



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  
Fax: (509) 488-3701

**Elena Mendoza**

Parks & Recreation Assistant  
emendoza@othellowa.gov  
Phone: (509) 331-2770  
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

*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 rented sports field 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.*

Provide proof of insurance.

## 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 on the City of Othello sports facility. 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

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

- Hitting balls into the fences or backstops is strictly prohibited.
- Players themselves are responsible for any damage done or injuries received such as 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.
- 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.

**ANY VIOLATION** that is prohibited by Federal and/or State Law, Othello Municipal Code 11.24, or park use rules and regulations may result in denial of a damage deposit and further use of Othello Facilities.



### FIELD MAINTENANCE

- The City’s field crew 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 **\$357.00** 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.
- 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.

**BEFORE EVENT:** Field maintenance standards include, but are not limited to:

- Dragging the infield and raking around the bases
  1. Watering the infield
  2. Chalking lines and boxes
  3. Resetting bases and plates if needed

### FACILITY MAINTENANCE

- 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 the grounds

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### APPLICATION CONDITIONS

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 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 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 Application Conditions.

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### 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.

\_\_\_\_\_ (INITIAL) I have read and agree to the City of Othello Conditions of Premises.



## USE PRIORITY FOR TOURNAMENTS AND LEAGUES RESERVATION

1st priority: City of Othello sponsored events  
2nd priority: Previous/established leagues and/or tournaments

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

## GAME TIMES

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

## 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 a sports facility 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 sports facility rental fee shall be forfeited. Failure to pay in accordance with these guidelines will result in denied access to fields.

## ADDITIONAL CHARGES

TEMPORARY IN-FIELD FENCING: \$97.75 PER FIELD

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

PORTABLE BASEBALL MOUNDS: \$136.00 PER FIELD

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

ANNOUNCER BOOTH: \$510.00 Additional Damage Deposit PER EVENT (Refundable)

BALL FIELD CREW: \$357.00 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: \$148.75 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 fee scale).
- 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](mailto: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: \$43.75 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](mailto: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, portable fences can be rented to accommodate shorter distances.

**Restrooms(ADA accessible)** : Men – 1 stall 2 urinals, Women- 2 stalls

## TAGGARES PARK AMENITIES

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

**Multiple Field Dimensions** for 5v5, 7v7 and 9v9. Please request the number of fields needed for a tournament. The Parks & Recreation Department will provide the map layout of fields.

**Restrooms (ADA accessible)** : Men – 2 stall 1 urinals, Women- 3 stalls



**TOURNAMENT APPLICATION REQUIREMENTS-  
FAILURE TO COMPLY MAY RESULT IN A NON REFUNDABLE DAMAGE DEPOSIT**

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 Sporting Events in the 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 99344.

**DAMAGES**

Any Special 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 damage deposit plus incurred cost.**

\_\_\_\_\_(INITIAL) I have read and agree to the Special Event damage policy, 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.

**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 City of Othello ordinance regarding alcohol. as outlined above.

**FIREWORKS DISPLAY**

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City of Othello as an additional insured.

*Public display of fireworks—Permit required. (OMC 5.16.110)*

*Application for public display of fireworks permit.*

*Applications which are incomplete or submitted late will not be processed. No person less than eighteen years of age may apply for or be issued a permit under this chapter. An application for a permit for the public display of fireworks shall be made on forms prescribed by the city and shall comply with OMC 5.16.120*

\_\_\_\_\_(INITIAL) I have read and agree to the City of Othello Fireworks Demonstration Requirement.

**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 Special 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).**

**RENTAL EQUIPMENT**

Special Events that include rental equipment (i.e. stage, tents, canopies, generators, tables, children’s activities, etc.) to be brought on site or set up in city parks or facilities require approval from the City of Othello through the Special Event application. (OMC 11.24.020) Proposed rental equipment must be included on the tentative and final Special Event site map. The Special Event site map should be as detailed as possible and include the desired location(s) and approximate dimensions of all rental equipment to be brought on site. Rental equipment locations will be reviewed and approved by the Public Works Director. The Event Director will be made aware of any changes to designated rental equipment locations upon issue of the Special Event Permit. Rental equipment must be removed from the park/public facility when the event requested clean up time has concluded.

\_\_\_\_\_(INITIAL) I have read and agree to the Special Event rental equipment policy, as outlined above.

**STAKES**

The use of stakes to anchor tents, canopies, inflatable bounce houses, etc. is strictly prohibited in city parks and/or facilities unless otherwise specified. Furthermore, tents, canopies, inflatable bounce houses, etc. must not be secured, tied or tethered to trees, tables, or other park amenities or structures. Event Directors must adhere to the policies set forth in the Outdoor Recreational Equipment Approval Form if equipment must be anchored down.

\_\_\_\_\_(INITIAL) I have read and agree to the Special Event rental equipment policy, as outlined above.



### BOUNCE HOUSE/INFLATABLE PLAY EQUIPMENT/AMUSEMENT RIDES

Special Events that include bounce houses/inflatable play equipment must receive approval from the City of Othello through the submittal of the Outdoor Recreational Equipment Approval Form. **OMC 11.24.020 Prohibited acts.** The Outdoor Recreational Equipment Approval Form must be submitted no later than thirty (30) business days prior to the proposed event date. Event Directors requesting setup or installation of bounces houses/inflatable play equipment as part of their Special Event must adhere to the policies set forth in the Outdoor Recreational Equipment Approval Form. Bounce houses/inflatable play equipment must be placed in the designated location(s) outlined by the Public Works Director noted on the Outdoor Recreational Equipment Approval Form(s). Approved bounce houses/inflatable play equipment and location(s) must be included on the Special Event site map. Bounce houses/inflatable play equipment must be removed from the park when the event has concluded.

VENDOR NAME \_\_\_\_\_

Does the proposed event include the use of bounce houses/inflatable play equipment? UBI# \_\_\_\_\_

No  Yes If yes, please request and submit an Outdoor Recreational Equipment Approval Form no later than thirty (30) business days prior to the proposed event date. The professional amusement vendor must have liability insurance that names the City of Othello as an additional insured

### SITE MAP

All Special Event Permit Applications are required for all events. The site map must include any type of food vendor setup, beer garden, street closure, race route, etc. where applicable. A tentative site map, with a final site map due at the time of application submittal. The Special 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. If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another map. If you are having a built stage, fenced area, tent over 400 square feet, portable toilets, additional parking, etc., this must be documented on your site map. This will allow the Fire Department and Building Division to review for compliance with the American with Disabilities Act (ADA) laws, ingress/egress requirements, etc.

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event Site Map policy, as outlined above.

### EMERGENCY SITUATIONS/SAFETY PLAN

In the event an emergency occurs during the Special Event please call emergency services at 911. It is necessary to be mindful of a safety plan for your event. For larger events, the minimum number of crowd managers shall be established at a ratio of one (1) crowd manager for every 250 persons per the International Fire Code. Crowd managers should be trained, uniformed, adult volunteers. Depending on the size and features of your event, you may be required to submit a formal Safety Plan to the Fire Department. This will be determined at the planning meeting for your event, if necessary.

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event Emergency situations/Safety Plan, as outlined above.

### NON-EMERGENCY SITUATIONS

If a problem occurs during the Special 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 Special Event Emergency situations/Safety Plan, as outlined above.

### STREET USE/PARADES

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

### CLEAN-UP

City of Othello parks and facilities must be clean and free of litter each day prior to leaving the Special 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 Special 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 Special 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 Special Event rental equipment policy, as outlined above.

### BANNERS

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

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



## 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. Washington state RCW 70.160

\_\_\_\_\_(INITIAL) I have read and agree to the Special Event rental equipment policy, as outlined above.

## ACCESSIBILITY REQUIREMENTS (AMERICAN'S WITH DISABILITIES ACT)

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.

### PORTABLE TOILETS

The provision of restroom facilities at any event is governed by the ADA. If you are adding portable toilets to an area with existing restroom facilities or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for the number of handicap-accessible toilets. The ADA requires at least one (1) accessible unit per cluster up to 20 units, or 25% of the total number of units with at least one (1) per cluster. If your event will have only one (1) unit, it must be ADA-accessible. You will be required to provide an event map with the location of your portable toilets and which units are ADA accessible as a part of your application.

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

## 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 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.**

## PETS

- No pets are allowed inside the Othello Lions Sporting Complex gates.
- While at the park pets are to be on a leash and may be walked 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 its training.

\_\_\_\_\_(INITIAL) I have read and agree to the Tournament Event regulations regarding pets, as outlined above.

## MISCELLANEOUS

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. Special Event setup must be planned around existing equipment. Any Special 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 Special Event policies regarding generators and park equipment, as outlined above.





City of Othello –  
**ATHLETIC TOURNAMENT/LEAGUE RENTAL APPLICATION**

OTHELLO PARKS & RECREATION | 8 1 E. PINE ST. | Othello, WA 99344 | (509) 331-2770

EVENT ORGANIZER CONTACT INFORMATION

NAME OF ORGANIZER:

PURPOSE OF USE:

ADDRESS:

PHONE:

RENTAL DATE:

CITY/STATE/ZIP:

EMAIL:

ESTIMATED ATTENDANCE

ALT. CONTACT:

**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 (additional charge)    Fence Distance: \_\_\_\_\_ feet    Field (circle):    1    2    3    4

**Do you plan to sell merchandise?**     YES     NO       **Do plan to sell any 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)	NA
Will you have Park Vendor?    Y    N	See City Hall	All vendors are required to have permits	\$
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 (multiple games per day)	\$
Announcer Booth	\$500.00	Additional Refundable Damage Deposit Per Event	\$
			\$

**TOURNAMENT BALANCE DUE:**





**ADDITIONAL ITEMS**

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	\$12.75	EACH PER EVENT			\$
GARBAGE CANS	\$12.75	EACH PER EVENT			\$
GARBAGE DUMPSTERS (4yd)	\$per CDSI	EACH PER EVENT			\$
PORTABLE HANDWASH STATION	\$per vendor	EACH PER DAY	0		\$
PORTABLE TOILET	\$per vendor	EACH PER DAY	0		\$
PORTABLE ADA TOILET	\$per vendor	EACH PER DAY	0		\$
ADDITIONAL EVENT STAFF	\$153.00	EACH PER STAFF	0		\$
EVENT SET UP AND TAKE DOWN	\$306.00	EACH PER EVENT	0		\$
ANNOUNCER BOOTH USAGE-ADDITIONAL DAMAGE DEPOSIT	\$510.00	PER EVENT	0		\$
MOVIE SCREEN	\$153.00	PER EVENT	0		\$
PORTABLE STAGE	\$204.00	PER EVENT	0		\$
<b>TOTAL REQUESTED ADDITIONAL ITEMS COST:</b>					<b>\$</b>

**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 on the first page of the Special Event Permit Application Overview.

**FOR OFFICIAL USE ONLY**

RENTAL TYPRE	FEE	TOTAL
Regular Special Event Fee (if applicable)	(150-500) \$280.50 (500-1000) \$484.50 (1000+) \$688.50	\$
New Non-Profit Organization Special Event Facility Use Fees: (if applicable)	(150-500) \$70.25 (500-1000) \$121.25 (1000+) \$172.25	\$
Returning Non-Profit Organizations Special Event Facility Use Fees: (if applicable)	(150-500) \$140.25 (500-1000) \$242.25 (1000+) \$344.25	\$
Additional Items	Refer to above total charges	\$
Required Damage Deposit	\$530.50	\$ \$530.50
Additional Announcer Booth Usage Damage Deposit-If applicable	\$510.00	\$
<b>TOTAL TOURNAMENT RENTAL CHARGES</b>	REFER TO PREVIOUS PAGE	\$
		\$
		\$
		\$
		\$
	<b>TOTAL BALANCE:</b>	\$
Processing Fee PAID: YES NO		
*If Special Event fee is less than the \$159.25 processing fee due to non-profit status than the event must be paid in full.		
	<b>PROCESSING FEE RECEIPT #:</b>	-\$
	<b>FINAL TOTAL BALANCE:</b>	\$
APPROVED BY:	DATE:	RECEIPT #:

**APPROVAL AND ROUTING:**

PROCESSING FEE PAID: \$	DATE:	RECEIPT #
<input type="checkbox"/> CITY PLANNING _____	<input type="checkbox"/> PUBLIC WORKS DIRECTOR _____	
<input type="checkbox"/> POLICE CHIEF _____	<input type="checkbox"/> CITY CLERK _____	
<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#	



## EVENT INSURANCE

The appropriate insurance documentation must be submitted with your Tournament Event Application. In addition, the Permittee will be responsible for any damage to the event site property, City facilities, and equipment.

All events (except for those protected by the First and Fourteenth Amendments of the US Constitution) must meet minimum insurance requirements. Depending on the features of your event, additional insurance coverage may be required. There is a worksheet included with the forms at the back of this GUIDE to help you determine the types and amounts of insurance that may be required.

### PROOF OF INSURANCE

You must provide a Certificate of Insurance evidence of the types and amounts of insurance required, accompanied by proof that the City of Othello is an additional insured. Insurance coverage must be in effect during all set-up and tear-down dates and times. The following are types of insurance that may be required. Please refer to the Insurance Worksheet for minimum amount requirements. Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required, as determined by the City Attorney.

### GENERAL LIABILITY

All Special 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 Special 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 canceled 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 the event by the 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](http://www.ebi-ins.com/tulip)

The user enters the facility ID code. If the facility ID code is misplaced, the 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.

### EVENTS WITH ALCOHOL:

If your event includes alcohol service, you must obtain additional liquor liability insurance. If the alcohol is being provided and served by a vendor, the vendor must supply the liquor liability coverage naming the City of Othello as additional insured.

### EVENTS WITH FIREWORK DISPLAYS:

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City of Othello as an additional insured.

### EVENTS WITH AMUSEMENT RIDES OR INFLATABLES:

If your event involves inflatables, such as bouncy houses, etc., or professional amusement rides on city-owned property, the professional amusement vendor must have liability insurance that names the City of Othello as an additional insured

### VEHICLES INVOLVED WITH YOUR EVENT:

Any and all vehicles associated with your event, including, but not limited to, vehicles driving into parks to deliver goods, vehicles driving in parades, etc. must have auto liability insurance. As the event organizer, it is your responsibility to ensure that any and all vehicles associated with your event are compliant with these insurance requirements.

### EVENTS WITH FOOD SERVICE VENDORS:

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products/completed operations coverage.

### PURCHASING EVENT INSURANCE:

Please contact your insurance provider to arrange coverage for your Event. A copy of your coverage is required 3 days after event approval. Depending on the features of your event, you may be eligible to purchase event insurance with Gather Guard through Intact Insurance. This option is made available by the Washington Cities Insurance Authority. Visit [gatherguard.com](http://gatherguard.com) for details to obtain a quote/purchase insurance.



**This worksheet is meant to accompany the information in the Special Events Application Insurance Requirements. This page 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**



Youth Sports groups are required to be in compliance with the concussions and sudden cardiac arrest information. You can find resources on our city website. <https://www.othellova.gov/departments/ParentRecreationResources>

## 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 for 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 – SPECIAL EVENT 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: \_\_\_\_\_



Thank you for hosting your event in the City of Othello. To provide outstanding customer service, we would appreciate your reply to the questions listed below. This will assist us in working towards providing a better service.

**Event Information**

Event Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Event Estimated Attendance: \_\_\_\_\_ Local Attendance: \_\_\_\_\_ Out of town Attendance: \_\_\_\_\_

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

Why did you select this location for your event?  
\_\_\_\_\_  
\_\_\_\_\_

Is this the first time you have held an event 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 (reason )  
\_\_\_\_\_  
\_\_\_\_\_

**Location**

Did the guests enjoy this facility? Yes \_\_ no\_\_

Was the walk-through with staff helpful regarding the layout of your event? Yes \_\_ no\_\_

Was there adequate space for your event at this location? Yes \_\_ no\_\_

Would you select this location again for your event? Yes \_\_ no\_\_

Please share any comments you have regarding this "facility": \_\_\_\_\_  
\_\_\_\_\_

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

What were some of the comments from people at the event? \_\_\_\_\_  
\_\_\_\_\_

Do you have any suggestions for future events at this location? \_\_\_\_\_  
\_\_\_\_\_

Please describe your overall experience hosting your event in the City of Othello:  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form to: Othello Parks and Recreation, 81 E Pine, Othello, WA 99344  
or email it to vhernandez@othellowa.gov