

## King County Parks Field Use Application

This application form is to schedule use of King County Parks athletic fields. Tournaments, Jamborees and any athletic event with more than 50 people in attendance qualify as Special Events and must complete a Special Event Application no less than 60 days in advance.

Athletic field use requests are processed on a first-come, first-serve basis. Payment is required at the time of booking and becomes non-fully refundable after 3 business days. Individuals may book up to 2 weeks in advance throughout the season. No bookings may be created during the same week in which the request was received.

Please note details should be filled out in full. This should include any set-up and take-down times and warm-ups. Provide accurate information when scheduling to ensure fields are prepped and set up for the correct use.

For more information about athletic scheduling procedures, refer to the Athletic Scheduling Booklet or contact the Regional Scheduling Office at [regional.scheduling@kingcounty.gov](mailto:regional.scheduling@kingcounty.gov) or Marymoor Park Office at [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov) for questions or more information.

### Organization / Applicant Contact Information

<b>Organization Name (if applicable)</b>			
<b>Event / Organization Website</b>			
<b>Organization Public Contact Information</b>			
<b>Organization UBI#</b>		<b>501c(3)?</b>	
<b>Organization Type</b>		<b>Sport</b>	
<b>Mailing Address</b>		<b>City</b>	
	<b>State</b>		<b>Zip Code</b>
<p><b>The scheduler is the main contact person and is considered the only official contact for your organization.</b></p> <ul style="list-style-type: none"> <li>All field use questions and requests <b>must</b> be directed through the main group contact.</li> <li>Please include an alternate contact name and phone number for our needs in case the primary contact person cannot be reached.</li> <li>Individuals or teams requesting additional times must do so through group scheduler only or they will be subject to the individual/single use policies and fees listed in the athletic scheduling book.</li> </ul>			
<b>Scheduler Name</b>		<b>Title</b>	
<b>Email Address</b>		<b>Phone</b>	
<b>Alternate Contact Name</b>		<b>Title</b>	
<b>Email Address</b>		<b>Phone</b>	



7. Games should not interfere with other picnic groups or park users. All common areas must be shared. Remnants from games must be deposited in trash containers.
8. Activities that require setup of special equipment such as bouncers must be approved in advance and may require insurance. Please check with scheduler for appropriate equipment.
9. Dunk tanks, hot air balloons, water balloons, piñatas, remote control airplanes or vehicles, and drones are not allowed in King County Parks.
10. Dogs must be on leash at all times, under voice command and must not bother other park patrons. Owners must clean up after them. Dogs are not allowed inside picnic shelters or on fields in play?.
11. Swimming is at your own risk. Swimming is prohibited in boat launch and boat moorage areas.
12. Cutting, picking or destruction of plant life or removal of any County property is prohibited.
13. Groups are responsible for their own set-up and clean up. Users will leave the picnic area in the same condition as when they arrived. All litter must be deposited in trash containers. We will provide extra trash bags if necessary (coordinate with scheduler).
14. King County reserves the right to cancel a patron's reservation on any day for cause, which in the judgment of the County supersedes the need of the applicant. Notice of cancellation for cause may be given at any time.
15. Allow at least four (4) weeks for payment of refund when applicable. No refunds will be given due to inclement weather or violation of Park's rules/regulations.
16. Please bring your copy of the "approved" facility use contract/permit with you to your site.
17. Groups are responsible for being familiar with the rental site and aware of its overall condition. Picnic areas are routinely maintained, however, due to the effects of rain, wind, wildlife and other park patrons, outdoor facilities may not be as clean as when the routine maintenance was completed.

### Synthetic Turf Field Rules

- Drinking water is permitted on fields. Food and beverages must be consumed off the field surface.
- Sunflower seeds, gum and tobacco products are prohibited in all areas
- Metal Cleats are prohibited
- Pets are not allowed on fields
- Bicycles, skateboards, rollerblades and scooters are prohibited on fields
- Fireworks, model rockets and other explosive devices are prohibited in the park
- Alcoholic beverages are prohibited in all areas

### Rainouts

Log into statusfy.com or call 206-205-6722 for field closure status. Updates occur by 3:00 p.m. on weekdays and 7:00 a.m. on weekends. Customer is responsible for checking on field status.

### Non-Tournament Field Cancellation Fees

Field use cancelled 14 or more days before use date	\$10/hr Cancellation Fee
Field use cancelled less than 14 days before use date	\$100 use fee retained

**I, the undersigned, certify that I have read all the rules and regulations regarding the use of King County Parks.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_