



**ORTING RECREATION**  
**ATHLETIC FACILITY RENTAL**  
**POLICY AND GUIDELINES**



The following policies and guidelines have been presented and accepted by the City of Orting to govern the use and users for renting athletic facilities within the city limits.

**I. GENERAL POLICY**

- A. The primary use of municipal recreation areas and facilities are for public recreation activities.
- B. City and Parks and Recreation Department sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the Director of Parks and Recreation. If a cancellation is made by the department, every effort will be made to either reschedule or locate alternate facilities. Fees and deposits will be returned if permit has to be cancelled.
- C. Licensee is expected to leave the premises in the same condition which they were found or better. It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the city or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or destroy any other improvements. It is unlawful to drive any vehicle over any portion of any public park. The licensee will be responsible for all damages to the buildings and appurtenances thereto, and shall be responsible for reimbursement to the city.
- D. The facility must be vacated by the designated closing time of 11:00 p.m.
- E. The granting of this license does not give the licensee authority to sell souvenirs, food or drink upon the property so licensed. The authority to operate a concession shall be the sole privilege of the city.
- F. Groups using city facilities are subject to the rental rates for fields, field preparation and mounds.

**II. PRIORITY OF GROUPS**

- A. For the purpose of determining the priority use of recreational facilities, the following priorities of groups are established. Reservation determination will be made by Orting Parks & Recreation Department or designee.
  - 1. City of Orting Programs

2. Orting School District programs
3. Nonprofit Organizations (50% or more Orting residents)
4. Non-profit organizations within the City limits of Orting and/or the Orting School District boundaries.
5. Commercial Agency (located within the city limits of Orting)
6. Nonprofit Organizations (less than 50% Orting residents)
7. Non-Orting Residents (less than 50% Orting residents)
8. Commercial Agency (located outside the city limits of Orting)

**B. Definition of Users**

1. City of Orting Program - Official city sponsored and/or funded programs and events
2. Orting School District - Official district sponsored and/or funded programs and events.
3. Nonprofit Organization - Organizations that are registered as nonprofit through the Office of Secretary of State and are in good standing. (Must provide UBI#)
4. City of Orting Residents - Individuals that live within the city limits of Orting.
5. Commercial Agency - Profit oriented business.
6. Non-Orting Residents - Individuals that live outside the city limits of Orting.

**III. APPLICATION PROCESS**

- A. Applications will be considered based upon their priority ranking. The city reserves the right to limit requests per applicant. Requests will be determined on a first come, first serve basis.
- B. A security deposit of \$100 is required at the time of application. This is separate and above the cost of renting the facility. This deposit will be refunded after the scheduled use following an inspection of the grounds and buildings. *The field reservation must be cancelled a minimum of 10 business days prior to the reservation date(s) or the renter will forfeit their security deposit.*
- C. Licensee shall obtain and maintain liability insurance with a company authorized to do business within the State of Washington on which policy the City of Orting is named as co-insured. Liability limits required for such insurance coverage shall be \$1,000,000. Proof of this policy must be shown five working days prior to commencement of license. All groups should require that all participants have their own health or accident insurance plans.
- D. Full rental payment is due no later than one week prior to commencement of License, along with a schedule. Failure to pay the rental fees within five working days prior to the commencement of the license will invalidate the application and the facility use request. The security deposit will not be refunded, but used to pay the charges and fees incurred by the city. If the city denies the request, all deposits and fees will be returned without penalty.

**IV. FACILITY COSTS (SOFTBALL/BASEBALL)**

Gratzer Park (Big Field)	(Youth/Adult Softball & Baseball)
Gratzer Park (Small Field)	(Youth Softball)
Gratzer Park (Small Field)	(Youth Baseball)
Calistoga Park	(Youth Baseball or Softball)

**HOURLY RATES**

	Resident	Non-Resident	Non-Profit
YOUTH	\$20	\$24	\$10
ADULT	\$28	\$34	\$14

NOTE: 2 hour minimum charge for all youth and adult rentals.

**TOURNAMENT RATES**

	Resident	Non-Resident	Non-Profit
2 DAY	\$600	\$720	\$300
2 DAY HOLIDAY	\$725	\$875	\$375
1 DAY	\$300	\$375	\$200
1 DAY HOLIDAY	\$500	\$585	\$250

\*\*Holiday rates are for tournaments hosted on Memorial Day Weekend, 4<sup>th</sup> of July and Labor Day Weekend\*\*

NOTE: Tournament rate includes two (2) field preps ~~per~~

**Additional Charges**

GAME PREP - \$25 each prep (includes dragging, lining, bases)

PORTABLE MOUNDS - \$25 per day

All concessions must be approved by Orting Parks & Recreation Department

## **V. TOURNAMENTS**

- A. The City or any third party that uses city property or facilities, or is required to obtain a permit, license or other form of approval from the City for a community athletics program, or participates in a community athletics program shall not discriminate against any person on the basis of sex or any other basis protected by federal or state law, including race, color, creed, religion, national origin, disability, use of a guide dog or service animal by a person with a disability, HIV/AIDS or hepatitis C status, sexual orientation, gender identity, or honorably discharged veteran and military status in the operation, conduct, or administration of community athletics programs for youth or adults.**
- B. Tournaments and league scheduling requests are required to pay a \$100 security deposit at the time of application. This is separate and above the cost of renting the facilities.**
- C. Tournament Coordinators must submit payment and a written schedule of games, including the number of teams, at least one week in advance of the tournament.**
- D. Preparation of the fields will be provided by Orting Parks Maintenance Staff.**
- E. Tournament scheduling must allow 45 minutes of preparation per field at separate intervals during the tournament. This must be specified in your tournament schedule, i.e. Field #1 @ 1:45; Field #2 @ 2:30; Field #3 @ 3:15, etc. These times must be concurrent.**
- F. Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility of damages caused by playing on wet fields.**
- G. Gratzer Park Fields are the only facility that allows portable mounds. If mounds are requested there will be an addiointal charge assessed to the renter. (10 day advance notice is required for mound requests.)**
- H. The authority to operate any concessions shall be the sole privilege of the City.**
- I. Orting Parks and Recreation Department programs take precedence over other users.**
- J. Full Tournament Rental Payment is due no later than one week prior to commencement of License, along with a tournament schedule. Failure to pay the rental fees within ten working days prior to the commencement of the license will invalidate the application and the facility use request. The security deposit will not be refunded, but used to pay the charges and fees incurred by the city. If the city denies the request, all deposits and fees will be returned without penalty.**

**ORTING RECREATION  
ATHLETIC FACILITY APPLICATION/AGREEMENT**

Name of Organization \_\_\_\_\_ Person in Charge \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Sponsor of Tournament/Team \_\_\_\_\_

Type of Use: \_\_\_ Practice \_\_\_ Game \_\_\_ Tournament \_\_\_ Baseball \_\_\_ Softball \_\_\_ Adult \_\_\_ Youth

Check if: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Weekend Circle: M T W Th F S Su

Date(s) Requested: \_\_\_\_\_ Time Requested \_\_\_\_\_ Number of Teams Expected \_\_\_\_\_

Fields Requested: \_\_\_ Gratzner Small \_\_\_ Gratzner Big \_\_\_ Calistoga

Cost to teams \_\_\_\_\_ Pitching Distance Required \_\_\_\_\_ Base Distances Required \_\_\_\_\_

Other Requested Items or Services \_\_\_\_\_  
(If mounds are needed, note here)

Does Applicant/Group carry Comprehensive Liability Insurance? \_\_\_ Yes \_\_\_ No

Amount \$ \_\_\_\_\_ Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

**AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING**

- Athletic facility rental fees as outlined in the rental policy guidelines, with full payment due five days prior to use.
- A security deposit of \$100 is required at the time of application. This is separate and above the cost of renting the facility. (Tournaments and league uses only).
- Provide a written schedule of games, including number of teams, at least ten days in advance.
- Provide proof of liability insurance in the amount of \$1,000,000 or more, ten days prior to use.
- Cancellations must be made two weeks in advance of the scheduled use. Failure to do so will result in forfeiture of deposit.
- The facility must be vacated by the designated closing time of 11:00 pm.
- The authority to operate any concessions shall be the sole privilege of the City.
- Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields.
- Preparation of the fields for tournaments will be provided by department staff with scheduling coordinated with the tournament director.

The undersigned hereby applies to the City of Orting for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the City of Orting, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Orting, its elected and appointed officials, its employees and agents.

**I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH THE CONDITIONS SET FORTH ON BEHALF OF MYSELF AND THE GROUP I REPRESENT.**

Signed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date Received \_\_\_\_\_ By \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Note: All facility agreements must be approved by sports staff. Deposit be attached to the application.