



City of Yelm

EST. 1924

WASHINGTON

This packet is for: City of Yelm – Longmire Community Park

The City of Yelm schedules the use of Longmire Community Park. If your association is interested in use of this facility, please refer to the information in this packet. All reservations must be confirmed by a signed contract with the City of Yelm to be official. Turn in a completed written Field Request Packet to the City of Yelm, 30-60 days before your first planned field use. Late requests will be considered on a space available basis.

RESERVED FIELDS: The City of Yelm will reserve available fields at Longmire Community Park to sports associations, non-profits and/or businesses that can provide proof of liability insurance for their field activities. All allocations are subject to the terms and conditions outlined in this packet.

DROP-IN USE: Informal groups (friends, neighbors, co-workers etc...) may drop-in and use unreserved fields at Longmire Community Park. This use is not scheduled and is on a first come, first-served basis. Drop-in use is intended for unscheduled informal groups, it is not intended for use by teams belonging to an organized association. During the peak sports season, unreserved time is generally limited to Sundays or daytime hours during the week.

DAYS / TIMES:

- Longmire Community Park is available for reserved use and drop-in use Monday Saturday, 8:00 a.m. – dusk, throughout the year.
- Sundays are generally intended for informal drop-in use. Reservations will be considered for special circumstances, however, or if other days are unavailable.

DATES AVAILABLE:

- Fields at Longmire Community Park are generally open March 1 – October 31.
- Grass fields at Longmire Community Park are usually closed November 1 – February 28- (29)

USER GROUP RESPONSIBILITY

Longmire User Responsibility Checklist

	Turn in a completed field request packet 30-60 days prior to use
	Review and sign Use Contract
	Provide schedules and updated contact information
	Provide proof of liability insurance to the City of Yelm
	Inform board members, coaches, players, and parents of use guidelines
	Correct coaches, players, and/or parents who aren't following field use guidelines
	Work out parking/carpool options on busy game/tournament days
	Prevent damage of city property by misuse
	Have a legally responsible agent on site
	Determine safety of field conditions
	Prepare the field for your league needs
	Pick up all litter
	Notify the City of Yelm of field use cancellations or changes
	Cancelling activities on closed fields and notify all coaches/players/parents of closure

FIELD USE GUIDELINES:

Each User Group is responsible for informing board members, coaches, players & parents of the field use guidelines. Each User Group is responsible for correcting coaches, players or parents who aren't following field use guidelines.

User Groups may not schedule games on Longmire Community Park Fields until they have completed a Field Request Packet and received a confirmed contract for field use.

1. Field Scheduling & Supervision

- a) Each user group must have a field scheduling representative with the authority to be the point of contact for field use. (Individual coaches may not reserve fields.)
- b) Users must have a completed contract from the City of Yelm before scheduling field use.
- c) Users must reserve game fields.
- d) At all activities, a legally responsible agent for the user group must be present throughout the entire function to provide supervision and be responsible for field safety.
- e) Permission/Approval for field usage is non-transferrable.
- f) Equal access and opportunity must be provided for all ages, sexes, races, creeds and ability levels.

2. Insurance

- a) User Groups must provide proof of liability insurance listing the field owner (City of Yelm) as additionally or also insured.
- b) Insurance must meet the minimum requirements listed in the Field Use Contract.
- c) Waiver forms will not be accepted as a substitute for proof of insurance.
- d) Proof of insurance must be presented at least two weeks in advance of first game, and must cover all reservation dates.
- e) User Groups must agree to include a hold harmless waiver to be signed by participants, managers and parents or guardians where applicable, holding the City harmless for damages, injuries and expenses resulting from their activities.

3. Field Conditions, Preparation, Improvements & Maintenance

- a) Fields are reserved on an "as is" basis.
- b) Users are responsible for determining field safety.
- c) Users are responsible for providing their own chalking, lining & litter removal.
- d) The City will paint outfields and soccer/football field.
- e) Combined leagues are responsible for replacing any city owned property that is damaged, lost or stolen.

- f) To ensure quality and upkeep of these grounds, leagues may be subject to City staff surcharges.

4. Parking and Vehicles on the Field

- a) Parking is only allowed in designated/signed/legal parking areas. Parking is not allowed along Canal Road, and/or in front of private driveways. Vehicles will be towed at owner's expense.
- b) Vehicles may not be driven or parked on fields, grassy areas or walkways.

5. Concessions

- a) Selling products or foods at fields & parks is restricted by law and/or by policy and requires prior approval.
- b) Please request permission to sell concessions at least three weeks in advance.
- c) All food concessions will require an appropriate Health Department Permit.

6. Litter

- a) Each user group is responsible for removing litter from the field area at the conclusion of their activity.
- b) If garbage cans are full or unavailable, user groups are expected to pack their garbage out of the park or field.

7. Field Closures

- a) The City of Yelm reserves the right to cancel or revoke field use at any time.
- b) User groups must cancel games, and stop use of any field that is closed by the City of Yelm.

8. Alcohol & Tobacco

- a) Alcohol is prohibited at all Longmire Community Park fields/facilities.
- b) Tobacco products are prohibited at all Longmire Community Park fields/facilities

User Group Application – Please Print

Name of person/organization	
Address to send field use information/contracts	
Website	
Phone	
Rainout Number	
Field reservations contact person	
Phone(s)	
E-mail Address	
Other information	

Longmire Park & Sports Complex

Fee Description	User Rate
Athletic Fields (Per hour)	
Youth Organization Game and/or practice	\$6.00
Youth Organization Tournament	\$9.00
Practice	\$16.00
Games*	\$30.00
Tournament*	\$36.00
*Additional field prep fee may be added	\$25.00
Concessionaire Permit	
One-time Concessions or small event (under 300 people)	\$33.00
One-time major event (over 300 people)	\$77.00
Three-month permit	\$150.00
Annual Permit	\$450.00

Concession permit fees are waived for nonprofit youth organizations

Concession/admission/sales fees may be modified at the discretion of the Parks Director

City of Yelm
Longmire Community Park
Rules & Regulations

Possession of Alcoholic Beverages prohibited.

Longmire Community Park is a Tobacco, Drug and Weapon Free Facility.

Field Use/Reservations by Permit Only (360) 458-3244.

Park Closed at Dusk or Immediately Following Scheduled Activities.

The City of Yelm Reserves the Right to Close the Park at any time.

All Animals Prohibited from Park.

Skateboarding and Inline Skating Prohibited.

Bicycles Prohibited from Athletic Fields and Commons.

Motorized Vehicles Prohibited on Grounds.

Golfing Prohibited.

Model Aircraft or Rockets Prohibited.

No Fireworks.

Sound Amplification by Permit Only.

Solicitation of Goods/Services by Permit Only.

No Overnight Camping.

No Littering – If garbage cans are full or unavailable, user groups are expected to pack their garbage out of the park and/or fields.

The City of Yelm reserves the right to close these grounds as deemed necessary, due to unforeseen events.

This is your park, please help keep it clean!

We Hope You Enjoy Your Visit!

FIELD USE CONTRACT

I have applied for field use as a legal representative of _____, a sports Association. I hereby certify, on behalf of my organization, that we understand and agree:

- To accept the terms and conditions outlined in the 2022 Field Request Packet.
- To abide and enforce all guidelines and regulations listed in the 2022 Field Request Packet and inform our members of the guidelines & regulations.
- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City evidencing general liability insurance covering premises, products-completed operations and contractual liability.
- The City of Yelm shall be named as insured on the Users General Liability insurance policy. The
- General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence.
- The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the User's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Yelm facilities.
- To defend, indemnify and hold harmless the City of Yelm, their 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.
- Name(s) and phone number(s) of a designated "Field Marshall" – who is the 'Point of Contact' or 'Person in Charge' if there are any problems/questions – will be submitted to the City, prior to games/events – (this person actually wears a bright colored vest, so that they are easily recognized at the event.) If it is a full day of games, or an actual tournament, and this "Field Marshall" person changes throughout the day, the city would need to have names and numbers of every person who will be acting as the 'Field Marshall' or 'Person in Charge' on each day of games/events. – Furthermore, if a person is designated as the "Field Marshall" – during a specific time at the park, they are required to be there at the

park during said times. – If city personnel are unable to locate/contact the “Field Marshall” at a game/event, the city reserves the right to cancel the game/event.

- That permission to use the facilities granted may be revoked or canceled at any time by the City
- of Yelm and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.
- All parties acknowledge and agree that the City of Yelm reserves the right to revoke this

I have read and understand all conditions, rules, and regulations specified in the 2022Field Allocation

Packet and in this Agreement Contract. I am authorized to sign on behalf of group listed above.

Name (Please print)

Address

City Zip

Phone: Home Work _____ Fax _____

Signature _____ Date _____

City Approval _____ Date _____