

## Field Request Packet



# *City of Yelm*

*105 Yelm Avenue West  
Yelm, Washington 98597  
[www.ci.yelm.wa.us](http://www.ci.yelm.wa.us)*

This packet is for: City of Yelm – Longmire Community Park

The City of Yelm schedules the use of Longmire Community Park. If your association is interested in use of this facility, please refer to the information in this packet.

All reservations must be confirmed by a signed contract with the City of Yelm to be official. Turn in a completed written Field Request Packet to the City of Yelm, 30-60 days before your first planned field use. Late requests will be considered on a space available basis.

**RESERVED FIELDS:** The City of Yelm will reserve available fields at Longmire Community Park to sports associations, non-profits and/or businesses that can provide proof of liability insurance for their field activities. All allocations are subject to the terms and conditions outlined in this packet.

**DROP-IN USE:** Informal groups (friends, neighbors, co-workers etc...) may drop-in and use unreserved fields at Longmire Community Park. This use is not scheduled and is on a first-come, first-served basis. Drop-in use is intended for unscheduled informal groups, it is not intended for use by teams belonging to an organized association. During the peak sports season, unreserved time is generally limited to Sundays or daytime hours during the week.

### **DAYS / TIMES:**

- Longmire Community Park is available for reserved use and drop-in use Monday-Saturday, 8:00 a.m. – dusk, throughout the year.
- Sundays are generally intended for informal drop-in use. Reservations will be considered for special circumstances, however, or if other days are unavailable.

### **DATES AVAILABLE:**

- Fields at Longmire Community Park are generally open March 1 – October 31.
- Grass fields at Longmire Community Park are usually closed November 1 – February 28-(29).

## Field Request Packet

### USER GROUP RESPONSIBILITIES

To use Fields at Longmire Community Park, Your Organization is Responsible For:	When:
Turning in a completed Field Request Packet to the City of Yelm (late requests will be considered on a space available basis.)	30-60 days before first field use
Reviewing and signing Use Contract for each field.	When you get it from the City of Yelm
Scheduling league games on reserved fields in conjunction with representatives from all other user groups.	After signing Use Contracts
Delivering completed schedules, updated contact names and numbers to the City of Yelm.	At least two weeks prior to start of activities
Providing proof of liability insurance to the City of Yelm (specific insurance guidelines are described on Contract page.)	At least two weeks prior to start of activities
Informing board members, coaches, players and parents of use guidelines.	Prior to start of activities
Correcting coaches, players and/or parents who aren't following field use guidelines.	Throughout season
Preventing damage of city property by misuse.	During each use
Have a legally responsible agent on site.	At each practice or game
Determining the safety of field conditions.	For each practice or game
Preparing the fields for your league needs.	For each practice or game
Picking up all litter.	At conclusion of each practice or game
Notifying the City of Yelm of field use cancellation or changes.	When schedule is modified
Cancelling activities on closed fields and notifying all coaches/players/parents of closure.	As soon as notified of closure

## **Field Request Packet**

### **FIELD USE GUIDELINES**

Each User Group is responsible for informing board members, coaches, players & parents of the field use guidelines. Each User Group is responsible for correcting coaches, players or parents who aren't following field use guidelines.

**User Groups may not schedule practices and games on Longmire Community Park Fields until they have completed a Field Request Packet and received a confirmed contract for field use.**

#### **1. Field Scheduling & Supervision**

- a. Each user group must have a field scheduling representative with the authority to be the point of contact for field use. (Individual coaches may not reserve fields.)
- b. Users must have a completed contract from the City of Yelm *before* scheduling field use.
- c. Users must reserve practice AND game fields.
- d. At all activities, a legally responsible agent for the user group must be present throughout the entire function to provide supervision and be responsible for field safety.
- e. Permission/Approval for field usage is non-transferrable.
- f. Equal access and opportunity must be provided for all ages, sexes, races, creeds and ability levels.

#### **2. Insurance**

- a. User Groups must provide proof of liability insurance listing the field owner (City of Yelm) as additionally or also insured.
- b. Insurance must meet the minimum requirements listed in the Field Use Contract.
- c. Waiver forms will not be accepted as a substitute for proof of insurance.
- d. Proof of insurance must be presented at least two weeks in advance of first practice or game, and must cover all reservation dates.
- e. User Groups must agree to include a hold harmless waiver to be signed by participants, managers and parents or guardians where applicable, holding the City harmless for damages, injuries and expenses resulting from their activities.

## **Field Request Packet**

### **FIELD USE GUIDELINES continued...**

#### **3. Field Conditions, Preparation, Improvements & Maintenance**

- a. Fields are reserved on an "as is" basis.
- b. Users are responsible for determining field safety.
- c. Users are responsible for providing their own chalking, lining & litter removal.
- d. The City will paint outfields and soccer/football field.
- e. Combined leagues are responsible for replacing any city owned property that is damaged, lost or stolen.
- f. To ensure quality and upkeep of these grounds, leagues may be subject to City staff surcharges.

#### **4. Parking and Vehicles on the Field**

- a. Parking is allowed in legal parking areas only.
- b. Vehicles may not be driven or parked on fields, grassy areas or walkways.

#### **5. Concessions**

- a. Selling products or foods at fields & parks is restricted by law and/or by policy and requires prior approval.
- b. Please request permission to sell concessions at least three weeks in advance.
- c. All food concessions will require an appropriate Health Department Permit.

#### **6. Litter**

- a. Each user group is responsible for removing litter from the field area at the conclusion of their activity.
- b. If garbage cans are full or unavailable, user groups are expected to pack their garbage out of the park or field.

#### **7. Field Closures**

- a. The City of Yelm reserves the right to cancel or revoke field use at any time.
- b. User groups must cancel practices and games, and stop use of any field that is closed by the City of Yelm.

#### **8. Alcohol & Tobacco**

- a. Alcohol is prohibited at all Longmire Community Park fields/facilities.
- b. Tobacco products are prohibited at all Longmire Community Park fields/facilities.

## **Field Request Packet**

### **FIELD CLOSURES AND RESTRICTIONS**

These are the restrictions and closures we are currently aware of for the season.

The City of Yelm reserves the right to make further cancellations at any time.

<b>Field</b>	<b>Closure or Restriction</b>
All fields	No reservations on Sundays except for special circumstances.
Baseball fields	
Soccer/Football field	Open for soccer season(s) until July 31. Open for football season August 1 thru October 31.
Volleyball court	

**Field Request Packet**

**USER GROUP APPLICATION – PLEASE PRINT**

Name of Organization

Address to send Field Use Info/Contracts

Website

Phone

Rainout Number

Field reservations Contact Person

Phone(s)

E-Mail Address

Other info:

Please attach a list of Board Members.

## **Field Request Packet**

### **FIELD USE CONTRACT**

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

- To accept the terms and conditions outlined in the Field Request Packet.
- To abide and enforce all guidelines and regulations listed in the Field Request Packet and inform our members of the guidelines & regulations.
- The User shall 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. The User shall provide a certificate of insurance to the City evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City of Yelm shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect 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 is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Yelm facilities.
- To defend, indemnify and hold harmless the City of Yelm, 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.
- That permission to use the facilities granted may be revoked or canceled at any time by the City of Yelm 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.
- All parties acknowledge and agree that the City of Yelm reserves the right to revoke this Longmire Park Field Use Contract from a group/organization at any time.

**Field Request Packet**

**FIELD USE CONTRACT continued...**

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

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

Address \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

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

City Approval \_\_\_\_\_ Date \_\_\_\_\_

**Field Request Packet**

**City of Yelm  
Longmire Community Park  
Rules & Regulations**

Possession of Alcoholic Beverages prohibited.  
Longmire Community Park is a Tobacco, Drug and Weapon Free Facility.

Field Use/Reservations by Permit Only (360) 458-3244.  
Park Closed at Dusk or Immediately Following Scheduled Activities.

The City of Yelm Reserves the Right to Close the Park at any time.

All Animals Prohibited from Park.

Skateboarding and Inline Skating Prohibited.  
Bicycles Prohibited from Athletic Fields and Commons.  
Motorized Vehicles Prohibited on Grounds.  
Golfing Prohibited.  
Model Aircraft or Rockets Prohibited.  
No Fireworks.

Sound Amplification by Permit Only.  
Solicitation of Goods/Services by Permit Only.

No Overnight Camping.  
No Littering – If Garbage Cans are Full or Unavailable,  
User Groups are Expected to Pack Their Garbage Out of the Park and/or  
Field(s).

The City of Yelm reserves the right to close these grounds as deemed  
necessary, due to unforeseen events.

Longmire Park Rainout Number: (360) 458-8875.

This is Your Park, Please Help Keep it Clean!  
We Hope You Enjoy Your Visit!