18)