Application for Use of Ballfields  
Public Utility District No. 1 of Chelan County

Tournament Director-  
Applicant (please print) 

Organization:  

Insurance Provider:  

Mailing Address: 
City: 
State: 
Zip: 

Name of Tournament: 
Phone: (cell) 

Facility Requested:  

WALLA WALLA POINT PARK (All Lighted)  
- Ballfield #1  
- Ballfield #2  
- Ballfield #3  
- Ballfield #4  

KIRBY BILLINGSLEY HYDRO PARK (All Lighted)  
- Ballfield #1  
- Ballfield #2  
- Ballfield #3  

CHELAN AREA (No Lights)  
- Beebe Bridge Soccer Field  
- Chelan Falls Soccer Field  

Dates: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __(___)}
AGREEMENT

The signatory hereby makes application to Chelan County PUD No. 1 ("PUD") for use of PUD Park facilities described on the front side of this document and certifies that the information given in the application is correct. The signatory further states that he/she has the authority to submit this application and agrees that they understand and will ensure compliance with all laws, rules and regulations established by the PUD. The applicant agrees to exercise the utmost care in the use of PUD premises and property and to save the PUD, Board of Commissioners, PUD employees and volunteers harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the PUD for any damage arising from the applicant's use of said facilities.

The signatory understands that he/she is responsible for and aware of the following:

1. Additional garbage receptacles and/or service as required.

2. Leave the facility in the same, or better, condition as when they arrived. This includes the restrooms. The applicant is responsible for cleaning up the facility after their activity. This shall include removing their excess materials, equipment, furnishings and rubbish, during and after the use of the facilities. The cost of any additional cleaning or repairs that require PUD personnel will be charged to the user group. All cleaning must be done immediately after the event.

3. Repair and/or replacement of any PUD equipment lost, damaged or stolen, or facility damage as the direct result of the event.

4. Monitor and control all participants and spectators in accordance with established park rules and regulations, special use conditions, and city, county and state laws.

5. Provide adequate adult supervision. This shall include proper police, fire and emergency medical protection where necessary.

6. At no time shall any person connected with the event be allowed to consume alcoholic beverages, controlled substances or legend drugs while in PUD park facilities.

7. Use of PUD facilities is canceled when facilities are closed due to an emergency.

8. Water is not available in any park facilities, including picnic shelters and outside areas, from Nov. 1 through March 31.

9. The applicant must specify all requested facilities/areas on the application. The facility reservation areas and facilities described in the application apply to the reserved area only. Picnic shelters are not included in an athletic facility reservation.

10. Due to the limited amount of parking available and other factors, the PUD reserves the right to limit the amount of people in each park. Vehicle parking is restricted to designated parking areas. Vehicles are not allowed on lawn areas unless permitted in writing.

11. Camping is prohibited, except in designated campgrounds or as authorized in writing by the PUD.

12. Approved applications for use of PUD facilities shall be revocable at the discretion of the PUD and shall not be considered a lease. The PUD has the absolute right of cancellation without liability.

13. Recycling required for single-use bottles or cans: RCW Chapter 70.93 amended in July 2007 requires event sponsors to recycle where beverages are sold by vendors in single-use aluminum, glass or plastic bottles or cans. For additional information on recycling options for your event, contact Waste Management, Ted Woodard, (509) 662-4591 or Will Russell (509) 387-6454. In Chelan, please contact Chelan Recycle at (509) 682-4663.

These guidelines are not all inclusive or exhaustive. These are general conditions under which PUD parks facilities may be used and the responsibilities expected of users. PUD park rules and regulations may be added to, or otherwise adjusted as determined appropriate by PUD staff.

Revised 03/03/2014
Chelan County PUD Ballfield Reservation Policy

It is the policy of the PUD parks that neither the PUD nor third-party groups using PUD parks and facilities shall discriminate against any person in the operation, conduct or administration of community athletics programs for youth or adults. It is the intent of the Chelan County PUD to provide equal opportunity for all qualified persons without regard to age, gender, marital status, sexual orientation, race, religion, creed, color, national origin, veteran status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person or any other basis protected by applicable law.

It is the intent of the Chelan County PUD to recover a portion of the overall cost associated with maintaining ballfield facilities by implementing a fee structure that is fair to all user groups. The reservation deposit covers a portion of the cost the Chelan County PUD incurs in maintaining and setting up fields for play regardless of whether games are actually played.

**Reservation fee:** A fee is required to reserve a district ballfield complex for tournament(s). A reservation fee of $150 per complex is due in full within 30 days after the final ballfield schedule for the ensuing year is posted (usually in December). The parks supervisor will notify tournament directors via e-mail once the final schedule has been established.

**Refunds:** No refunds of reservation fees will be given for any reason except for an "act of nature." Acts of nature are extraordinary and unexpected natural events such as lightning, wind blowing in excess of 35 miles an hour, tornadoes, or earthquakes or other factors creating unsafe playing conditions on the ballfields.

It is the sole determination of the Chelan County PUD parks director to determine if an act of nature has occurred and if the tournament director is eligible for a refund.

If any game of the scheduled tournament is played in its entirety, then a tournament director will not be eligible for a reservation fee refund regardless of any "acts of nature" that may occur subsequently.

A tournament director must make a request for a refund within 30 days following the canceled tournament. All requests made after this 30-day deadline will be denied. All requests must be made in writing and be submitted to the PUD parks director for review. The parks director will determine if a refund will be issued. All decisions by the parks director are final.
Refund Examples: If a tournament is canceled in its entirety due to lightning or unsafe field conditions, then the tournament director would be eligible for a 100-percent refund of the reservation fee.

A tournament director contacts the district 30 days prior to the scheduled tournament and indicates that not enough teams have registered for the tournament. The tournament director is NOT eligible for a refund in this situation.

Tournament fee: In addition to the reservation fee required to secure district fields, an additional tournament fee of $12 will be assessed per individual team. The intent of the tournament fee is to offset costs the Chelan County PUD incurs in tending the ballfields throughout the tournament. While actual costs vary depending on many conditions, including weather, the number of teams is a good indicator of the relative amount of work required for each tournament and allows tournament directors to budget based on participation. It is the responsibility of each tournament director to document the number of teams in a tournament and pay this tournament fee.

The tournament director is responsible for contacting the parks supervisor no later than 48 hours after a tournament is completed. The tournament director must provide a copy of the certified document that is provided to USSA, NSA and BPA organizations. This document should indicate the total number of teams that participated in the tournament. Failure to supply this information within 48 hours after the tournament is completed will result in forfeiting the right to hold future tournaments in Chelan County PUD parks.

A $12 tournament fee per team will be charged in addition to the reservation fee. Therefore, if a single complex is used and 15 teams participate in the tournament, the total cost would be:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Deposit-One complex</td>
<td>$150.00</td>
</tr>
<tr>
<td>15 registered teams @ $12 per team</td>
<td>$180.00</td>
</tr>
<tr>
<td>Total</td>
<td>$330.00</td>
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</tbody>
</table>

Athletic facility reservation policies

1. Reservation Fee: Reservations are not valid until a reservation contract has been signed by all parties and the required deposit has been made. All reservation fees must be made by cash, check or money order. The renter or tournament director is not allowed to sublease the space. The entire reservation fee must be paid within 30 days of posting the annual schedule to secure the complex. Failure to pay the reservation fee will result in forfeiting the reservation.

2. Reservation times: The ballfield facility area must be vacated not later than 10:30 p.m. each night during the reserved period. The lights will be turned off and staff will leave the area at 10:30 p.m. so all games should be scheduled to accommodate this schedule. No games should be scheduled prior to 8 a.m.

3. Weapons and Explosives: Possession and/or use of firearms or weapons (except for on-duty police officers), fireworks and explosives is prohibited.

4. Use of alcohol: Use of alcoholic beverages is prohibited at all parks and parking lots of parks operated by the Chelan County PUD.
5. Violations of rules: Any person violating the existing rules and regulations or, in the opinion of a parks or security employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a parks or security employee and be expelled from the District facility. Such violations can be subject to prosecution in accordance with state and local laws.

6. Right to modify or end an event: The PUD Parks Department maintains the right to alter or end an event any time it is determined necessary to ensure public safety, health and welfare of event participants, recreation facility visitors or the surrounding community. If the function is ended for cause, no refund will be given.

7. Damages: Items for which the tournament director or reserving organization are responsible if any damage occurs include, but are not limited to: turf, skinned infields, equipment, restroom facilities, partitions, urinals, toilets, fences and other items identified as District property. The park manager or supervisor will determine whether any damage has occurred and whether the tournament director or reserving organization will be held responsible. After the supervisor or manager reports these findings to the parks and recreation director, the director’s decision will be final.

8. Outside Vendors: No outside vendors shall be permitted to set up or operate on District park facilities while the space is reserved by another party unless otherwise approved by the Parks Department.

9. Priorities: No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of gender, race, color, creed, national origin, age (except minimum age) and marital status, sexual orientation, or the presence of any sensory, mental, or physical handicap. District use takes precedence for all park ballfield locations. User groups, clubs, and organizations residing within the Chelan County PUD service territory with past historical use follow in priority. Requests from new user groups, clubs and organizations will be dealt with on an individual basis.

Tournament Director

Date

Print Name
Chelan PUD Parks and Recreation facilities are owned, operated and maintained by Public Utility District No. 1 of Chelan County (PUD) for general public use. PUD Parks and Recreation facilities will be made available to individuals or groups for non-profit events and activities consistent with the PUD’s rules and regulations.

The Application for Use of Ballfields for tournament or league purposes must be completed and returned to the Parks and Recreation Department 30 days prior to the date of the event.

All athletic tournaments, leagues, or clinics taking place in PUD managed facilities must meet the following requirements as set forth by the PUD.

A. Facilities are available on a first come, first served basis. Separate reservations must be made for each use. The frequency of the activities may be limited by the Chelan PUD.

B. Reservations for athletic events may be made a maximum of twelve (12) months prior to the desired date, provided the organization making the request is a historical (current) user. Approved applications for the use of PUD facilities shall be revocable at the discretion of the PUD and shall not be considered a lease.

1. Sponsoring agencies or individuals may not have more than two (2) active reservations for softball/soccer facilities, for weekend tournament use, at the same time until each agency and/or individual desiring a softball/soccer facility has been given the opportunity to reserve a softball/soccer facility.
2. Pre-qualifying events such as District, State, regional or national type tournaments or special events may be scheduled earlier upon PUD approval.
3. School District activities and events may be scheduled earlier upon PUD approval.
4. Reservations are not allowed for practice purposes. Exception: School related activities.

C. New athletic event directors may begin applying for facility reservations after the first working day in January of the year in which the facility is being requested.

D. Reservations will be accepted by written application only and must be approved by the PUD. NO PHONE RESERVATIONS WILL BE ACCEPTED.

E. Events may not begin prior to 9 a.m. and must terminate by 10:00 p.m., unless otherwise required or approved by the PUD.

F. The following criteria will be used to evaluate and prioritize Ballfield Use requests. Priority will be given, in the following order, to requests that meet the following options:

1. WIAA and local school athletic programs.
2. a. For softball facilities only, sponsoring agencies or individuals that are affiliated with the Apple Valley Slow-Pitch Softball Association (AVSSA) will be given priority over non-AVSSA affiliated agencies or individuals.
b. For soccer facilities only, sponsoring agencies or individuals that are affiliated with the Wenatchee Valley Youth Soccer Association (WVYSA) will be given priority over non-WVYSA affiliated agencies or individuals.

3. Past history and dates of events. (Sponsoring agency must be a non-profit agency).

4. Sponsoring agency is a local non-profit agency (Chelan/Douglas counties).

5. Sponsoring agency is a non-profit agency. (The on-site Event Coordinator must be a local resident.)

6. Sponsoring agency is a local business and/or individual (Chelan/Douglas counties).

7. Sponsoring agency or individual does not currently have an event scheduled within the following twelve (12) months.

G. The sponsoring agency or individual may not charge admission to the park or request donations from spectators unless approved by the PUD.

These guidelines are neither all-inclusive nor all exhaustive, but rather exemplary of the general conditions under which PUD parks facilities may be used. PUD Park Rules and Policies may be added to or otherwise adjusted as circumstances and the judgment of PUD staff dictate.

Approved applications for the use of PUD facilities shall be revocable at the discretion of the PUD and shall not be considered a lease.

The signatory states that he/she has the authority to submit the application and agrees that the guidelines, rules and regulations established by the PUD will be observed.

__________________________________________
Director’s Name (please print)                            Sponsoring Agency

__________________________________________
Director’s Signature                               Date
This checklist must accompany the certificate of insurance and is a part of the insurance verification required by the Application for Use of Parks/Ballfields. The form is to be completed by applicant's insurance agent or broker.

The following named organization has completed an Application for Use of Parks for (event) __________ to be held at:

- [ ] Wenatchee Riverfront
- [ ] Kirby Billingsley Hydro
- [ ] Walla Walla Point
- [ ] Chelan Riverwalk

on (date) __________ , for which liability insurance coverage is in effect and the conditions specified below have been complied with:

- Public Utility District No. 1 of Chelan County is **Certificate Holder** as well as an **Additional Insured** on all liability policies described on the attached certificate of insurance.
- The undersigned will mail to Public Utility District No. 1 of Chelan County 30 days written notice of cancellation or reduction of coverage or limits.
- Cross liability or severability of interests clause is included in the policies described on the certificate of insurance.

Specify deductible or self-insurance amounts (if any) applicable to each type of coverage shown on the certificate of insurance:

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<thead>
<tr>
<th>Type of Coverage</th>
<th>Deductible or Self-Insured Amount</th>
</tr>
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<tbody>
<tr>
<td>General Liability</td>
<td></td>
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<tr>
<td>Automobile Liability</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Name of Agency or Brokerage:

____________________________________

Phone ____________________________ Contact: ____________________________

Signature by authorized representative of insurance company:

______________________________  ____________________________

(signature)  (date)