



SUNSET EMPIRE PARK & RECREATION DISTRICT

PO Box 514 | 1140 Broadway; Seaside, OR 97138 | (503) 738-3311

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BROADWAY PLAYING FIELDS USE AGREEMENT

Applicants must be a minimum of 18 years of age, and a representative of the applicant who is 18 years of age or older is required to be on site at all times during the rental.

Applicant's Name(s) (Contact Person) _____ Organization Name _____

Telephone # _____ Business Telephone # _____ Fax # _____

E-Mail Address _____ SEPRD Patron # _____

Address _____ City _____ State _____ Zip Code _____

Event Title (if applicable): _____

Start Date:		End Date:	
Day(s) of the Week & Time(s) <input type="checkbox"/> Monday _____ to _____ <input type="checkbox"/> Tuesday _____ to _____ <input type="checkbox"/> Wednesday _____ to _____ <input type="checkbox"/> Thursday _____ to _____ <input type="checkbox"/> Friday _____ to _____ <input type="checkbox"/> Saturday _____ to _____ <input type="checkbox"/> Sunday _____ to _____		Frequency: <input type="checkbox"/> One Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
Estimated number of participants: _____ spectators: _____		Ages of Participants: <input type="checkbox"/> Adult (18 years and older) <input type="checkbox"/> Youth (17 years and under)	
Facility: <input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Football <input type="checkbox"/> Other		Classification of Event: Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No Participant Charge? <input type="checkbox"/> Yes <input type="checkbox"/> No Admission Charge? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Non-Profit / Charitable Groups: Federal Tax ID # _____	
		Activity: <input type="checkbox"/> Game <input type="checkbox"/> Practice <input type="checkbox"/> Tournament <input type="checkbox"/> Camp	

FIELD RENTAL RATES		
Level	Category Description	Playing Fields
1	Partners: City of Seaside, Seaside School District #10.	Free of charge
2	Renters: Non-profits, OD non-profits, churches, OD schools, non-school functions, and private groups (i.e. Seaside Kids, Boy Scout, Warrenton High School, Adult soccer leagues, Lower Columbia Youth Soccer)	IN-DISTRICT \$15 per hour up to \$120 OUT-OF-DISTRICT \$30 per hour up to \$200
3	Commercial: Activity is private or commercial in nature, not open to the public, entry fee or tournament fee assessed.	IN-DISTRICT \$40 per hour up to \$300 OUT-OF-DISTRICT \$60 per hour up to \$450
4	After hours staffing cost for events with more than 50 people participating and/or attending.	\$17.50 per person/ per hour

FEES/CHARGES

Rental Fee: \$ _____ X _____ = _____ **Light Fee:** _____ X \$10 per hour = _____
Rate/Hour # Hours Subtotal # Hours Subtotal

Staff Fee: _____ X \$17.50 per hour = _____
of hours Subtotal

Cash: _____
 Check: _____ # _____
 Credit Card: _____ Receipt # _____

Total Fee: \$ _____ (include Security Deposit)

Security Deposit: \$200.00 Any damage is the responsibility of the Applicant including all additional staff time and construction repair.

COMPLETE OTHER SIDE OF FORM

AGREEMENT

1. The security deposit, rental fee, Broadway Playing Fields Agreement are due with application approval. Make check payable to SEPRD.
2. Request for cancellation of Broadway Playing Fields Agreement permits must be received in writing. Please allow four (4) weeks processing for refunds. **NO REFUNDS are given with less than 30 days notice of cancellation for use of field.**
3. SEPRD reserves the right to monitor the event at any time.
4. The applicant reserving the fields, on his or her behalf and behalf of the using group, does hereby agree as follows:
 - A. To be solely and completely responsible for the condition of the fields and to leave the grounds used in a neat and clean condition, without damage.
 - B. To release, indemnify and hold SEPRD, City of Seaside, and Seaside School District, its staff and agents, harmless for any and all losses, costs, claims and damages resulting from the use of Broadway Playing Fields.
 - C. Failure to promptly reimburse the District for all damages may result in termination of all future rights to use the fields and prompt legal action.
 - D. The applicant will be responsible for the supervision of any youth involved with their organization while using the fields. And further agree that the property will be used in accordance with the rules and regulations of the SEPRD.
7. Due to unforeseen circumstances, SEPRD reserves the right to reschedule/cancel this fields use agreement.
8. Applicant agrees to provide liability insurance (per occurrence limits of \$1,000,000) for event/tournament with more than 50 people in attendance, where applicable, naming District as an additional insured. Attach copy to this form.
9. Report all accidents and/or incidents that occur on SEPRD facilities to the SEPRD staff immediately.
- 10. I understand no alcohol is allowed within 1000 feet of school property by ORS statutes.**

With my signature below, I acknowledge that I am authorized, on behalf of myself and the entity identified in this facility use application, to agree to SEPRD terms and conditions, rules and procedures.

Applicant Signature _____ Application Date _____

Supervisor Signature _____ Date _____

\$ _____	_____	_____
Total Fee	Date Payment Received	Receipt #

Check box if insurance is required per SEPRD guidelines and attach a copy. **Date Received:** _____

ANTICIPATED SERVICE & EQUIPMENT REQUIREMENTS

Special Equipment/Service Requirements (i.e. gates unlocked, restroom access, power access): _____

Please check additional equipment requirements:

Scoreboard PA System Bases Benches

OFFICIAL USE ONLY – to be completed by SEPRD upon reservation request

- Will you be providing overnight security? Yes No
- Will you be having vendors? Yes No If yes, how many _____
- Do you have Seaside Business Licenses? Yes No
- Will you need concessions to be open? Yes No
- Will you need lights? Time on: _____ Time off: _____ (lights may not be left on past 10:00 p.m.)
- Event staff required _____

Additional requirements

