



LARGE EVENT RESERVATION REQUEST FORM

City of West Richland

3100 Belmont Blvd Ste 104, West Richland, WA 99353

Phone: (509) 967-5902 Fax: 967-2419

- Large events are those where more than 100 people are expected to attend.
- Soccer goals and painted field lines are **NOT** guaranteed with reservations.
- City reserves the right to deny, restrict or cancel use based on proposed or actual activity.
- Park Hours are 5am to 11pm April 1 – September 30 and 6am to 8pm October 1 – March 31; noise ordinance begins at 10pm WRMC 9.38.020.

Applicant/Team Information	
Applicant/Group:	Today's Date:
Address:	
Phone:	Email:
Contact Person (if different):	Contact Phone:
Group (if applicable):	Group Size:
Event Purpose:	

Date and Time Requested		
Date(s):	Start Time:	End Time:
<i>Time includes set-up, tear-down, clean-up, etc.</i>		

Park Area Requested: Please Check	
Bombing Range Sports Complex:	
<input type="checkbox"/> Soccer Fields (circle all that apply) 1 2 3 4 5 6	<input type="checkbox"/> Football Field
<input type="checkbox"/> Baseball Fields (circle all that apply) 1 2 3 4	<input type="checkbox"/> Clubhouse
Flat Top Park:	
<input type="checkbox"/> Pavilion and Upper Lawn	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Softball Field	<input type="checkbox"/> Clubhouse

Special Use Permit and/or Liability Insurance may be required			
Will liquor be onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has liquor permit been ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission be charged or donations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is event open to public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any music or live entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you need to drive on park lawn(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, purpose?			

I have read and agree to follow the Use of City Fields/Parks/Facilities Agreement, the Cancellation Policy, and the Changes to Reservations Policy on the back of this form and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of West Richland and any officers, employees, representatives, directors of agents either from and against all liability, claims, suits damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park. I agree to comply with the City's concussion policy.

Signature of Responsible Party

Date

Use of City Fields/Parks/Facilities Agreement

All organizations which use City owned parks, playfields, or facilities for organized sports practices or games are subject to abide by the following guidelines.

1. Park reservation fees are non-refundable.
2. Amusement rides, including bounce houses, are not permitted.
3. The person making reservation must be present (on site) for the duration of the event.
4. Liability insurance shall be maintained by the organization and a copy of the binder filed with the Community Development Department.
5. Coaches, or other league officials, are responsible for inspecting the field prior to use to ensure the field is safe for the intended use. Any unsafe conditions are to be reported to the City.
6. Coaches, and league officials, are responsible for the conduct of the participants and spectators associated with their activities. Specifically with respect to parking and care of fields and facilities.
7. Any permanent improvements or modifications to be performed on City property will require the approval of the Parks and Recreation Board.
8. Temporary improvements or modifications will require the approval of the Public Works Directors.
9. Keys to any structures placed on City property shall be provided to the Public Works Director.
10. Fees are waived for specific public or non-profit entities: City of West Richland Fire Department, City of West Richland Police Department, Richland School District, Scouts of America, West Richland Chamber of Commerce, West Richland Lions Club, and other public or non-profit entities as determined by the Community Development Director.

Concussion and Sudden Cardiac Arrest Policy

Users of athletic fields and facilities for youth sports shall comply with RCW 28A 600 190 and RCW 28A 600 195 regarding youth sports concussion, head injuries and sudden cardiac arrest.