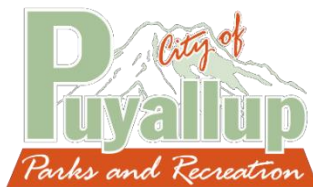


# Puyallup Parks & Recreation 2022 Field Rental Guide

*City of Puyallup*

*Puyallup Valley Sports Complex Fields*



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## 2022 ATHLETIC FIELD RENTAL GUIDE



# Getting Started

- 1. Review** the guidelines and information in this packet about fees, insurance requirements, and field availability.
- 2. Complete** the form on the last page of this packet.
- 3. Return** completed form to Puyallup Parks & Recreation. Our staff will contact you to confirm dates and/or request further info. If we can't fulfill your initial request, we may offer suggestions for alternative locations/times.
- 4. Submit** proof of insurance and payment after our staff has contacted you to confirm your dates.

## Questions?

Contact:  
Deon Moyd, Recreation Manager  
253.435.3656  
[deon@puyallupwa.gov](mailto:deon@puyallupwa.gov)

City of Puyallup  
Parks and Recreation Department  
808 Valley Ave. NW  
Puyallup, WA 98371



# Introduction

The Parks & Recreation Department manages the athletic field scheduling for the City of Puyallup fields and Puyallup Valley Sports Complex fields in order to assure equitable distribution and achieve maximum use of fields by the public, and when necessary, protect fields from overuse.

The following guidelines are intended to assist the user when making field reservations and to guide City staff in resolving conflicts that arise with scheduling fields. However, City staff may deviate from these guidelines as determined necessary and appropriate.

## ***Who Can Reserve Fields?***

- Sports Associations and Leagues
- Non-Profit Organizations
- Businesses
- Organizations

## ***Who Can Drop-In & Use An Empty Field Without a Reservation?***

- Neighbors, friends, & family for casual activity that is not affiliated with any league or organized team play.
- “Pick-up” games that are casually organized, free, and not affiliated with any organization that collects payment or charges fees.

Drop-in use on unreserved fields is not intended for practices or games for teams in an organized association or league. Team games and practices should only be scheduled on fields reserved by a league or association. **If the field is reserved, you must vacate the field.**

During the peak sports season, unreserved time is generally limited to daytime park hours during the week. Drop in groups may not use fields that are signed as “closed” and may not conduct activities in a manner that damages the field surface.

# Priority of Scheduling

When conflicting requests are made for the same facility, we use the following priority guidelines:

1. City of Puyallup Parks & Recreation sponsored programs/events
2. Puyallup School District sponsored programs/events
3. Non-Profit Youth organizations located within the Puyallup City limits or the Puyallup School District boundaries
4. Youth independent organizations located within the Puyallup City limits or the Puyallup School District boundaries
5. Non-Profit Adult organizations located within the Puyallup City limits or the Puyallup School District boundaries
6. Adult independent organizations located within the Puyallup City limits or the Puyallup School District boundaries
7. Non-Profit Youth & Adult organizations located outside the Puyallup City limits or the Puyallup School District boundaries
8. Non-community and commercial activities

## ***Additional factors may be taken into consideration:***

- ✓ Benefit to the citizens of Puyallup
- ✓ Type of event (National, Regional, State or Local)
- ✓ Past field use history and dates of events
- ✓ Seasonal activities versus non-seasonal activities
- ✓ Impact of use on surrounding neighborhood
- ✓ Scheduled games versus practices
- ✓ Diversity of recreational opportunities



*Field use may be restricted, denied or cancelled if an organization is not in good standing (i.e., excessive cancellations, damage, late payments, etc...)*

# Definition of Users

*\*\*\*Puyallup City limits – greater than 50% of the team members or participants must reside within the City limits of Puyallup or the field reservation fees is paid by a City of Puyallup business\*\*\**

- **Puyallup School District sponsored Programs/Events** – These are interscholastic or intramural activities directly managed by the Puyallup School District
- **Non-Profit Youth Organization Programs/Events or Youth independent organization located within the Puyallup City limits or the Puyallup School District boundaries** – Local public league/non-profit organization; Fulfills a local community recreational need; Organized by a registered non-profit association or local league; Advertised as open to the general public
- **Non-Profit Adult Organization Programs/Events or Adult independent organization located within the Puyallup City limits or the Puyallup School District boundaries** – Local public league/non-profit organization; Fulfills a local community recreational need; Organized by a registered non-profit association or local league; Advertised as open to the general public
- **Non-Profit Youth & Adult Organization Programs/Events located outside the Puyallup City limits or Puyallup School District boundaries** – Local public league/non-profit organization; Fulfills a local community recreational need; Organized by a registered non-profit association; Advertised as open to the general public
- **Non-community and commercial activity** – Cost recovery is fee based; User groups that do not meet the descriptions of prior categories

# 2022 Field Rental Fees

## Puyallup Valley Sports Complex

	HOURLY RATE	LIGHT FEE	PORTABLE MOUND/SOCCER GOALS
<b>Rental Fee</b> (Baseball/Softball fields)	\$45/hour/field	\$15/hour/field	\$30/day/field
<b>Rental Fee</b> (Multipurpose fields)	\$45/hour/field	\$15/hour/field	\$40/day/field
<b>Tournament Rate</b> (8 hour minimum)	\$30/hour/field	\$15/hour/field	\$30/day/field or \$40/day/field

- \* Two baseball/softball fields must be used to be considered for the tournament rate
- \* Both multipurpose fields must be used to be considered for the tournament rate
- \* Lodging tax funds were utilized for the installation of field turf on the Puyallup Valley Sports Complex, therefore additional consideration will be given to tournaments that have teams participating in the tournament coming from more than 50 miles outside the City of Puyallup

## Local Park Fields

	GAME PREP FEE	HOURLY RATE	LIGHT FEE	PORTABLE MOUND
<b>Rental Fee</b>	\$35/game, lined/dragged	\$24/hour/field	\$15/hour/field	\$30/day/field
<b>Tournament Rate</b> (8 hour minimum)	Included in tournament fee	\$15/hour/field	\$15/hour/field	\$30/day/field

- \*The tournament fee includes a game prep in the morning and one in the mid-day

## Puyallup Valley Sports Complex

FIELDS	DIMENSIONS	BASE DISTANCE	PITCHING DISTANCE
Lacey #1 – turf	300' outfield	60, 70, 80 ft.	40, 43, 46, 50, 54 ft.
Kiwanis #2 - turf	400' outfield	60, 70, 80, 90 ft.	40, 43, 46, 50, 54, 60'6" ft.
Morgan #3 – turf	300' outfield	60, 70, 80 ft.	40, 43, 46, 50, 54 ft.
Multipurpose #1 - turf	Full soccer/lacrosse		
Multipurpose #2 - turf	Full soccer/lacrosse		

## Local Park Fields

FIELDS	DIMENSIONS	BASE	PITCHING DISTANCE
Sam Peach Park field #1 (dirt infield)	225' outfield	60 ft.	40, 43, 46 ft.
Clarks Creek Park North	285' outfield	60, 70, 80 ft.	40, 43, 46, 50, 54 ft.
Bradley Lake Park field #1	200' outfield	60 ft.	40, 43, 46 ft.
Bradley Lake Park field #2	200' outfield	60 ft.	40, 43, 46 ft.
Wildwood Park field #1	200' outfield	60 ft.	40, 43, 46 ft.
Wildwood Park field #2	200' outfield	60 ft.	40, 43, 46 ft.
Rainier Woods	200' outfield	60 ft.	40, 43, 46 ft.

- \*All user groups must honor "field closed" signs throughout the year.
- \*Parks without lights are open until dusk.

# Additional Charges

If a user group is holding a tournament or special event that requires additional Puyallup Parks & Recreation services, the user group may be charged for the additional costs.

## Damages

- The user group is responsible for any and all damage to the City's premises, equipment, and property. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
- The user group may be held responsible for all actions, behavior, and damages caused by the user group's members, participants, and guests/attendees.
- If, after an activity, additional maintenance is required (in excess of normal cleaning services/time); the user group will be charged accordingly.
- The City has the right to revoke any permit(s) issued due to a group causing damage to the field by misuse or inappropriate behavior or activities.



# Insurance Requirements

To rent and use City of Puyallup Fields, your organization must have Commercial General Liability insurance coverage:

- Obtaining the insurance is the field users' responsibility.
- No substitute will be accepted; this requirement cannot be waived.
- The certificate(s) of insurance and additional insured endorsement naming the field owner must be submitted to the Puyallup Parks & Recreation Department prior to any use of the fields.

User groups may contact any insurance company of their choice, provided these minimum requirements are met:

- 1) Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII
- 2) General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.
- 3) The insurance must name the City of Puyallup as an additional insured with coverage at least as broad as ISO additional insured endorsement form CG 20 11.
- 4) Certificate of Insurance and additional insured endorsement naming field owner as additional insured must read, exactly:

**City of Puyallup  
333 South Meridian  
Puyallup, WA 98371**



Please note that the wording must be exactly as listed above; do not have certificates made out to "Puyallup Parks and Recreation". Thanks!

- 5) The insurance policy shall contain or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the User's insurance and shall not contribute with it.

## INSURANCE QUESTIONS?

We recommend that you talk to an insurance agency for qualified advice on the requirements listed above.

# Deposits, Payments, Cancellations

## ***Field Rental Payments – Hourly rentals***

Full payment is due at the time of the field rental

## ***Cancellations / Refunds for hourly rentals***

### 100% Refund:

- If the field reservation is cancelled 21 days prior to the reservation date(s).
- Fields closed or cancelled by the Puyallup Parks & Recreation Department

### 50% Refund

- If the field reservation is cancelled 7-20 days prior to the reservation date(s).

### 0% Refund

- If the field reservation is cancelled less than 7 days prior to the reservation date(s).

## ***Tournament Deposits & Tournament Cancellations***

Individuals or groups reserving an athletic facility for a tournament/special event will be required to pay a \$300 deposit at the time of application. This deposit will hold the requesting facility for the approved date(s).

If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental dates. The deposit will be applied towards the final field rental fee for all tournament or special events.

## ***Cancellations / Refunds***

### 100% Refund:

- If the field reservation is cancelled 60 days prior to the reservation date(s).
- Fields closed or cancelled by the Puyallup Parks & Recreation Department

### 50% Refund

- If the field reservation is cancelled 30-59 days prior to the reservation date(s).

### 0% Refund

- If the field reservation is cancelled less than 29 days prior to the reservation date(s).



Exception: No refund will be given if the Puyallup Parks & Recreation Department cancels due to violation of guidelines by the user group.

## ***Field Closures***

The City of Puyallup Parks & Recreation Department reserves the right to close fields and cancel any rental at any time.

# Facility Rules and Regulations


The Rules and Regulations are in place to preserve the integrity of the facilities and in the best interest of all users. Each athletic facility requires special consideration to remain in the best possible condition. Please review rules and regulations for each of following athletic facilities:

## Puyallup Valley Sports Complex

Please ensure and avoid damage to the field turf. The following items and/or uses are strictly prohibited on the Puyallup Valley Sports Complex fields:

All tobacco products	Flammable liquids	Metal Cleats
Animals	Food and Drink	Metal Stakes
Any sharp object	Glass objects	Smoking
Chairs/Spectators	Golf	Sunflower seeds
Fireworks	Gum or Candy	

 Animals are **NOT** allowed inside the PVC complex.

 All field maintenance prep will be done by PPR maintenance staff.

## Rules & Regulations

City of Puyallup Athletic Fields requires special consideration to maintain them in the best possible condition. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. Failure to comply with these rules and regulations may jeopardize your group’s future use of City of Puyallup Athletic Fields.

- Tobacco and tobacco-like products is prohibited on City of Puyallup fields and property.
- User groups are responsible for removing all litter from the field following their use. Trash is to be placed in an appropriate waste receptacle. If no waste receptacle is on site, or if the receptacle is full or overflowing, the user groups are responsible for packing out the excess trash.
- Park in designated parking stalls or areas only. All vehicles improperly parked at athletic facilities are subject to tow away at owner’s expense.
- No commercial banners or signs may be displayed on City property without prior written approval from the Puyallup Parks & Recreation Department.

# Facility Rules and Regulations

## continued

- The City of Puyallup reserves the right to immediately terminate the use of fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.
- Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field usage.
- Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from Parks & Recreation Director or designee.
- The Parks & Recreation Department or designee reserves the right to require additional amounts or types of insurance and/or additional fees depending on type of activity planned.
- The Parks maintenance staff will complete all field maintenance. User groups will not be allowed to rake or line any part of athletic fields without prior approval from the Parks & Recreation Director or Recreation Manager.
- User groups must vacate fields and dugouts upon the conclusion of their scheduled rental time. Fields may be reserved for further use by other rental groups immediately following. Please use your best judgment and courtesy when entering and exiting the fields.
- User groups must leave the park/facility in satisfactory condition (clean and free of damage). User groups damaging city property will be held responsible for the cost of repair, replacement, or clean up.
- Possession or consumption of alcoholic beverages on City of Puyallup grounds is prohibited.
- Overnight parking or camping is prohibited without prior City of Puyallup approval.
- City of Puyallup not responsible for loss, theft or damage to vehicles.
- No hitting into fences with baseballs or softballs.
- Climbing on fences is prohibited.
- Standing on dugout benches is prohibited
- Additional rules and regulations may be required for a specific athletic facility.

# Special Guidelines for Tournaments

1. The sponsoring group must turn in a **Tournament Game Matrix** showing dates, times, and fields to be used no later than 12:00pm Wednesday before your scheduled event.
2. Schedules may be faxed to (253) 770-3369, emailed to [deon@ci.puyallup.wa.us](mailto:deon@ci.puyallup.wa.us) or delivered in person to Puyallup Recreation Center, 808 Valley Ave. NW, Puyallup WA 98371.
3. The Parks & Recreation Department must approve tournament schedules prior to the start of the event.
4. Tournaments/Special Events will be held on Saturdays and Sundays only. If other days are required, you must have prior approval from the Parks & Recreation Department.
5. Tournament game times are not to begin before 8:30am or after 9:45 pm, must have Parks & Recreation Department approval to start before 8:30am.
6. Sponsoring group will be directly responsible for entry fees, invitations, and all public relations in regard to tournament/special event information.
7. Sponsoring group must provide proper supervision throughout scheduled event (i.e. a person designated as "Tournament Director" at the park facility at all times).

**PUYALLUP PARKS & RECREATION ATHLETIC FACILITY APPLICATION/AGREEMENT**

Name of Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Sponsor of Tournament/Team \_\_\_\_\_

Type of Use: \_\_\_ Practice \_\_\_ Game \_\_\_ Tournament \_\_\_ Adult \_\_\_ Youth

\_\_\_ Baseball \_\_\_ Softball \_\_\_ Lacrosse \_\_\_ Soccer \_\_\_ Football

Check if: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Weekend Check: M T W Th F S Su

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_ Number of Teams Expected \_\_\_\_\_

Fields Requested: PRC #1 \_\_\_ PRC #2 \_\_\_ PRC #3 \_\_\_ CCPN \_\_\_ WW #1 \_\_\_ WW #2 \_\_\_ RWoods \_\_\_

BL#1 \_\_\_ BL#2 \_\_\_ Multipurpose #1 \_\_\_ Multipurpose #2 \_\_\_

Cost to teams \_\_\_\_\_ Pitching Distance Required \_\_\_\_\_ Base Distances Required \_\_\_\_\_

Other Requested Items or Services \_\_\_\_\_

*(If mounds are needed, note here)*

Applicant/Group must carry at least \$1,000,00 Commercial Liability Insurance and \$1,000,000 participant liability coverage. The City of Puyallup must be endorsed as an additional insured with coverage at least as broad as CG 20 11

Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

**AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING**

- **Athletic facility rental fees as outlined in the rental policy guidelines. At the completion of the rental, you will receive an invoice. Payment of the invoice is due within 30 days.**
- **The Tournament security deposit is \$300. The deposit will be applied towards the final field rental fee.**
- **Provide a game matrix showing dates, times, fields being used and zip code of participating teams no later than 12:00pm Wednesday prior to the scheduled event.**
- Provide proof of liability insurance in the amount of \$1,000,000 or more and additional insured endorsement, five days prior to use.
- Cancellations must be made ten days in advance of the scheduled use. Failure to do so will result in forfeiture of deposit.
- No alcoholic beverages shall be sold or consumed on City park premises.
- The facility must be vacated by the designated closing time of 11:00 pm.
- The authority to operate any concessions shall be the sole privilege of the City.
- Puyallup Parks Maintenance staff will make the final determination as to the playability of ballfields.
- Preparation of the fields for tournaments will be provided by the Puyallup Parks Maintenance staff with scheduling coordinated with the sponsoring group.

The undersigned hereby applies to the City of Puyallup for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify, defend and hold harmless the City of Puyallup, its elected and appointed officials, employees and volunteers from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Puyallup.

**I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT.**

Signed by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date Received \_\_\_\_\_ By \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt \_\_\_\_\_

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

Note: All facility agreements must be approved by Puyallup Parks & Rec staff. Payment should be attached to the application.   
facilit/mntpley.doc

**PUYALLUP PARKS & RECREATION ATHLETIC  
FACILITY APPLICATION/AGREEMENT**

**As part of the rental application, we are now asking that parties share the geographical demographics of the individuals using our facilities. We collect this information to determine the tourism impacts the Puyallup Valley Sports Complex makes to the City of Puyallup. Please fill out the brief survey below.**

**# of Total Participants** \_\_\_\_\_

<b>Participant Zip Codes</b> 1.	_____	<b># of Participants From this Zip Code</b>	_____
2.	_____	<b># of Participants From this Zip Code</b>	_____
3.	_____	<b># of Participants From this Zip Code</b>	_____
4.	_____	<b># of Participants From this Zip Code</b>	_____
5.	_____	<b># of Participants From this Zip Code</b>	_____
6.	_____	<b># of Participants From this Zip Code</b>	_____
7.	_____	<b># of Participants From this Zip Code</b>	_____

# 2022 Agreement Contract

I have applied for field use as a legal representative of \_\_\_\_\_  
 I hereby certify, on behalf of my organization, that we understand and agree:

1. To accept the terms and conditions outlined in the 2022 Field Rental Guide.
2. To abide and enforce all guidelines and regulations listed in the 2022 Field Rental Guide and inform our members of the guidelines & regulations.
3. To pay the required fees and deposits as listed in the 2022 Field Rental Guide.
4. To procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises.
5. To defend, indemnify and hold harmless the City of Puyallup, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I agree and understand that permission to use the facilities granted may be revoked or canceled at any time by the City of Puyallup and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.

I agree and understand that our organization has no right or authority to sublet field space to other organizations or individuals.

I have read and understand all conditions, rules, and regulations specified in the 2022 Field Rental Guide and in this Agreement Contract. I am authorized to sign on behalf of group listed above.

Name (Please print) \_\_\_\_\_

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

CITY APPROVAL \_\_\_\_\_ Date \_\_\_\_\_