

City of Othello

Parks and Recreation • 111 North Broadway Avenue • Othello, WA 99344 • (509) 331-2757

Lions Park Athletic Complex Tournament/League Rental Policies & Procedures



Dear Event Director:

Thank you for considering the City of Othello for your upcoming event. Please take a few minutes to review the attached information. For questions and assistance in planning your event please contact:

Amy Hurlbut
City of Othello
Parks and Recreation Coordinator
ahurlbut@othellowa.gov
Phone: (509) 331-2757
Fax: (509) 488-3701

OR

City of Othello Public Works
111 N. Broadway Ave.
Othello, WA 99344
Phone: (509) 488-6997
Fax: (509) 488-3701

Please follow the steps below to allow adequate time for processing and preparation for your event:

1. Read the Tournament and League Field Use Application and Information Guide. If you have any questions please contact the person listed above.
2. Complete the following items and submit them to the Parks and Recreation office by the deadlines provided in this guide.

TOURNAMENT/LEAGUE APPLICATION CHECKLIST

- Submit Signed Field Use Application/Hold Harmless Agreement**
- Pay \$150 Application Fee (applied toward total Field Rental Fee)**
Note: \$150 Application Fee is to be paid at the time of application. Applications must be submitted no later than thirty (30) days prior to the tournament date or start of league play. All insurance requirements will be due thirty (30) days prior to the tournament date or start of league play.
- Pay Field Rental Fee (as outlined in Field Use Application)**
- Pre-tournament walk through may be required prior to first game of tournament or league**

LIONS PARK ATHLETIC COMPLEX AMENITIES

- Four fields wagon wheeled around a central concession stand and storage facility.
- Storage room can be used for official's room or tournament headquarters.
- Bases set at:
 - 60', 65' and 80'
- Pitching Rubbers set at:
 - 35' and 40'
 - Baseball may use portable pitching mounds for an additional fee.
- Outfields:
 - 300' all fields, infield fences can be rented to accommodate shorter distances.
- The complex is located in Lions Park, a 26.9 acre park site with the following park amenities:
 - Playground equipment located outside of complex
 - Four (4) tennis courts, basketball court and in-line hockey court
 - Four (4) park shelters

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Welcome to the City of Othello Tournament and League Field Use Application and Information Guide. To reserve your event, please read the attached information, complete the Field Use Application, the Tournament/League Application Checklist, enclose the \$150 Application Fee and forward to the City of Othello Parks and Recreation office:

Parks and Recreation Department
City of Othello Public Works
111 N. Broadway Ave.
Othello, WA 99344
mkisler@othellova.gov
Phone: (509) 331-2757
Fax: (509) 488-3701

DEFINITION OF TERMS

“Event Director” is defined as the activity organizer, promoter or representative responsible for coordinating the public or private use activity within the City of Othello Lions Park Athletic Complex. The term “Event Director” can be applied to any individual renting the Lions Park Athletic Complex or facility for any length of time. The Event Director must be 18 years of age or older to apply.

TERMS AND CONDITIONS OF USE

The following rules and regulations will be in effect for the Lions Park Athletic Complex. The reserving party will be responsible for ensuring that all rules and regulations are adhered to.

PROHIBITED ACTIVITIES

Any activity that is prohibited by Federal and/or State Law, Othello Municipal Code or park use rules and regulations.

LAWS, RULES AND REGULATIONS

Event Directors and users will comply with all Federal and State laws, City Ordinances, Park Codes and Regulations governing the use of the City of Othello park system for public and private special use. Said laws, rules and regulations, as applicable, are available to Event Director during the application process. Individuals are responsible for any damage to person(s) or property when equipment leaves the complex. For example, but not limited to, a homerun ball hit over the outfield fence, breaking a vehicle windshield or causing a dent. If the individual who caused the damage does not take responsibility, the Event Director will be responsible for the damage. Changes, alterations, or defacement of property to any facility, its furnishings or equipment is prohibited. Any person or group causing damage to City property or equipment will be required to pay the cost of cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. Until full payment for damage is received, the City of Othello shall have the right to deny future applications without any stated cause.

CONDITION OF PREMISES

The Event Director will accept the premises, to be used for tournament and/or league play, in its current condition at the times designated on the application for use.

USE PRIORITY FOR TOURNAMENTS AND LEAGUES

- 1st priority: City of Othello sponsored events
- 2nd priority: Othello Youth Baseball/Softball League
- 3rd priority: Previous/established leagues and/or tournaments

RESERVATION

Reservation must be made at least thirty (30) days prior to the date requested.



FIELD RENTAL FEES

Field rental fees are a compensation for use of facilities to help recoup additional operating costs incurred as a direct result of use. Fees will be charged for individuals, companies or groups who wish to reserve the Lions Park Athletic Complex for practices, games or tournaments. Please see the fee schedule on the Field Use Application. In the case of tournament and league rentals, a \$150 Application Fee (applied toward total Field Rental Fee) is due at least thirty (30) days prior to the event date requested to secure dates. The tournament/league field rental fees must be paid in full at least five (5) business days prior to the start of tournament or league play. In the event tournament or league play is cancelled by groups reserving multiple dates, or by groups with a history of cancellations, the Application Fee shall be forfeited. Failure to pay in accordance with these guidelines will result in denied access to fields.

TOURNAMENT FEES

(Generally applied to sporting events with one or more games per day, occurring over consecutive days on one or more fields.)

Application Fee: \$150

- Applied toward total Field Rental Fee
- Reservation must be made at least thirty (30) days prior to the date requested. Charged for reservation of event date and administrative hours involved in processing application. A pre-event inspection with City staff may be required for reservation.
- The Application Fee will be forfeited if cancellation is not made at least five (5) business days prior to the tournament date.

Field Rental Fee: \$800 per weekend

\$100 per field, per day (Friday – Sunday only)

- Fields are prepared and lined prior to games, unless otherwise noted. City staff on site to maintain fields during tournaments only.
- Setup and rental of portable mounds, temporary fencing and keys included at the request of Event Director. One-time setup and removal of portable mounds and/or fencing. Fee to remove and/or move mounds or temporary fencing will be assessed at "Additional Charge" rate (see below).
- Must be paid in full at least five (5) business days prior to the start of tournament play.
- Tournament schedule must be submitted five (5) business days before the tournament, or earlier if possible. If lights are needed, keys will not be issued until a schedule is received.
- You may fax your schedule to (509) 488-3701 or e-mail to: mkisler@othellowa.gov
- Please contact Molly Kisler at (509) 331-2757 to discuss details if needed.

LEAGUE FEES

(Generally applied to sporting events with one or more games per week, occurring over a period of weeks on one or more fields.)

Application Fee: \$150

- Applied toward total Field Rental Fee
- Reservation must be made at least thirty (30) days prior to the date requested. Charged for reservation of event date and administrative hours involved in processing application. A pre-event inspection with City staff may be required for reservation.
- The Application Fee will be forfeited if cancellation is not made at least five (5) business days prior to the tournament date.

Field Rental Fee: \$30 per field, per day

- Fields are prepared and lined prior to league games and during City business hours, unless otherwise noted.
- Must be paid in full at least five (5) business days prior to the start of league play.
- A league schedule must be submitted five (5) business days before the first league game, or earlier if possible. If lights are needed, keys will not be issued until a schedule is received.
- You may fax your schedule to (509) 488-3701 or e-mail to: mkisler@othellowa.gov
- Please contact Molly Kisler at (509) 331-2757 to discuss details if needed.

ADDITIONAL CHARGES

- **Concession stand use: \$200 per event**
- **Temporary in-field fencing: \$75 per field***
 - * Fee to remove/move fencing, if different than setup/takedown date listed on Field Use Application.
- **Portable baseball mounds: \$100 per field***
 - * Fee to remove/move mounds, if different than setup/takedown date listed on Field Use Application.
- **Use of lights: \$100 per key (\$90 refundable)**



CANCELLATION

- Field rental cancellation must be made at least five (5) business days prior to tournament date or league games. Failure to do so will result in forfeiture of Application Fee. Cancellation requests must be submitted in written form (e-mail, faxed, etc.) to the Parks and Recreation office.
- Fees will only be refunded if the City of Othello has to close the fields for safety reasons or tournament/league games are rained out before they begin, as determined by City of Othello personnel. Once tournament and/or league play begins, the Event Director is responsible for payment of all field rental fees before the rainout or closure.

INSURANCE

All tournaments and/or leagues using the Lions Park Athletic Complex are required to provide proof of a commercial general liability insurance policy and the City of Othello must be named as an additional insured by endorsement of said policy. Coverage cannot be cancelled or reduced without thirty (30) days written notice to the City of Othello. (Special Events Liability Insurance may be available through the City of Othello's insurance carrier, Washington Cities Insurance Agency.)

- Any tournament and/or league reservation will require insurance limits of one million (\$1,000,000) per occurrence in commercial general liability with an aggregate of two million (\$2,000,000) with the City of Othello listed as "additional insured".
- Insurance policies will be required thirty (30) business days prior to the first day of tournament/league play.

GAME TIMES

- Games shall not start before 8:00 AM and all games shall be completed by 11:00 PM.

FIELD MAINTENANCE

- The City's field maintenance personnel have the final authority regarding the play-ability of the fields prior to the start of each game. The City's field maintenance lead will consult with the Event Director and the Umpire-in-Chief regarding the play-ability of the fields during inclement weather. When innings are in progress, the Umpire-in-Chief will make the decision to continue or stop play.
- City of Othello maintenance personnel will be on-site at the fields during tournaments only.
- Players and participants must stay off the infields when field maintenance personnel are performing infield maintenance. Failure to vacate the infield will result in a delay of the game.
- Field maintenance standards include, but are not limited to:
 - Dragging the infield and raking around the bases
 - Watering the infield
 - Chalking lines and boxes
 - Resetting bases and plates if needed
- Facility maintenance will be provided by the City during the course of tournaments. Facility standards include, but are not limited to:
 - Restock and clean restrooms as needed
 - Empty garbage cans when full or as needed
 - Pick up litter and trash around grounds
- At no time is any material such as sand, dirt or other substances, unless approved by the City of Othello, to be added or taken off any infields.
- No field work or maintenance will be done to the fields by anyone other than City of Othello field maintenance personnel, unless otherwise requested.
- The Event Director is responsible for informing field maintenance personnel if a problem arises with field conditions during tournament and/or league games. Maintenance personnel contact information will be provided to the Event Director five (5) days prior to tournament and/or league play.

DAMAGES

The Event Director of organization using the Lions Park Athletic Complex is responsible for any damage to City property and shall reimburse the City for such damages. Any person or group causing damage to property or equipment will be required to pay for the cost of any replacement equipment, cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. Failure to pay in accordance with these guidelines will result in denied access to fields.



PRE-TOURNAMENT WALK-THROUGH

The Event Director (or designated individual) may be required to attend a pre-tournament/league walk-through of each field being used. The Event Director is responsible for scheduling a time one-week prior (or as agreed upon with City of Othello staff) to the rental date to visit the Lions Park Athletic Complex and review the specifics of each field and/or facility. Walk-throughs must be pre-scheduled and will not be a drop-in situation. Please allow at least one hour of time for the walk-through. If a walk-through is required by the City, please call Molly Kisler at (509) 331-2757 to schedule. This must be done prior to keys being issued.

KEYS

Keys to the Lions Park Athletic Complex will be checked out to the Event Director (or designated individual) when a schedule is received and/or facility walk-through is completed. Keys must be returned to the City of Othello Parks and Recreation office no later than five (5) business days after the tournament's conclusion by 4:00 PM, or five (5) business days after the last league game, by 4:00 PM or key deposit will be forfeited.

CLEAN-UP

- The Event Director is responsible for ensuring all litter is properly disposed of prior to exiting the facility.
- All facility buildings used by tournament or league must be cleaned prior to leaving the facility. (No individuals other than tournament and/or league representatives will be allowed in these buildings).
- All items brought in by tournament and/or leagues must be removed. The City is not responsible for any items left-over by a tournament or league.
- If any additional cleanup is required due to use, the City shall assess these costs to the Event Director, at the cost of time and materials, as determined by the Public Works Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to fields.

VEHICLES IN PARK/COMPLEX

Vehicles will be allowed in the complex only for the purpose of loading and unloading equipment. Vehicles must be removed immediately following loading/unloading of equipment and parked in the parking lot during tournament and/or league play. All vehicles must abide by the City of Othello's policy on Vehicles in Parks or Public Property, Othello Municipal Code (OMC) 9.04.030. Non-abiding vehicles will be cited and fined.

CONCESSIONS

The Lions Park Athletic Complex concession stand may be available for rent by tournaments and/or leagues. Concession rentals may be approved by the Parks and Recreation Department and/or Public Works Department in conjunction with an approved Lions Park Athletic Complex Field Use Application. All others must obtain a Special Event Permit. Concession stand rental fees must be paid in full at least five (5) business days prior to event date. The Event Director must fill out a Concession Stand Use Application at the time of facility reservation, or no later than thirty (30) days prior to the start of tournament and/or league games. Concession stand rental fees must be paid in full at least five (5) business days prior to the start of tournament or league play. Concession staffing, inventory, cleanup and overall operation of the concession stand is the sole responsibility of the tournament/league Event Director. The City of Othello is not responsible for any lost, stolen or damaged items related to the use and operation of the concession stand. The Event Director is responsible for obtaining all permits and permission for the sale and distribution of items including, but not limited to: City of Othello Business License, WA State Health Department Food Handler's Card and Adams County Health Department Temporary Food Establishment Permit. Proof of permits will be required fourteen (14) business days prior to event. The Concession Stand Cleaning Checklist must be completed and left in concession stand after rental. Failure to complete the Concession Stand Cleaning Checklist and/or properly clean the concession stand will result in denied access to the fields and concession stand. If any additional cleanup is required due to use, the City shall assess these costs to the Event Director, at the cost of time and materials, as determined by the Public Works Director. Charges must be paid in full. Concession keys must be returned to the City of Othello Parks and Recreation office no later than five (5) business days after the rental date by 4:00 PM or key replacement costs will be assessed to Event Director.

- * All requests to conduct commercial profit venture and/or promotional activities or fundraisers are subject to City of Othello approval and must be submitted at least thirty (30) days prior to the event.

ALCOHOL

ALCOHOL IS NOT PERMITTED IN ANY CITY OF OTHELLO PARKS OR FACILITIES (OMC 8.09). Event Directors are required to inform all participants to abide by this ordinance and to assist in enforcing this ordinance. Police will be notified if evidence of alcohol is found on the premises.



POSSESSION OF FIREARMS AND/OR WEAPONS IS STRICTLY PROHIBITED.

SMOKING OR TOBACCO USE IS PROHIBITED IN ALL CITY OF OTHELLO FACILITIES (INCLUDING RESTROOMS) AND MUST BE TWENTY-FIVE (25) FEET FROM ANY PLAYGROUND STRUCTURE, BUILDING ENTRANCE OR VENTILATION SOURCE.

ADMISSION/GATE CHARGE

Ticket sales or gate charges shall not be initiated by the user unless written consent is given by the City of Othello.

BANNERS

All banners, flyers, announcements, advertisers and/or advertisements to be posted in the facility or used and/or promoted with event requires approval of the City of Othello and must abide by OMC 8.26 and 14.58.

MUSIC/PUBLIC ADDRESS SYSTEMS/NOISE ORDINANCE

When music or a public address system is necessary for tournament and/or league play, City of Othello approval is necessary. The Event Director must review and comply with OMC 5.38 related to Noise Control.

EMERGENCY SITUATIONS

In the event an emergency occurs during the tournament and/or league play please contact Emergency Services at 911.

NON-EMERGENCY SITUATIONS

If a problem occurs during tournament and/or league play and is non-emergency in nature; i.e., a sprinkler comes on, problems with the fields or backed-up toilets, call (509) 488-6997. If a non-emergency situation occurs on a weekday after 4:00 PM or on weekends, call (509) 488-3314 and the appropriate personnel will be dispatched.

GENDER EQUALITY AND CONCUSSION MANAGEMENT

Users of City of Othello athletic fields and youth sports facilities shall comply with RCW 4.24.660 (Zackery Lystedt Law) regarding youth sports concussion and head injuries. All users of athletic fields and facilities shall comply with the City of Othello's Gender Equality Policy, pursuant to RCW 49.60.550.

INDEMNIFICATION AND HOLD HARMLESS

The person or organization entering into a rental agreement with the City of Othello for the use of City of Othello facilities or equipment described on the Lions Park Athletic Complex Field Use Application certifies that the application information given is current. The signed application further states that as the Event Director, he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Othello for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City of Othello facilities or equipment will be reported to City of Othello authorities immediately. The applicant agrees that the City of Othello and its agents or employees will not be liable for any damage to person or property by reason of the acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Othello and its officers, employees, directors, volunteers and agents from claims, liabilities, or suits, arising out of injury to person or property from the acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Othello.

ANY VIOLATION OF THESE RULES AND REGULATIONS MAY RESULT IN DENIAL OF FURTHER USE OF CITY OF CITY OF OTHELLO FACILITIES.

City of Othello

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Lions Park Athletic Complex Tournament/League Facility Use Application



TOURNAMENT/LEAGUE INFORMATION

NAME OF ORGANIZATION (if applicable): _____

EVENT DIRECTOR/FACILITY RENTER NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

ALT. CONTACT NAME: _____ PHONE: _____

TYPE OF USE: Practice Tournament League Other _____

SPORT: Softball Baseball Soccer Other _____

DURATION OF USE: Practice/One time only Weekly Weekend M T W Th F S Su

FIELDS REQUESTED: #1 #2 #3 #4 Soccer

DATE(S) REQUESTED: _____ TIME(S) REQUESTED: _____

BASE DISTANCE: 60 ft. 65 ft. PITCHING DISTANCE: _____ feet

ADD'L NEEDS: Field Maintenance (Public Works staff on-site)

Pitching Mounds Distance (from home plate): _____ feet Field (circle): 1 2 3 4

Temporary Fencing Fence Distance: _____ feet Field (circle): 1 2 3 4

LIGHT KEYS REQUESTED: Yes No

DO YOU PLAN TO...

OPERATE THE CONCESSION STAND? YES NO

SELL MERCHANDISE? YES NO

SELL SERVICES? YES NO

* The sale of anything by the user or participants requires prior approval by the City of Othello. The Event Director is responsible for obtaining all permits for the sale and distribution of items including, but not limited to: City of Othello Business License, WA State Health Department Food Handler's Card and Adams County Health Department Temporary Food Establishment Permit. Proof of permits will be required fourteen (14) business days prior to event.

The organization and individuals using public facilities agree to protect and to indemnify for costs, legal and other expenses the City, its officers, employees, elected officials and agents from any and all claims, liabilities or suits related to or arising from acts of omission of such organization or individuals in connection with the use of any such public facility. I, the undersigned, have read the policies for the rental/use of City of Othello facilities and will abide by the attached policies.

EVENT DIRECTOR/ RENTER SIGNATURE: _____ DATE: _____

LIONS PARK ATHLETIC COMPLEX RENTAL SCHEDULE

RENTAL TYPE	FEE	UNIT	SUBTOTAL
<input type="checkbox"/> Application Fee	\$150	*Applied toward total Field Rental Fee	\$ _____
<input type="checkbox"/> League Rental	\$30	Per Field/Per Day X _____ Fields X _____ Days= _____ - \$150 =	\$ _____
<input type="checkbox"/> Tournament Rental	\$100	Per Field/Per Day X _____ Fields X _____ Days= _____ - \$150 =	\$ _____
<input type="checkbox"/> Lights	\$100 (\$90 REF.)	Per Key X _____ Keys =	\$ _____
<input type="checkbox"/> Pitching Mounds	\$100	Per Field X _____ Fields =	\$ _____
<input type="checkbox"/> Temporary Fencing	\$75	Per Field X _____ Fields =	\$ _____
BALANCE DUE			\$ _____

FOR OFFICIAL USE ONLY

KEYS ISSUED: _____	KEY BOX # _____	BALL FIELD LIGHTS # _____	PADLOCK # _____	CONCESSION # _____
KEY FEE PAID: \$ _____	DATE: _____	RETURN DATE: _____	DEPOSIT REFUND: \$ _____	REFUND DATE: _____
APPROVED BY: _____	DATE: _____	DATE: _____	<input type="checkbox"/> CASH	RECEIPT # _____
APP FEE PAID: \$ _____	DATE: _____	DATE: _____	<input type="checkbox"/> CASH	CHECK # _____
RENTAL FEE PAID: \$ _____	DATE: _____	DATE: _____	<input type="checkbox"/> CHECK # _____	CHECK # _____
EVENT CANCELLED: _____	REFUND ELIGIBLE: _____	AMOUNT: _____	DATE: _____	DATE: _____

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Concession Stand Use Application

Concession operators are required to enter into a rental agreement with the City of Othello. Concession rentals may be approved by the Parks and Recreation Department and/or Public Works Department in conjunction with an approved Lions Park Athletic Complex Field Use Application. All others must obtain a Special Event Permit. Concession stand rental fees must be paid in full at least five (5) business days prior to event date. The City of Othello has one concession stand available for operation at the Lions Park Athletic Complex, 915 E. Pine St., Othello, WA 99344. The attached Concession Stand Cleaning Checklist must be completed and left in the concession immediately following rental. Failure to complete the Concession Stand Cleaning Checklist and/or properly clean the concession stand will result in denied access to the fields and concession stand.

APPLICATION AND SPONSORING ORGANIZATION INFORMATION

NAME OF SPONSORING ORGANIZATION (if applicable): _____

EVENT DIRECTOR/RENTER NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

CONTACT PERSON ON SITE DAY OF EVENT/EMERGENCY CONTACT: _____

PHONE: _____ CELL PHONE: _____

GENERAL EVENT INFORMATION

EVENT DESCRIPTION: _____

EVENT DATE(S): _____ EVENT TIME(S): _____

DO YOU PLAN TO...

SELL MERCHANDISE? YES NO

SELL SERVICES? YES NO

* The sale of anything by the user or participants requires prior approval by the City of Othello. The Event Director is responsible for obtaining all permits for the sale and distribution of items including, but not limited to: City of Othello Business License, WA State Health Department Food Handler's Card and Adams County Health Department Temporary Food Establishment Permit. Proof of permits will be required fourteen (14) business days prior to event.

PERMIT REQUIREMENTS

- * Obtain Adams County Health Dept. Temporary Food Establishment Permit.
- * Pay application fee and/or rental fees prior to use.
- * Check out and return keys promptly.
- * Supply all food products, utensils, supplies including cleaning supplies.
- * Ensure at least one adult is present in the concession stand at all times.

- * Alcohol is strictly prohibited.
- * Post and maintain established prices throughout rental.
- * Empty concession garbage in outside dumpster.
- * Complete the City of Othello Concession Stand Cleaning Checklist before leaving.

INSURANCE REQUIREMENT

A commercial general liability insurance certificate naming the City of Othello as an additional insured in the minimum amount of \$1 million per occurrence and \$2 million general aggregate is required. This certificate must be submitted to the City of Othello thirty (30) days prior to rental date. (Special Events Liability Insurance may be available through the City of Othello's insurance carrier, Washington Cities Insurance Agency.)

OTHER PERMITS AND FEES

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. The City of Othello will make every effort to assist the applicant in determining complete permit requirements, though once identified it will be the responsibility of the applicant to provide required documentation.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Renter agrees to indemnify, defend and hold harmless the City of Othello, its officers, agents, volunteers and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Renter, its officers, agents, employees, volunteers, customers or licenses, or arising from or out of Renter's failure to comply with any provision of the Facility Use and Concession Stand Use granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed hereto.

EVENT DIRECTOR/RENTER SIGNATURE: _____ DATE: _____

CONCESSION STAND RENTAL FEES			
RENTAL TYPE	FEE	UNIT	SUBTOTAL
<input type="checkbox"/> Application Fee	\$150	*For rental outside of tournaments/leagues only (Applied toward total use fee)	\$ _____
<input type="checkbox"/> Concession Stand Use	\$200	Per Event	\$ _____
<input type="checkbox"/> Keys	\$100 (\$90 REF.)	Per Key	\$ _____
		X _____ Keys =	\$ _____
BALANCE DUE	_____		\$ _____

FOR OFFICIAL USE ONLY			
APPROVED BY: _____	DATE: _____	<input type="checkbox"/> CASH	RECEIPT #: _____
APP FEE PAID: \$ _____	DATE: _____	<input type="checkbox"/> CASH	CHECK # _____
RENTAL FEE PAID: \$ _____	DATE: _____	<input type="checkbox"/> CASH	CHECK # _____
EVENT CANCELLED: _____	REFUND ELIGIBLE: _____	AMOUNT: _____	DATE: _____

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Concession Stand Cleaning Checklist



APPLICATION AND SPONSORING ORGANIZATION INFORMATION

NAME OF SPONSORING ORGANIZATION (if applicable): _____

EVENT DIRECTOR/RENTER NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

CONTACT PERSON ON SITE DAY OF EVENT/EMERGENCY CONTACT:

HOME PHONE: _____ CELL PHONE: _____

THE BELOW CHECKLIST MUST BE COMPLETED FOLLOWING RENTAL OF CONCESSION STAND. CONCESSION KEYS MUST BE RETURNED TO THE CITY OF OTHELLO PARKS AND RECREATION OFFICE NO LATER THAN FIVE (5) BUSINESS DAYS AFTER THE RENTAL DATE BY 4:00 PM.

FAILURE TO COMPLETE THE CONCESSION STAND CLEANING CHECKLIST AND/OR PROPERLY CLEAN CONCESSION STAND WILL RESULT IN DENIED ACCESS TO THE FIELDS AND CONCESSION STAND.

- Remove all leftover food/beverage items from the concession stand.
- Take out and dispose of garbage in outside dumpster (located behind dugout on Field #1).
- Wipe down and sanitize all counters and sinks.
- Sweep and mop the floor.
- Remove all posters/signage posted in concession stand and/or complex.
- Concession stand is free of damages.
- Ensure all cleaning supplies provided by the City of Othello remain in the building.
- Ensure all windows and doors to concession stand are locked upon leaving the facility.

EVENT DIRECTOR/RENTER PRINTED NAME: _____

EVENT DIRECTOR/RENTER SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY	
RECEIVED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____