



**FIELD USE APPLICATION**

Bellevue School District  
12037 NE 5<sup>th</sup> Street, Bellevue, WA 98005  
Email: [BSDfields\\_FAC@bsd405.org](mailto:BSDfields_FAC@bsd405.org)

APPLICATION NO.  
(to be assigned by BSD Field Scheduler)

INSTRUCTIONS: **PLEASE PRINT.** The applicant must complete **PART 1 and 2 and Part 3 (if applicable)**. Users requesting field use will receive an e-mail confirmation.

**PART 1 – APPLICANT INFORMATION**

Name or Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Phone (day): \_\_\_\_\_ E-mail: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Non-Profit?  YES  NO PRIMARY USE  ADULT  YOUTH

Unified Business Identifier (UBI) #: \_\_\_\_\_

**FEES:** A \$20.00 non-refundable processing fee must accompany this application. Please make checks payable to Bellevue School District No. 405.

**CANCELLATIONS:** If a scheduled non-stadium field use is changed and/or cancelled, the user shall notify the Facilities Field Scheduler or designee in writing thirty (30) days in advance of the scheduled change. To be eligible for a refund or fee adjustment, User must comply with the required written notice.

**AGREEMENT:** By signing below, User/Applicant agrees to provide supervision/security for the requested dates indicated below. **With signature affixed below, user/applicant agrees that they have read and agree to the terms and conditions stated above and on the Agreement.**

ACCEPTANCE OF TERMS: \_\_\_\_\_ Today's Date: \_\_\_\_\_

The applicant (please print legibly) \_\_\_\_\_, a youth sports group, verifies that all coaches, athletes, and their parents/guardians, have complied with mandated policies and laws that relate to the management of concussions and head injuries as prescribed by BH 1824, Section 2. Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district and/or designee. [Initial here \_\_\_\_\_]

**PART 2 – FIELD INFORMATION**

[Users will be charged for returned rentals equal to or more than 20% of each of their assigned field rentals]

School Requested (one location per form): \_\_\_\_\_

Field Choice:  Baseball Field  Softball Field  Multi-Use Field  Covered Area (elementary and middle schools only)

Purpose:  Baseball  Softball  Football  Lacrosse  Soccer  Track

Game  Practice  Other \_\_\_\_\_

Dates requested: \_\_\_\_\_

Hours requested: \_\_\_\_\_

Day(s) of the Week: M T W TH F SA SU

The following information is required for Field Use:

Total # Participants \_\_\_\_\_ # Teams \_\_\_\_\_ Ages \_\_\_\_\_ % of BSD Students \_\_\_\_\_

**Bellevue School District accepts the following forms of payment for processing fees and rental fees: Cash, Credit Card, and Checks**

**Please call the Community Use Office at 425-456-4500 for credit card payment over the phone.**

\_\_\_\_\_  
Athletic Director or Field Scheduler (Acknowledges receipt of application)      \_\_\_\_\_ Date: \_\_\_\_\_  
Community Use Office Approval (Event has been approved by the District)

**Agreement to abide by Bellevue School District policy while using District Fields:**

**[please initial on the box provided on the left of each column, sign and date below]**

	Ensure that individual teams clean up the facility after each use, including dugouts, scorers' booths, athletic field, and surrounding area. Leave the field in better condition than when you arrived.
	The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.
	Please do not throw or hit into cyclone fencing or backstops.
	Youth level baseball organizations are responsible for their own field lining and lining supplies.
	Bases may not be moved without prior authorization.
	<b>Shelled seeds and nuts are strictly prohibited.</b>
	<b>Sunflower seeds are not allowed on the field or in the dugout.</b>
	Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
	Dogs and pets are not allowed on fields.
	<b>No food or drinks other than water are allowed on the fields.</b>
	<b>The pitcher on record will be the only one allowed to wear metal cleats ONLY while pitching. He/She will remove metal cleats immediately after pitching.</b>
	Unsafe boisterous conduct, improper language and other objectionable practices will not be allowed and must be controlled by user.
	Alcoholic beverages or narcotics shall not be brought to or consumed on District property. The use of tobacco is not permitted on District property.
	Coaches for each team shall be responsible for communicating these rules and regulations to all their coaches, team, and umpires.
	<b>Parking is not allowed on fire lanes. Your car will be towed or you will be ticketed.</b>

A Bellevue School District Field Monitor is on-site during field use. Please obey all rules administered by the District Field Monitor. If any of the above rules are not met, **the Field Monitor will stop this game/practice and you will be asked to leave the field.**

**By my signature below, I have read the above terms and conditions and will abide by them.**

\_\_\_\_\_  
**Printed Name:**

\_\_\_\_\_  
**Date**

## AGREEMENT (FIELD USE)

The Applicant hereby makes application to Bellevue School District No. 405, for the use of school fields described on the application page 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 make this application for the applicant and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principals of the school in which the fields are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to save the Bellevue School District harmless for all liability resulting from the use of said facilities/fields. The applicant further agrees to reimburse the Bellevue School District for any damage arising from the applicant's use of said fields.

Fees shall be determined by the latest rental rates. A \$20.00 non-refundable deposit payable to Bellevue School District No. 405, Bellevue, Washington is required and may be paid at the time of application or will be included in your invoice.

### **NOTICE TO USER OF SCHOOL FACILITIES:**

Hold Harmless and Liability Insurance/Certificate of Insurance: A Certificate of Insurance and an Additional Insured Endorsement Form, with Bellevue School District No. 405, its directors, officials, employees, and volunteers are to be covered and named as an additional insured, on the Commercial General Liability policy with respect to liability arising out of the operations of the insured. Proof of insurance coverage should be provided on the Certificate of Insurance, and proof that **“Bellevue School District No. 405, its directors, officials, employees, and volunteers”** should be provided on the Additional Insured Endorsement. The address to be noted on the certificate of insurance should be 12111 NE 1<sup>st</sup> St., Bellevue, WA 98005. **Blanket and general endorsement are not accepted by the District.**

The Certificate of Insurance should acknowledge the hold harmless agreement stated below and the liability insurance requirement shall be provided to the District three weeks prior to the scheduled use of the facilities/fields. **User(s) shall agree to defend, protect, and indemnify for costs, legal, and any and all other expenses or damages and to hold harmless the District, its officers, employees, agents, and directors, from any and all claims, liabilities, or suits arising directly or indirectly out of user's use of the synthetic fields, and related or adjacent facilities. User(s) shall obtain liability insurance for no less than \$1,000,000 combined single limit bodily injury and property damage. Failure to provide this certificate shall result in cancellation of the field use and forfeiture of any deposit.**

**RULES AND REGULATIONS GOVERNING AFTER-SCHOOL USE OF FIELDS – please download the “Rules for use of Bellevue School District Fields” located on this link: [Rules for use of Bellevue School District Fields \(bsd405.org\)](http://bsd405.org)**

Approval will not be granted for any activity which may in any way, be prejudicial to the best interest of the schools or for which satisfactory and adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.