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**ORTING RECREATION**

**ATHLETIC FACILITY RENTAL**

**POLICY AND GUIDELINES**

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

1. **GENERAL POLICY**
	1. The primary use of municipal recreation areas and facilities are for public recreation activities.
	2. The City or any third party that uses city property or facilities, 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.
	3. City and Parks and Recreation Department sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the City of Orting. If a cancellation is made by the department, every effort will be made to either reschedule or locate alternate facilities within the city. Fees and deposits will be returned if permit has to be cancelled.
	4. 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.
	5. It is unlawful for any person to bring into any park or consume by mouth, inhalation, or injection, while in any park, any intoxicating liquor, narcotic, or dangerous drugs.
	6. The facility must be vacated by the designated closing time of 11:00 p.m.
	7. 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.
	8. Groups using city facilities are subject to the rental rates for fields, field preparation and mounds.
	9. Preparation of the fields will be provided by the City of Orting Parks Maintenance staff. City of Orting staff and officials will make the final determination as to the playability of the fields. The renter will take responsibility of playing on wet fields.
	10. If your facility rental needs cancelled or postponed, a cancellation notice must be emailed to recreation@cityoforting.org or left via phone message by calling (360) 893-9002 at least ten (10) days prior to your scheduled event. If cancellation is less than ten (10) days or no show occurs, refund of

the rental fee will NOT be issued.

1. **PRIORITY OF GROUPS**

* 1. 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)
	2. 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# and a 501(c)3 form).
		4. City of Orting Residents - Individuals that live within the city limits of Orting.
		5. Commercial Agency - Profit oriented business.

* + 1. Non-Orting Residents - Individuals that live outside the city limits of Orting.
1. **APPLICATION PROCESS**
	1. Applications for field rentals which include Field Prep shall be submitted to the city 30 days before the proposed usage date to accommodate resource scheduling. Applications for field rentals which do not include Field Prep shall be submitted to the city 5-business days before the proposed usage date.
	2. Applications will be considered based upon their priority ranking. The city reserves the right to limit requests per applicant. The city also reserves the right to approve field use but deny Field Prep based on resource availability. Requests will be determined on a first come, first serve basis.
	3. 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. In the event there is damage beyond regular wear and tear and it exceeds the deposit amount, the City shall invoice the applicant for damages to the facility. ***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.***
	4. Applications for league scheduling may be submitted based on “A” above and shall include a list of dates and times the applicant is proposing to utilize the field. A security deposit as outlined in “C” above is required to be paid at time of application.
	5. Organizations who rent fields 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 insurance is required to have a complete application. All groups should require that all participants have their own health or accident insurance plans.
	6. Full rental payment is due 5 business days after an application is approved, or at time of application if the proposed usage date is within 5 business days. If the city denies the request, all deposits and fees will be returned without penalty.
	7. If renter is renting athletic facility for one or more dates within the same month, they must provide a written schedule of games and practices. An additional fee for porta potty rentals may be required based on proposed usage.
	8. If a renter is requesting Field Prep, the renter is responsible for identifying field dimensions at time of application. If no dimensions are provided, no field prep will be completed and this portion of the fee will be returned.
2. **TOURNAMENTS**
	1. Tournament scheduling requests are required to pay a $100 security deposit at the time of application. Applications shall be submitted to the city thirty (30) days before the first proposed usage date. The application fee is separate and above the cost of renting the facilities.
	2. Full Tournament Rental Payment is due 5-days after the Tournament Application is approved. Failure to pay the rental fees will result in a cancelled application, and the security deposit will not be refunded. If the city denies the request, all deposits and fees will be returned without penalty.
	3. Preparation of the fields will be provided by Orting Parks Maintenance Staff.
	4. Tournaments shall be held between the hours of 9:00am and dusk. Tentative written schedules of games for tournaments, including the number of teams, shall be provided to the city thirty (30) days prior to the date of the tournament to accommodate resource scheduling. Final tournament schedules shall be submitted to the City no less than ten (10) days before the first day of the tournament. Schedules must allow 45 minutes of preparation services 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.
	5. 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.
	6. The authority to operate any concessions shall be the sole privilege of the City.
	7. Orting Parks and Recreation Department programs take precedence over other users.
	8. The applicant will be required to pay for portable toilets based on anticipated attendance.
3. **FIELD PREPARATION SERVICES**
	1. Drag infield.
	2. Lay lines for base path and batters’ boxes.
	3. Install bases.
	4. Installation of portable pitching mounds. Gratzer Park Fields are the only facility that allows portable mounds. If mounds are requested there will be an additional charge assessed to the renter. (10-day advance notice is required for mound requests.) Mounds shall be installed and removed by City of Orting staff.