



Dacca Park Rental Policies



Connections Within Reach

INSIDE: Payments | Policies & Procedures | Rules
Deposits & Cancellations | Rental Application



Table of Contents

Contact, Availability & Rainout Information	Page 2
Field Dimensions, Rental Fees & Add Ons	Page 3
Rental Policies & Guidelines	Page 4
Priority of Groups	Page 5
Application Process	Page 6
General Guidelines	Page 7
Rules & Regulations	Page 8
Cancellations & Lighting Schedule	Page 9
Insurance Requirements	Page 10
Application	Page 11
Field Map	Page 12
HB 1824 Compliance Statement	Page 13

RENTAL CONTACT INFORMATION

**Dacca Park Athletic Fields
Fife Community Center**
Bonnie Moeller
Events and Facilities Coordinator
2111 54th Ave. E., Fife, WA 98424
(253) 896-8657

Dacca Parks Athletic Fields Address
2820 54th Avenue East
Fife, WA 98424

Rainout Line
(253) 896-8653

AVAILABILITY

SEPTEMBER TO JUNE

Monday–Friday 5:30 p.m.–11:00 p.m.

JULY TO AUGUST

Monday–Friday 8:00 a.m.–11:00 p.m.

WEEKENDS

Saturday–Sunday 8:00 a.m.–11:00 p.m.

RENTAL CHECKLIST

The following items MUST BE SUBMITTED AND APPROVED before City of Fife athletic fields can be reserved for use:

1. Field Use Request
2. Proof of Insurance
3. Field Use Agreement
4. Payment of Fees

All completed applications will be reviewed and requests will be approved according to the established priorities and date/time request is submitted.

RAINOUT LINE

Rainout Line: (253) 896-8653

It will be updated by 3:00 p.m. during the week and 8:30 a.m. on weekends. If there is questionable weather on the weekends, the rainout line will state if it will be updated later in the day.

FIELD DIMENSIONS

SOFTBALL/BASEBALL

FIELDS	DIMENSIONS	BASE DISTANCE	PITCHING DISTANCE	USAGE
Dacca #3, #4	275' outfields	60, 65, 70 ft.	40, 43, 46, 50 ft.	Youth/Adult Softball
Dacca #2	275' outfields	60, 65, 70, 80 ft.	40, 43, 46, 50, 54 ft.	Youth/Adult Softball
Dacca #1	330' foul lines 385' center lines	60, 65, 70, 80, 90 ft.	60 ft.	Baseball

SOCCER

FIELDS	DIMENSIONS (YARDS)	USAGE
Stadium	120 X 50	U11-U19
#1	100 X 50	U11-U12
#3	110 X 55	U11-U19
#4	2 Mod Fields w/ Goals	U6-U9

RENTAL FEES

FIELD RENTALS

	GAME PREP FEE	HOURLY RATE	LIGHT FEE	TOURNAMENT RATE
Resident Youth	\$25/game, lined/dragged	\$15/hour	\$10/hour	\$140/field/day
Non-Resident Youth	\$25/game, lined/dragged	\$20/hour	\$10/hour	\$165/field/day
Resident Adult	\$30/game, lined/dragged	\$25/hour	\$10/hour	\$165/field/day
Non-Resident Adult	\$30/game, lined/dragged	\$30/hour	\$10/hour	\$190/field/day

ADD ONS

	COST/WEEKEND
Add. Temporary Restroom	\$80/restroom
Add. Dumpster	\$150/dumpster
Scoreboard Use	\$40/field

DACCA PARK ATHLETIC FIELD RENTAL POLICY AND GUIDELINES

A. GENERAL POLICIES

1. The primary use of municipal recreation areas and facilities are for public recreation activities.
2. The City of Fife complies with the State of Washington's "Fair Play in Community Sports Act," (Chapter 467, 2009 Laws, effective July 26, 2009), that prohibits discrimination against any person on the basis of sex in the operation, conduct or administration of community athletics programs. Third parties who contract with or receive leases or permits from the City of Fife, for a community athletic program are also prohibited from discriminating on the basis of sex. (See <http://www.hum.wa.gov/documents/Brochures/PA091407B.pdf> for a list of prohibited discrimination in public accommodations under state law). If you have questions or comments, contact Bonnie Moeller at the City of Fife, 2111 54th Ave E, Fife, WA 98424. 253-896-8657 or bmoeller@cityoffife.org.
3. City of Fife Parks, Recreation, & Aquatics Department (PRA) and Fife School District sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the PRA Director. If a cancellation is made by the department, every effort will be made to either reschedule or locate alternate facilities. Fees and deposits will be returned if permit has to be cancelled.
4. The Renter is expected to leave the premises in the same condition in which it was found. It is unlawful for any person to use threatening, abusive, insulting or indecent language or to create any nuisance, or deface any of the buildings, fences, structures, trees or shrubbery. It is unlawful to drive any vehicle on any portion of any public park. The licensee will be responsible for all damages to city property, and shall be responsible for reimbursement for such damages.
5. It is unlawful for any person to bring into any park or consume, while in any park, any intoxicating liquor, narcotic or illegal drugs.
6. The facility must be vacated by the designated closing time of 11:00 p.m.
7. The granting of this permit does not give the renter authority to sell concessions of any type without prior written approval of the PRA Director.
8. No one is allowed to stay overnight in the complex grounds/parking lot unless pre-approved by the PRA Director. Please submit a written request to the PRA Department if your group desires to stay onsite overnight.

B. PRIORITY OF GROUPS:

For the purpose of determining the priority use of recreational facilities, the following ranking of groups is established. Reservation priority will be assigned by PRA staff and, if necessary, with input of the Parks and Recreation Citizen Advisory Board.

1. Fife School District Programs
2. City of Fife Programs
3. Fife Residents & Local Youth Athletic Organizations
4. Nonprofit Organizations located within the City of Fife
5. Nonprofit Organizations located outside of the City of Fife
6. Commercial Business located within the City of Fife
7. Commercial Business located outside the City of Fife

C. DEFINITION OF USERS:

1. Fife School District: Official district sponsored and/or funded programs and events.
2. City of Fife Program: Official city sponsored and/or funded programs and events.
3. City of Fife Residents: Individuals living within the incorporated city limits of Fife.
4. Local Youth Team: Team registered with a local youth athletic association such as FME Soccer Association, Fife-Milton Little League or local independent team comprised of at least 50% Fife School District players.
5. Nonprofit Organizations: Organizations registered as 501(c)(3) in the State of Washington.
6. Commercial Business: Profit oriented business.

D. APPLICATION PROCESS:

1. The deadline to submit athletic field rental application requests for single or repeated use will be at least thirty (30) calendar days prior to the first requested day of use. No applications will be accepted earlier than January 1st of the year in which the requested date of use occurs. Applications will be considered based upon their priority ranking and date received. The city reserves the right to limit requests per applicant. All applicants will be notified within five (5) business days on the status of their request.

2. **Concussion Compliance**
 All Youth Non-Profit athletic Organizations using School District and City of Fife athletic fields must comply with HB 1824 - Youth Sports-Head Injury Polices (AKA Zackery Lystedt Law), and submit the Concussion Compliance Form prior to using the fields.

3. A security deposit of \$100 is required at the time of application for field rental requests. This is in addition to the cost of renting the fields. The deposit will be refunded after the scheduled use following an inspection of the grounds and buildings.
TOURNAMENTS: A field rental is considered a tournament and will be charged tournament rates if the field is booked more than 8 hours. A \$250 deposit is required to book fields for a tournament. If the rental is not cancelled by January 31st the deposit will be forfeited, unless the field is re-rented. If the tournament is not cancelled within 3 business days of the scheduled usage, the renter will forfeit their deposit and be charged the full tournament fees. If the tournament director has another tournament scheduled later in the season, they must replenish the deposit to full amount for that rental, otherwise the rental contract will be cancelled.

4. Renter shall obtain and maintain liability insurance with a company authorized to do business within the State of Washington. The City of Fife must be named as additionally insured. Minimum liability limits required for such insurance coverage shall be \$1,000,000. Proof of this policy must be provided to PRCS Department staff at least fourteen (14) business days prior to the start date of the rental.

5. **TOURNAMENTS: The balance of all rental contract fees must be paid within 7 calendar days after the last day of the tournament. If payment is not made within 7 days, a \$25 late fee will be applied and future tournaments will not be held until payment is received. Cancellation of a confirmed rental must be made by January 31st. Failure to do so will result in the forfeiture of the entire security deposit unless the field is re-rented.**

6. **SINGLE GAMES/PRACTICES:** Teams must cancel their rental 5 business days before the rental to receive a full refund. If cancelled less than 5 business days, prior rental fees will be forfeited. Invoices will be sent to renters within 7 days of the completion of each month. (i.e., The invoice for June rental fees will be sent out by July 7.) The rental fee is due 7 days from the date the invoice was made.

7. **PAYMMENT: If there is an outstanding balance 15 days after invoice, the account will be charged a late fee of \$25 and suspension of further field use will result until invoice is paid in full. Renters with recent history of late payment will also be required to keep valid credit card information on file.**

E. GENERAL GUIDELINES:

1. Tournament schedules are due to the Recreation Division staff no later than noon (12:00pm) on the Wednesday prior to the tournament. **If we do not receive schedules by the stated time, the tournament will be charged \$25 for each day it is late. Each change made to the schedule after Wednesday will be \$10.**
2. If your field use requires a base/pitching distance other than what is published in this field packet on page 2 under field dimensions, the team/renter must provide their own throw down pitching rubber and/or bases.
3. All field maintenance will be performed by Fife PRA Department staff.
4. **Tournament scheduling must allow at least thirty (30) minutes of preparation time per field at least every third game during the tournament. This MUST BE built in to your tournament schedule.**
5. Fife PRA Department staff and/or game officials will make the final determination as to the playability of fields. The City of Fife reserves the right to suspend field use due to weather and/or other conditions in which use would cause excessive damage. The renter will be responsible for damages caused by playing on fields deemed unplayable by PRA Department staff.
6. Dacca Park Field #1 is the only baseball field with a pitcher's mound.
7. **Game times cannot start prior to 9 a.m. unless previously approved by PRA Staff.**
8. **Game start times on 2 adjacent fields must have a 60 minute intervals, to allow maintenance staff to properly prep fields. (I.E. field 1 & 2 start at 9 a.m. and fields 3 & 4 start at 10 a.m.).**

RULES AND REGULATIONS

1. All use of the City of Fife athletic fields will be scheduled through the Fife PRA Department. General day-to-day informal use or activity is not scheduled.
2. Unscheduled activities or users of the fields must defer to scheduled events and games.
3. All fields are subject to a rotational rest and maintenance period which may change without notice.
4. The user group must clean the field/facility of all litter and debris immediately upon conclusion of its event/activity. Failure to do so may result in a forfeit of your deposit.
5. A legally responsible adult agent from the rental group must be on the site at all times during the rental.
6. **Field 1 - Use of metal cleats on the portable pitching mound on field 1 is strictly prohibited. If verified that a player does use metal cleats, the team will be fined.**
7. Small children must be supervised at all times.
8. The City of Fife PRA Department may close a field due to deteriorating or unsafe conditions.
9. Jumping over or climbing on fences or backstops is not allowed. Soccer balls, baseballs and softballs may not be kicked, batted or thrown against fences or buildings.
10. Entering private property without permission to retrieve balls is not permitted.
11. All fields must close no later than 11:00 p.m.
12. Sales of all souvenirs, food, etc. without written permission from the PRA Director is strictly prohibited.
13. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE PERMITTED ON CITY PARK OR SCHOOL PROPERTY. Failure to comply will result in immediate cancellation of field usage and possible \$250.00 fine.**

TOURNAMENT CANCELLATIONS DUE TO INCLEMENT WEATHER

Tournaments cancelled due to inclement weather and unsafe playing conditions will receive a refund. The refunded amount will be based on the following:

1. 100% refund if the tournament is cancelled prior to games being played due to weather.
2. Percentage based on number of games played versus total number of games scheduled.

2017 FIELD LIGHTING SCHEDULE

Lighting schedule varies with daylight saving time. Field lights are set to come on 15 minutes prior to the reservation and go off 15 minutes after the last booking of the day. Please call Bonnie Moeller, Events and Facilities Coordinator, at 253-896-8657, or the Fife Community Center, 253-922-0900 and press 0, if you have any lighting issues. If you experience issues after normal business hours, please email parkshelp@cityoffife.org for assistance.

Dates	Dusk/Lights On
March 1 – March 10	5:30 p.m.
March 11 – March 31	7 p.m.
April 1 – April 15	7:15 p.m.
April 16 – April 30	7:30 p.m.
May 1 – May 15	7:45 p.m.
May 16 - May 31	8:00 p.m.
June 1 – June 30	8:30 p.m.
July 1 – July 31	8:15 p.m.
August 1 – August 15	8:00 p.m.
August 16 – August 31	7:30 p.m.
September 1 - 15	7:00 p.m.
September 16 – September 30	6:45 p.m.
October 1 – October 15	6:15 p.m.
October 16 – November 3	5:45 p.m.
November 4 – November 15	4:15 p.m.

INSURANCE REQUIREMENTS FOR THE CITY OF FIFE

The City of Fife requires the industry standards:

1. \$1,000,000 Commercial General Liability, with \$2,000,000 in the aggregate, (unless higher limits are required).
2. \$1,000,000 Auto Liability (needed if a vehicle will be used in performance of work. This would include delivery of products to worksite).
3. \$1,000,000 Excess Liability (if required in contract; can be in tandem with CGL).
4. Proof of Worker's Compensation coverage (if required in contract).

Requirements UNIQUE to the City of Fife:

1. Name the City of Fife as a Primary and Non-contributory Additional Insured on the policy.
2. In order to comply with a statement found in the upper right of the ACORD form, please provide the endorsement page(s) from the policy(ies), evidencing Primary and Non-contributory coverage.
3. Sample Contract Language, if requested.
4. Put descriptive text of the project/event in the "Description of Operations" box.
5. The certificate holder should read:

City of Fife
5411 23rd Street East
Fife, WA 98424

Direct any questions, comments or concerns to:

Bonnie Moeller
(253) 896-8657 / Desk
(253) 922-0900 / Main
(253) 896-8655 / Fax
bmoeller@cityoffife.org

ATHLETIC FIELD APPLICATION/AGREEMENT

Name of Organization: _____ Person in Charge: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell/Work Phone: _____ Email address: _____

Billing Address: _____ City: _____ Zip: _____

Sponsor of Tournament/Team: _____

Type of Use: ___ Practice ___ Game ___ Tournament ___ Baseball ___ Softball ___ Soccer ___ Adult ___ Youth

Check if: ___ One Time Only ___ Weekly ___ Weekend Circle: M T W Th F S Su

Date(s) Requested: _____ To: _____

Times Requested: _____ To: _____

Enter days and times requested for use of lights: _____

Field(s) Requested: ___ #1 ___ #2 ___ #3 ___ #4 ___ Soccer/Football

Extra Amenities, (Do you need use of): ___ Extra toilets ___ Enduro Fence ___ Extra garbage containers

Pitching Distance Requested: _____ Base Distances Requested: _____

Does Applicant/Group carry Comprehensive Liability Insurance? ___ Yes ___ No

Amount \$ _____ Insurance Co. _____ Policy # _____

AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING

- Payment of all applicable field rental fees as outlined in the rental policy guidelines.
- A security deposit of \$100 (weekly use) or \$250 (tournaments) is required at the time of application.
- Provide a written schedule of games by noon (12:00 p.m.) on the Wednesday prior to the start of the tournament.
- Provide proof of liability insurance in the amount of \$1,000,000 or more, fourteen (14) days prior to use.
- Cancellations must be made five (5) business days in advance of the scheduled use for single games/practices. Tournaments must cancel by January 31st. Failure to do so will result in forfeiture of security deposit.
- No alcoholic beverages or controlled substances are permitted on City or School District property.
- The field(s) must be vacated by the designated closing time of 10:00 pm.
- PRA Department staff and/or game officials will make the final determination as to the playability of all fields.

The undersigned hereby applies to the City of Fife for use of the above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the City of Fife, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees, in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Fife, its elected and appointed officials, its employees and agents.

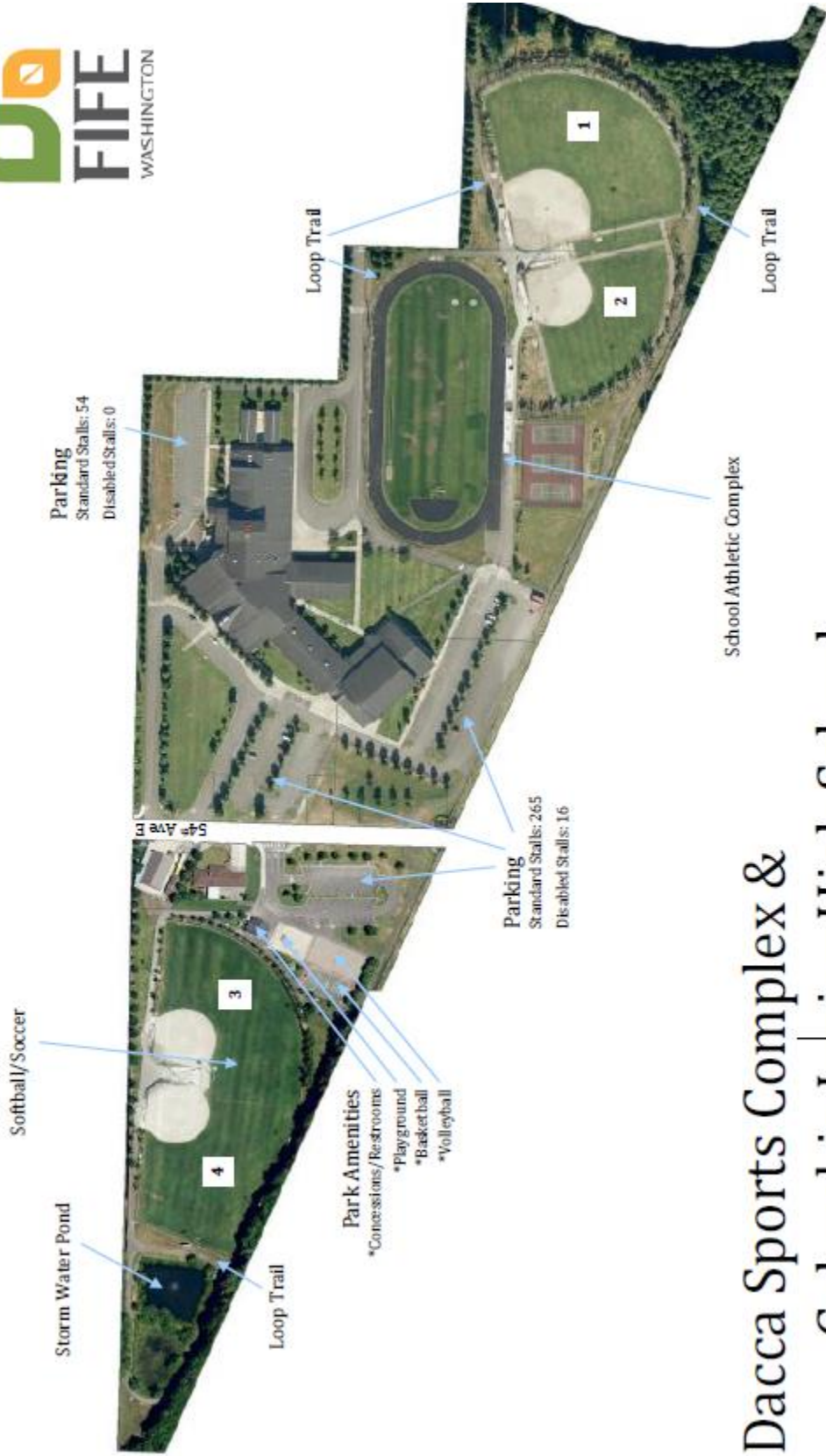
I HAVE READ THE ABOVE INFORMATION, UNDERSTAND IT AND AGREE TO COMPLY WITH ALL CONDITIONS SET FORTH IN THE FIFE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT ATHLETIC FIELD RENTAL POLICY AND GUIDELINES ON BEHALF OF MYSELF AND THE GROUP I REPRESENT.

Signed By: _____ Title: _____ Date: _____

*****OFFICE USE ONLY*****

DACCA PARK VENUE RENTAL POLICIES

Date Received: _____ Deposit Paid: _____ Rental Fee Paid: _____ Total: _____
Field Use Request Form: _____ Proof of Non-Profit Status: _____ Proof of Insurance: _____
Approved By: _____ Date: _____



Dacca Sports Complex & Columbia Junior High School



September 11, 2015 RLP

CITY OF FIFE ATHLETIC FIELDS

Compliance Statement for HB 1824, Youth Sports-Head Injury Polices

_____ requests the use of the City of Fife facilities for 2018.

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2. Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons, is on file with the City of Fife Parks, Recreation, & Aquatics Department.

Signed

Date

Representative of Youth Sports Group

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.