



ATHLETIC COMPLEX TOURNAMENT/LEAGUE RENTAL POLICIES & PROCEDURES

Parks & Recreation • 81 E Pine St. • Othello, WA 99344 • (509) 331-2770 • After hours call: (509) 346-3056

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:

Valerie Hernandez
Parks & Recreation Coordinator
vhernandez@othellowa.gov
Phone: (509) 331-2770 X131
Fax: (509) 488-3701

Elena Mendoza
Parks & Recreation Assistant
emendoza@othellowa.gov
Phone: (509) 331-2770 x130
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 Complex Rental Fee in Full**

Note: Complex Rental Fee must be paid in full 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.

☐ **Pre-tournament walk through is required prior to the first game of tournament or league**

TOURNAMENT AND LEAGUE FIELD USE APPLICATION & INFORMATION GUIDE

DEFINITIONS 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 & 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: 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, the complex rental fee must be paid in full at least thirty (30) days prior to the event date requested to secure dates. In the event tournament or league play is cancelled by groups reserving multiple dates, or by groups with a history of cancellations, the full complex rental fee shall be forfeited. Failure to pay in accordance with these guidelines will result in denied access to fields.

GAMES TIMES

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



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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 for a \$350.00 charge 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.
- BEFORE EVENT: Field maintenance standards include, but are not limited to:
 1. Dragging the infield and raking around the bases
 2. Watering the infield
 3. Chalking lines and boxes
 4. 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:
 1. Restock and clean restrooms as needed
 2. Empty garbage cans when full or as needed
 3. Pick up litter and trash around grounds
- At no time is any material such as sand, dirt, portable equipment, 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.
- 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.

PRE-TOURNAMENT WALK-THROUGH

The Event Director (or designated individual) is 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.

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.

OTHER RULES & REGULATIONS

Tournament directors are responsible for informing all teams, coaches, officials, and participants of the City of Othello's policies, procedures, rules, and regulations. The following are some of the more common regulations we expect you to enforce as the tournament director:

- **Alcoholic beverages and drugs are prohibited at all city-owned parks, sports complexes, and facilities.**
- No pets are allowed inside the Othello Sporting Complex gates. Pet owners may walk their pets on the paths and in the grass areas outside the gates at the public parks but must pick up after their animals and keep their pets under control at all times according to the City of Othello Ordinance chapter 6.04 Animal Control. Service dogs are permitted with a visible vest, collar or harness. At any time a City Employee can ask for verification, paperwork or ID for the animal or it's training.
- Hitting balls into the fences or backstops is strictly prohibited.
- The applicant will be responsible for ensuring that the rules and regulations are adhered to. Players themselves are responsible for any damage done or injuries received such as by bats or balls that are hit or thrown. If the individual does not take responsibility, the tournament will be held responsible.
- Bicycles, scooters, skateboards, and rollerblades are not allowed in the complex.
- Smoking, vaping, and tobacco use is prohibited in all City of Othello buildings and within 20 ft. from any playground structure.
- **NO SEEDS OR NUTS OF ANY KIND ARE PERMITTED IN THE LIONS PARK COMPLEX!**
- **POSSESSION OF FIREARMS AND/OR WEAPONS IS STRICTLY PROHIBITED.**

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

**PLEASE FILL OUT THE FOLLOWING
ATHLETIC COMPLEX TOURNAMENT/LEAGUE FACILITY USE APPLICATION**



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ADDITIONAL CHARGES

TEMPORARY IN-FIELD FENCING: \$95.75 PER FIELD

- Fee to remove/move fencing, If different than setup/takedown date listed in Field Use Application.

PORTABLE BASEBALL MOUNDS: \$133.25 PER FIELD

- Fee to remove/move mounds, If different than setup/takedown date listed in Field Use Application.

ANNOUNCER BOOTH: \$200.00 PER EVENT

BALL FIELD CREW: \$350.00 PER DAY

TOURNAMENT FEES

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

FIELD RENTAL FEE: \$145.75 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 mound and temporary fencing 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 the time of application, for scheduling reasons.
- Tournament schedule must be submitted five (5) business days before the tournament, or earlier if possible. If lights are needed, A City Employee will schedule lighting according to the provided game schedule.
- You may fax your schedule to (509) 488-3701 or e-mail to: vhernandez@othellowa.gov
- Please contact Valerie Hernandez at (509) 331-2770 to discuss details if needed.

LEAGUE GAME FEES

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

FIELD RENTAL FEE: \$42.75 PER FIELD, PER GAME

- Fields are prepared and lined prior to league games and during City business hours, unless otherwise noted.
- Must be paid in full at the time of application.
- A league schedule must be submitted five (5) business days before the first league game, or earlier if possible. If lights are needed, A City Employee will schedule lighting according to the provided game schedule.
- You may fax your schedule to (509) 488-3701 or e-mail to: vhernandez@othellowa.gov
- Please contact Valerie Hernandez at (509) 331-2770 to discuss details if needed.

LIONS PARK ATHLETIC COMPLEX AMENITIES

Four fields wagon wheeled around a central concession stand run by Tacos Mi Casa during events and storage facility.

Bases set at: 60', 65' and 80' **Pitching Rubbers set at:** 35', 40', 43' and 50' *Baseball may use portable pitching mounds for an additional fee.

Outfields: 300' all fields, infield fences can be rented to accommodate shorter distances.

Restrooms: Men – 1 stall 2 urinals, Women- 2 stalls

TAGGARES PARK ATHLETIC COMPLEX AMENITIES

Two regulation sized soccer fields that can be converted into football fields.

Multiple areas for 5v5, 7v7 and 9v9 fields at your request.

Restrooms: Men – 2 stall 1 urinals, Women- 3 stalls



APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDED DAMAGE DEPOSIT

CANCELLATION

- Field rental cancellation must be made at least ten (10) business days prior to tournament date or league games. Failure to do so will result in forfeiture of full complex rental fee. Cancellation request 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. Or Event Director may call to reschedule tournament or league games in the event of a rain out or closure. It is expected that prior consideration will have been given to the time of year chosen for the Tournament Event or that the event will occur "rain or shine." However, if the Event Director or sponsoring party decides to cancel the Special Event:
- Tournament Event cancellation must be made at least fourteen (14) business days prior to proposed Special Event date. Failure to do so will result in forfeiture of Special Event/Tournament facility use fees. Cancellation requests must be submitted in written form (e-mail, faxed, etc.) To the Parks and Recreation/ Public Works office.
- Fees will only be refunded if the City of Othello must close the park or facility for safety reasons or tournament/league games are rained out before they begin, inclement weather or unforeseen circumstances, as determined by City of Othello personnel. Once a Special Event begins, the Event Director is responsible for payment of all rental fees before the rain out or closure.

_____ (INITIAL) I have read and agree to the Special Event cancellation policy, as outlined above.

Specific requirements for proposed tournaments vary depending upon the size, scope and type of use. To help ensure the safety of participants and the success of events, the following requirements have been established for tournament Events in City of Othello parks or facilities. Please check all that apply and provide the additional information required. Supplemental permits, licenses and compliance items must be submitted to Parks and Recreation, 81 E. Pine, Othello, WA.

TOURNAMENT EVENT INSURANCE

All Tournament Events using City of Othello parks or facilities 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. Any Tournament Event 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). Coverage cannot be cancelled or reduced without thirty (30) days written notice to the City of Othello (**Special Event Liability Insurance may be available through the City of Othello's insurance carrier, Washington Cities Insurance Agency**). **Insurance quotes** will be required at the time of application for a Special Event Permit, and **insurance policies** will be required upon approval of event by City Council.

The City of Othello is a member of the Washington Cities Insurance Authority User Liability Insurance Program (TULIP). You can get a quick quote for your insurance requirements by following the instructions for a one-day approved event:

- Access the site at www.ebi-ins.com/tulip
- User enters facility ID code. If facility ID code is misplaced, user may click on "If you do not know the facility ID then click here." Use the drop down list to select "Washington Cities Insurance Authority" as the facility name. Then select the appropriate location from the drop down list. It is in order by City name first.
- Answer some questions about the event.
- Select "Quick Quote" for the cost of the insurance.
- If you elect to purchase the insurance, fill in user and contact information. You may use a credit card (Master Card or VISA only) for payment.
- In a matter of minutes, (after credit card approval) an insurance certificate will be emailed to the user.

_____ (INITIAL) I have read and agree to the City of Othello Event Insurance REQUIREMENT as outlined above.

ALCOHOL

It is unlawful to consume and/or possess alcoholic beverages in any city park, building or public works enclosed structure (OMC 8.09.) The Event Director is required to inform all attendees and participants to abide by this ordinance and to assist in enforcing this ordinance. Police will be notified immediately if evidence of alcohol is found on the premises. Special Events that are found to purposely and unlawfully allow the distribution, possession or consumption of alcohol on city parks and/or property will be shut down, cited and denied future access to city parks and/or facilities.

_____ (INITIAL) I have read and agree to the City of Othello ordinance regarding alcohol as outlined above.

STREET USE/PARADES

Events that include full or partial closure of a street or sidewalk due to a parade must submit a Street/Parade Use Permit Application **no later than thirty (30) business days prior** to the proposed event date. Event Directors are required to abide by the policies set forth and agreed upon application for a City of Othello Street/Parade Use Permit

Does the proposed event include a parade?

☐ No
posed

☐ Yes

If yes, please request a Street/Parade Use Permit and submit no later than thirty (30) business days prior to the proposed

BANNERS

Events that include banners, flyers, announcements and/or advertisements to be posted in city parks or facilities, or used and/or promoted with the Event, must be in compliance with OMC 8.26 and 14.58 related to signage.

BEER GARDENS ARE REQUIRED TO GET CITY APPROVAL AND PURCHASE ADDITIONAL LIABILITY INSURANCE 45 DAYS PRIOR TO EVENT

_____ (INITIAL) I have read and agree to the Event banner policy, as outlined above.



APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDED DAMAGE DEPOSIT

MUSIC AND/OR AMPLIFIED SOUND

Events that include music or an amplified sound system(s) (i.e. public address system, etc.) Must request approval from the City of Othello through the Special Event Permit Application. Music or amplified sound system(s) in city parks or facilities must be in compliance with OMC 5.38 related to Noise Control.

Does the proposed event include music and/or amplified sound?

☐

No

☐

Yes

If yes, please list the name and contact information of the music/entertainment acts and/or sound company on page 7.

MISCELLANEOUS

Generators: Generators are permitted in city parks to power inflatable bounce houses, food, lighting/sound equipment, etc. All generators must be placed at a safe distance from equipment and all electrical cords must be properly insulated, grounded, and covered to prevent tripping hazards. Generators are not to be fueled in city parks. Generators may not produce noise in excess of city standards and must be in compliance with OMC 5.38 related to Noise Control.

Park Equipment: Moving and/or removing existing park equipment (tables, benches, barbecues, etc.) from its permanent location(s) is prohibited. Event set-up must be planned around existing equipment. Any Event causing, or resulting in, loss or damage to city 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. The city shall assess these costs to the Event Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities.

_____ (INITIAL) I have read and agree to the Tournament Event policies regarding generators and park equipment, at outlined above.

CLEAN-UP

City of Othello parks and facilities must be clean and free of litter each day prior to leaving the Tournament Event. All event used buildings must be cleaned prior to leaving the facility on the last day of the proposed event. All items brought in by the Tournament Event and its participants must be removed. Failure to do so will result in loss of part or all of your deposit. The City of Othello is not responsible for any items left behind by the Tournament Event. **If any additional cleanup is required due to use, the City shall assess these costs to the Event Director/Organization 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 city parks and/or facilities.

_____ (INITIAL) I have read and agree to the Tournament Event clean-up policy, as outlined above.

DAMAGES

Any Tournament Event causing, or resulting in, loss of/damage to city 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. The city shall assess these costs to the Event Director/Organization. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities. Damages to the facility will result in loss of the **\$520** damage deposit.

_____ (INITIAL) I have read and agree to the Special Event damage policy, as outlined above.

ACCESSIBILITY REQUIREMENTS (AMERICAN'S WITH DISABILITIES)

The ADA requires the City of Othello to provide equitable access to public facilities for people with disabilities. It is the Event Director's responsibility to comply with all city, county, state and federal accessibility requirements, including the American's with Disability Act (ADA). This may include providing a clear path of travel to and on sidewalks and to restrooms, designating parking and providing accessible options for viewing entertainments and accessing restrooms. ADA accommodations must be included in the tentative and final Special Event site map.

☐ **ADA accommodations are included on the attached tentative site map, which must be submitted at least thirty (30) business days prior to the proposed**

GENDER EQUALITY AND CONCUSSION MANAGEMENT

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

_____ (INITIAL) I have read and agree to the City of Othello Gender Equality and Concussion Management(pg.10) policies.

LODGING TAX FUNDS FOR SPECIAL EVENTS

Event Directors and Special Event organizers are encouraged to apply to receive financial assistance for tourism related projects from the City of Othello. Per the guidelines established in RCW 67.28.1815, the City of Othello is able to expend the moneys received from the lodging room tax imposed upon hotels/motels within the city in order to promote future tourism projects in the area. To be considered for funding in 2015, a Special Event planning organization must meet one of the following criteria:

- Tourism marketing
- Marketing and operations of special events and festivals
- Operations of tourism-related facilities owned or operated by non-profit organizations
- Operations and capital expenditures of tourism related facilities owned by municipalities or public facilities districts.

If you are interested in applying to receive financial assistance for tourism related projects from the City of Othello, please contact Jackee Carlson, Deputy Finance Officer, at (509) 488-5686.



APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDED DAMAGE DEPOSIT

CONDITIONS

Tournament Event requests may be denied or revoked at any time by, and at the discretion of, the City of Othello and its representatives. For example, application denials or permit revocations may occur if insufficient time has been allotted to plan or organize the Tournament Event; the event is not consistent with the needs of public health and safety; failure to comply with reservation requirements or pay fees and deposits in a timely fashion, etc. Whenever possible, rather than denying an application, the city shall request the Event Director to modify or relocate the Tournament Event, or the city may impose permit conditions in order to reflect such modifications.

_____ (INITIAL) I have read and agree to the City of Othello Conditions.

VEHICLES IN PARK

Vehicles will be permitted in the park 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 the Tournament Event. All vehicles must review and comply with the OMC 9.04.030 related to Vehicles in Parks or Public Property. To request permission to allow vehicles in the park for the purpose of loading/unloading equipment, **a Vehicle Access Request Form must be submitted no later than fourteen (14) business days prior** to the proposed event date. Requested vehicle access into a park must be limited to vehicles deemed essential to the setup or breakdown of the event. Exceptions to this policy may be granted by the Public Works Director (or designated representative) for vendors that sell from or prepare/serve from within a vehicle and absolutely need to have their vehicle present in the park for the entire event. Vehicles that are granted permission will receive a temporary parking pass or a loading/unloading pass for the authorized vehicles to display on their dashboard. Access into parks must be limited to approved vehicles. Vehicles found in the park without a pass will be cited and denied access to the parks and/or city facilities.

Any loading or unloading during the event must be facilitated by courtesy vehicle (ATV, golf cart, etc.). The Event Director is responsible for obtaining the courtesy vehicle for the event. Any courtesy vehicle used must be listed on the Vehicle Access Request Form and approved by the Public Works Director.

Are vehicles proposed to be permitted for loading and unloading equipment?

☐

No

☐

Yes

If yes, please request a Vehicle Access Request Form and submit no later than fourteen (14) business days prior to the proposed event date (all vendors must fill out their own Vehicle Access Request Form at City Hall).

SITE MAP

All Tournament Event Permit Applications must include a tentative site map, with a final site map **due at the time of application submittal**. The Tournament Event site map should be as detailed as possible and list vendor locations, information booths, any and all equipment that will be brought on site (i.e. stage, tents, canopies, generators, tables, children's activities, bounce houses/inflatable play equipment, etc.), As well as any ADA accommodations necessary for the event. All site map items must be labeled and include approximate dimensions. Note: Othello Fire District No. 5 requires a clearance lane throughout the event for access by emergency vehicles.

NON-SMOKING AREA

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. _____ (INITIAL) I have read and agree to the COO Non-Smoking.

EMERGENCY SITUATIONS

In the event an emergency occurs during the Special Event please call emergency services at 911.

NON-EMERGENCY SITUATIONS

If a problem occurs during the Tournament Event and is non-emergency in nature; i.e., a sprinkler comes on, toilets are plugged, 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. _____ (INITIAL) I have read and agree to the EMERGENCY/NON-EMERGENCY situations.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT & AFFIDAVIT OF AP-

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 Special Event Permit 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. The 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.

I, _____ (Print Name), do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Othello. I certify that I understand the City of Othello retains the right to deny access to City property and/or facilities to any Event Director or Special Event representative, agent, employee, invitee or subcontractor not in compliance with the regulations set forth in this application.

EVENT DIRECTOR NAME (PLEASE PRINT)

SIGNATURE

DATE



APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDED DAMAGE DEPOSIT

VENDORS

Events that include vendors of goods or services must submit a complete list of all event vendors, including non-profit and informational purveyors. Vendors will be required to submit and provide copies of all business licenses and permits ***no later than fourteen (14) business days prior to the proposed event date.*** Vendors of goods or services in city parks or facilities are required to possess a current City of Othello Business License. Vendors are required to abide by the regulations set forth and agreed upon application for a City of Othello Business License. Vendors found not in compliance with City of Othello Business License regulations will be cited and denied access to city parks and/or facilities. If vendors plan to prepare, sell or serve food and/or beverages to the public, a food service permit, dependent upon the type of food service establishment, will be required from the Adams County Health Department. 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 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.

Does the proposed event include vendors of goods or services?

☐ No ☐ Yes **If yes, please complete the Special Event Vendors List below.**
***ALL VENDORS ARE REQUIRED TO PROVIDE PROOF OF INSURANCE AND LIST CITY OF OTHELLO AS ADDITIONAL INSURED.

EVENT VENDOR PERMIT APPLICATION LIST

VENDOR NAME:	CONTACT INFORMATION:	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)
		<input type="checkbox"/>
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		<input type="checkbox"/>

EVENT PERMIT APPLICATION MUSIC ENTERTAINMENT ACTS LIST

MUSIC ENTERTAINMENT ACT:	CONTACT INFORMATION:

If you need additional space for vendors or entertainment acts, please attach a list to the back of this application packet with the appropriate lists.



ATHLETIC COMPLEX TOURNAMENT/LEAGUE RENTAL FACILITY FORM

Parks & Recreation • 81 E Pine St. • Othello, WA 99344 • (509) 331-2770 • After hours call: (509) 346-3056

APPLICANT/ORGANIZER INFORMATION

NAME OF ORGANIZER: _____ RENTAL DATE: _____ ESTIMATED # IN ATTENDANCE: _____

PHONE: _____ EMAIL: _____ PURPOSE OF EVENT: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ ALTERNATE CONTACT NAME: _____

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

SPORT REQUESTED: ☐ SOCCER FIELD ☐ BASEBALL FIELD ☐ SOFTBALL FIELD
☐ BASKETBALL COURT ☐ HOCKEY RINK ☐ SKATE PARK ☐ OTHER _____

PARK REQUESTED: ☐ LIONS ☐ TAGGARES

LIGHT REQUESTED: ☐ NO ☐ YES (additional charge) Lights on at _____ p.m.. Lights off at _____ p.m.

DURATION OF USE: ☐ Weekday ☐ Weekend

FIELDS REQUESTED: ☐ F1 ☐ F2 ☐ F3 ☐ F4 ☐ F5 ☐ F6 ☐ F7

PITCHING RUBBER DISTANCE: ☐ 35' ☐ 40' ☐ 43' ☐ 50' BASE DISTANCE: 60' ☐ 65' ☐ 80' ☐

SOCCER DIMENSIONS: _____

MOUND REQUESTED: ☐ NO ☐ YES (See additional charge below) TOTAL TIME REQUESTED: _____

ADDITIONAL NEEDS: _____

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

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.

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: _____

FOR OFFICIAL USE ONLY:

RENTAL TYPE	FEE	UNIT	TOTAL
Sports - Game Rental	\$42.75	____ Fields x ____ games x \$42.75 =	\$
Tournament Rental	\$145.75	____ Fields x ____ Days x \$145.75 =	\$
Basketball Tournament Rental	\$400.00	4 courts for the Day (Park Open hours)	\$
Will you have Park Vendor? Y N	See City Hall	All vendors are required to have permits	NA
Pitching Mounds	\$133.25	____ Fields x \$133.25=	\$
Temporary Fencing	\$95.75	____ Fields x \$95.75 =	\$
Ball Field Crew	\$350.00	\$350.00 x per day of event (mutiple games per day)	\$
Announcer Booth	\$500.00	Additional Refundable Damage Deposit Per Event	\$
TOURNAMENT BALANCE DUE:			\$

*This form is for tournament or consecutive weekly use



ATHLETIC COMPLEX TOURNAMENT/LEAGUE RENTAL FACILITY FORM

Parks & Recreation • 81 E Pine St. • Othello, WA 99344 • (509) 331-2770 • After hours call: (509) 346-3056

SELECT ADDITIONAL ITEMS

ADDITIONAL ITEMS THAT CAN BE REQUESTED:					
ITEM	PRICE (\$)	UNIT	INCLUDES	ADDITIONAL QTY REQUESTED	ITEM TOTAL (PRICE X QTY. REQUESTED)
VENDOR CORD (SET UP & TAKE DOWN)	\$100.00	EACH PER EVENT	0		\$
PICNIC TABLES	\$12.50	EACH PER EVENT			\$
GARBAGE CANS	\$12.50	EACH PER EVENT			\$
GARBAGE DUMPSTERS (4yd)	\$234.50	EACH PER EVENT			\$
HANDWASH STATION	\$85.00	EACH PER DAY	0		
PORTABLE TOILET	\$90.00	EACH PER DAY	0		\$
PORTABLE ADA TOILET	\$150.00	EACH PER DAY	0		\$
ADDITIONAL EVENT STAFF	\$150.00	EACH PER STAFF	0		\$
EVENT SET UP AND TAKE DOWN	\$300.00	EACH PER EVENT	0		\$
TOTAL REQUESTED ADDITIONAL ITEMS COST:					\$

TOTAL PERMIT FEES

Facility use non refundable processing fee must be paid at the time of application. If event is approved by City Council, processing fee will go towards the total Special Event Facility Use Fees. Processing fee is non-refundable whether event is approved or denied. All facility use fees must be paid no later than three (3) business days upon City Council approval of event. Fees are established annually by the City Council and are listed above.

FOR OFFICIAL USE ONLY:

RENTAL TYPE	FEE	TOTAL
TOURNAMENT RENTAL CHARGES	Refer to the total on page 9	\$
Total Additional Items Cost	Refer to above total charges	\$
Damage Deposit	\$520.00	\$520.00
Total Balance		\$
Processing Fee	RECEIPT #:	- \$156.25
BALANCE DUE:		\$
APPROVED BY:	DATE:	RECEIPT #:

PROCESSING FEE PAID: \$	DATE:	RECEIPT #:
APPROVAL AND ROUTING:		
<input type="checkbox"/> CITY PLANNER: _____	<input type="checkbox"/> PUBLIC WORKS DIRECTOR: _____	
<input type="checkbox"/> POLICE CHIEF: _____	<input type="checkbox"/> CITY ADMINISTRATOR: _____	
<input type="checkbox"/> FIRE CHIEF: _____	<input type="checkbox"/> CITY ADMINISTRATOR: _____	
APPROVAL LETTER SENT:	YES	NO
DATE:		
EVENT CANCELED:	REFUND ELIGIBLE:	AMOUNT:
DATE:		
NAME OF PERSON TO BE REFUNDED:		
MAILING ADDRESS:		
REFUND ISSUE DATE:	CHECK #	



YOUTH SPORTS GROUP COMPLIANCE STATEMENT

Concussions and Sudden Cardiac Arrest

For RCW 4.24.660, RCW 28A.600.190 & RCW 28A.600.195

Youth Sports Head Injury Policies and Sudden Cardiac Arrest Awareness

CITY OF OTHELLO (WCIA MEMBER)

Youth Sports Group: _____ requests the use of City of Othello fields/facilities for the dates and times shown in the attached field request form(s).

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parents/legal guardians have complied with mandated policies for the management of concussions, head injuries and sudden cardiac arrest awareness as prescribed by RCW 4.24.660, RCW 28A.600.190 and RCW 28A.600.195.

The insurance required of the Youth Sports Group listed above shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations contractual liability and coverage for participant liability. The City of Othello shall be named as an additional insured on (Youth Sports Group) General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Proof of insurance and additional insured endorsement are attached.

_____ (Youth Sports Group) shall defend, indemnify and hold harmless the City of Othello, its 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 of Othello.

Signed: _____
Representative of (Youth Sports Group) (Date)

Printed: _____

Note: Access to the City of Othello fields & facilities may not be granted until all requirements of this application are complete and approved by the City of Othello



CITY OF OTHELLO – TOURNAMENT EVALUATION FORM

Thank you for hosting your tournament/games in the City of Othello. In order to provide excellent customer service, we would appreciate your response to the questions listed below. This will assist us in working towards providing a better service.

Tournament Information

Tournament Name: _____ Sanctioning Organization: _____

Tournament Date(s): _____ Tournament Site: _____

Tournament Contact Person: _____ e-mail: _____

Phone: (home) _____ (work) _____ (cell) _____

Tournament attendance: _____ Local # of teams: _____ Out of town teams: _____

Total # of lodging rooms per night: _____ Target audience for the event: _____

Why did you select this location for your tournament? _____

Is this the first time you have held a tournament in the City of Othello? yes __ no __

Customer Service

Were you treated professionally and courteously by our staff? yes __ no __ n/a __

Was the staff helpful and friendly? yes __ no __ n/a __

Was information made readily available to you? yes __ no __ n/a __

Was the application procedure easy to follow? yes __ no __ n/a __

Overall satisfaction with customer service? __very satisfied __satisfied __dissatisfied

Location

Did the teams enjoy playing at this facility? yes __ no __

Was the walk-through with staff helpful in regard to the layout of your event? yes __ no __

Was there adequate space for your tournament at this location? yes __ no __

Would you select this location again for your tournament? yes __ no __

Please share any comments you have regarding this "complex": _____

General - If needed, please use the backside of this form or attach additional paper.

What were some of the comments from teams/players at the tournament? _____

Do you have any suggestions for future tournaments at this location? _____

Please describe your overall experience hosting your tournament in the City of Othello: _____



CITY OF OTHELLO – ACCIDENT/INCIDENT REPORT FORM

DATE: _____ TIME: _____ AM/PM DAY: MON TUES WED THURS FRI SAT SUN

STAFF INFORMATION

Staff name who provided care: _____ Staff Position/Title: _____

Name(s) of person or staff involved in incident: _____

WITNESSES (Attach witness descriptions of the incident)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Area in the facility where the incident occurred: _____

PERSONAL DATA OF THE INJURED PARTY:

Patron Name: _____ Age: _____ Gender: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Work Phone: _____ D.O.B.: _____

ACCIDENT/INCIDENT DATA:

- Location of where the accident occurred (be specific) _____
- When did the accident occur (indicate date & time)? _____
- What were the weather conditions at the time of the incident? _____

In what program was the injured party participating? _____

Did the patron disregard rules? • Yes • No

Was there supervision? • Yes • No If Yes, Who was supervising? _____

What type of injury was incurred? _____

Describe, in detail, how the accident/incident occurred: (Describe what happened and include any contributing factors, such as unawareness of depth, medical reasons, etc.) Please use an additional sheet if needed.

CARE PROVIDED:

Was first aid administered? • Yes • No

What kind of first aid was administered? _____

Was the injured party referred to medical assistance? • Yes • No

Name of the person who accompanied the injured to medical assistance: _____

REPORT PREPARED BY:

Name: _____ Position: _____ Signature: _____

Date: _____



SPECIAL EVENT PERMIT APPLICATION- INSURANCE WORKSHEET

CITY OF OTHELLO

500 E. MAIN

OTHELLO, WA 99344

WWW.OTHELLOWA.GOV

INSURANCE WORKSHEET

This worksheet is meant to accompany the information in the Special Events Application Insurance Requirements. This does not need to be submitted but is a tool to help organizers ensure they meet the MINIMUM insurance requirements, types, and amounts. The requirements for your event may be determined to be higher, depending on the features, at the discretion of the City Attorney.

All events are required to have Commercial General Liability insurance with coverage at least as broad as ISO occurrence form CG 00 01, in the following minimum amounts:

- ☐ \$1 Million Per Occurrence
- ☐ \$2 Million General Aggregate
- ☐ \$1 Million Products-Completed Operations Aggregate
- ☐ Event Name and Event Dates (including set-up and tear-down dates)
- ☐ City of Othello, address: 500 e Main, Othello, WA, 98277
- ☐ City as Additional Insured, with coverage at least as broad as ISO form CG 20 12

Events with alcohol (in addition to the above):

- ☐ \$1 to \$5 Million Liquor Liability coverage, naming the City of Othello as an additional insured. Either the event coordinator or the alcohol provider/server can provide this coverage

Events with fireworks (in addition to the above):

- ☐ \$1 to \$5 Million Liability coverage, naming the City of Othello as an additional insured, provided by the professional pyrotechnic vendor

Events with Rides/Inflatables/Carnivals on City Property (in addition to the above):

- ☐ Minimum \$1 Million Commercial General Liability insurance, naming the City of Othello as an additional insured, provided by the professional amusement ride vendor.

Events with sporting events (in addition to the above):

- ☐ Minimum \$1 Million participant liability coverage

Events with parades and autos (in addition to above):

- ☐ Permittee must require and ensure that every vehicle parade entrant has auto liability insurance. All other vehicles associated with any special event must have auto liability insurance, as required by State law

Events with food vendors (in addition to the above):

- ☐ Minimum \$1 Million General Liability Insurance, including Products/Completed Operations coverage. The permittee is responsible for requiring this coverage from each food vendor.

Other types and amounts of insurance may be required, as determined by the City Attorney