

Alpheus Gunny Jones, Sr. Fields Application Form

Req #: _____
Vendor #: _____



Please complete and return 15 days prior to the first day of requested date(s) of scheduled event. Once contract is approved, a copy of the *Facility Use Permit* will be issued as a confirmation.

Tulalip Tribes facilities exist primarily for the benefit of the Youth Enrichment Services program, rescheduling, relocating or cancellation of reservations may be necessary due to community-related events/activities.

A copy of your Certificate of Insurance and Endorsement document is required at time of application This building rental requires a *Credit Card Authorization Form* on file.

CONTACT INFORMATION

Lessee Name		Tribal Department		Tribal ID Number
Street Address		City	State	Zip Code
Work Phone	Cell Phone		Email	

EVENT INFORMATION

Event Name		Description	
Date(s) of Event		Days of the Week <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Set-up Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Event Start <input type="checkbox"/> AM <input type="checkbox"/> PM	Event End <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Lights ON Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Lights OFF Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Expected Attendance Adults _____ Youth _____	

SITES

<input type="checkbox"/> Softball Field	<input type="checkbox"/> Flag Football	<input type="checkbox"/> Skate Park
<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Concession
<input type="checkbox"/> Football Field		<input type="checkbox"/> Other _____

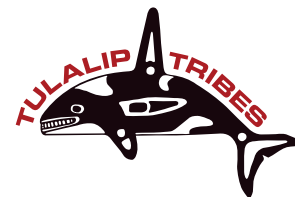
CREDIT CARD AUTHORIZATION

In the event of an unsatisfactory walkthrough, the lessee will be informed of any issues, an itemized invoice will be generated, and the card will be charged for the invoiced amount. Once a satisfactory walkthrough is completed, the credit card authorization form will be shredded. I authorize Tulalip Tribes to charge the credit card on file in alignment with Tulalip Tribes Facilities Policy and Regulations section F. Payment ii. (1), (2).

AGREEMENT

This agreement may not be assigned or transferred, nor may the facilities be sublet or used by anyone other than the lessee. I have read and understand this agreement and the *Tribes Building Use Policy*, which by reference is a part of this agreement. I agree to be bound by them.

Date	Lessee Signature <i>(Required on both pages of application. Must be 21 years of age or older.)</i> <div>Please allow 48 hours to process</div>
Date	Approver Signature



Facility Use Procedures

1. A Facility Use Application form shall be submitted at least fifteen (15) working days in advance of intended use for the determination of fees and approval.
2. Access to facilities will be granted in accordance with the time specified on the contract. All use will stop with sufficient time to vacate the facility at the termination time stated on the facility reservation contract.
3. Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. *Security may be required.
4. Contract confirmation must accompany user group for access to facility. This contract will allow you access to the described premises requested (along with designated restrooms). All other areas of the facility are off limits.
5. Facility use is cancelled when facility/building is closed due to an emergency.
6. A TTT Government employee must be present at all times when a Youth Services facility is being used by any group, however the Applicant with authorized use shall assume full responsibility for supervision of the activity involved.
7. Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
8. Appropriate field shoes are required for all activities on the all fields.
9. Cancellations by lessee require at least a 24-hour notice.
10. Complete **Facility Procedures** provided in *Tulalip Tribes Facility Use Packet*, please review carefully.

CERTIFICATE OF INSURANCE and ENDORSEMENT DOCUMENTATION: All applicants will be required to provide proof of general liability insurance coverage in the form of a Certificate of Insurance. This certificate must show that the insurance coverage will be in effect during the event date(s) and show minimum general liability coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 in aggregate liability coverage. The Tulalip Tribes must be named as additionally insured on said policy and a copy of the endorsement is to be included with the insurance certificate. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the tribe.

AGREEMENT: The undersigned hereby makes a contract with the Tulalip Tribes for use of tribal facilities described above and certifies that the information given in the contract is correct. The undersigned further states that he/she has the authority to make this contract for the Lessee and agrees that the Lessee will observe all rules and regulations established herein for the site requested. The Lessee agrees to pay Tulalip Tribes the scheduled fees and for any damages arising from the Lessee's use of said facilities. The Lessee agrees to pay Tulalip Tribes if needed a NSF check fee, plus bank fee. The Lessee agrees that the Tulalip Tribes and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Lessee agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Tulalip Tribes and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property that are directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the Tulalip Tribes.

I hereby acknowledge receipt of the Facility Use Procedures and agree to comply with the guidelines set therein regarding use of district facilities.

Date	Lessee Signature <i>(Required on both pages of application. Must be 21 years of age or older.)</i> <div>Please allow 48 hours to process</div>
Date	Approver Signature



All Weather Turf Use Terms

Facilities Rental Staff Contact Information:

Tulalip Tribes is committed to making Youth Services Activities facility's available to the public for community use. The Facility Scheduling Staff administers facility use permits for use of the fields during non-school hours including weekends and evenings. Interested user may contact our department to arrange for space in all Tribal Government Facilities. Usage fees vary according to the type of space, user group classification, number of people in the group. Tribal / Community use of all facilities has priority use.

The following are terms and procedures for obtaining a reservation permit to use Youth Services all weather turf fields.

Please note: failure to comply with any of these terms and provisions may result in the cancellation of the permit and/or an assessment of appropriate charges.

- ONLY water allowed on the turf, no other food or drink.
- Unless otherwise agreed upon, all weather field fees include use of the assigned field and portable restroom facility. Weekend use may incur additional personnel OT if stadium restrooms are needed for size of event. Tribal Staff will determine and notify user group.
- ONLY Players/Participants and Coaches are allowed on the field.
- Shoes with spikes are prohibited on the turf. Turf shoes may be used.
- Groups are responsible for clean up at the end of their use. All trash must be picked up and placed in trash containers (cleaning fees will apply with in Facility Policy III.e.)
- Absolutely no striping, tape, etc. allowed on the turf.
- Chairs are prohibited on the turf.
- If the group provides their own goals, the goals must be free-standing, light weight, made of PVC or tubular material, and may not be dragged across the turf. Quick goals with spikes or anchors of any kind are prohibited. Sand bags and cones are acceptable.
- Motorized vehicles, bicycles, scooters, skateboards or roller blades are prohibited on the turf.
- Animals are not allowed on the all-weather turf fields.
- Smoking is prohibited on Fields. Use or possession of alcoholic beverages and illegal drugs is prohibited on Youth Services Tribal property. Weapons of any kind are not allowed except by those authorized at the state and/or federal level to carry weapons. (e.g., peace officers). Failure to comply will be dealt with by local Tribal law enforcement.
- All applicable fire and safety laws must be observed. Open flames are strictly prohibited.
- **Concession Service** - Available upon request, If a user group requests to have the concession stand open, Youth Tribal Council members will be assigned, if available. All proceeds from sales will be given back to said Council. If the customer chooses not to use concession service they will be allowed to set up a tent/table to sell their own goods. The concession stand is not available for public rental.

FACILITY USE:

- Arrangements for all weather field use are made through the CSR staff (designee) facility use application process.
- Applications are available on Tulalip Tribes website, email on request, mailed on request or faxed on request. CSR Department, Applications are due a minimum of 15 days prior to facility use.
- Once a facility use application has been received, the CSR department, along with the Youth Services Executive Director will review the request. A reservation permit & estimated billing worksheet of all associated fees will be provided to the user group contact on the application via email once the facility have been approved by the Executive Director. (see Fee Schedule)
- A copy of the facility use reservation permit must accompany the user group on-site.
- A Youth Services Staff member monitor is required for use of the turf at a cost to the user. Additional personnel fees may be assessed for custodians, maintenance personnel, or others, where applicable. All personnel fees are a minimum two (2) hours per staff member.
- Groups must adhere to the start and finish times on their facility use reservation permit.
- Permits are non-transferable or to be sub-leased.
- The Tulalip Tribes shall not be held responsible for any damage or loss, which may occur to property brought onto the fields. Such property must be removed from the fields immediately after use.
- To the fullest extent permitted by law, the user agrees to defend, pay on behalf of and hold harmless the Tulalip Tribes, its elected and appointed officials, employees and volunteers and others working on behalf of the Tulalip Tribes, against any and all claims, demands, suits, and losses including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Tulalip Tribes, its elected and appointed officials, employees, volunteers or others working on behalf of the Tribe, by reason of personal injury, including bodily injury, death, and/or property damage, including loss of use thereof, which arises out of the alleged negligence of user and all persons present at the permitted activity who are in any way connected or associated with this permit.

CANCELLATION POLICY:

- The Tulalip Tribes reserves the right to cancel any date(s) on the Facility Use Permit should that date and/or space be needed for a Youth Services / Community related activity. The renter may reschedule based on availability. The renter will be given a full refund if a suitable alternative cannot be found.
- The organization, group or person holding the permit may cancel their permit. Cancellations must be made in writing through the CSR Department at least ten (10) business days prior to the first date on the permit (\$5 reservation change fee assessed to the user group).
- User Group may contact CSR Department to reschedule missed date(s). User Group must contact CSR Department within 48 hours of missed date. The rescheduled date will be based on availability.

I have read and understand the above stated terms considered to be the provisions of this permit and agree to abide by them. I understand it is my responsibility to relay these terms to all persons present at the activity. It is also my responsibility to immediately report any damage to Tulalip Tribes property to the Facility Monitor on duty. I indemnify Tulalip Tribes, its agents and/or employees from all liabilities for any injuries and/or damages incurred by any person involved in or observing any activity performed pursuant to this permit.

X

Signature_____
Date_____
Print



Tulalip Tribes Facility Rental Indemnification Agreement

Lessee will defend, indemnify and hold Lessor, Tulalip Tribes, harmless against all claims and demands for loss or damage, including property damage, personal injury and wrongful death, arising out of or in connection with the use and occupancy of said premises by Lessee or any other person claiming by, through or under Lessee, or any accident or fire on said premises cause by the act or neglect of the Lessee, his/her guests or invitee's or any nuisance made by Lessee, his/her guests or invitee's or suffered thereupon or any failure by Lessee to keep said premises in a safe condition, and will reimburse Lessor for all its costs and expenses, including reasonable attorney fees, incurred in connection with the defense of any such claims, and will hold all goods, materials, furniture, fixtures, equipment, machinery and other property whatsoever on said premises at the sole risk of Lessee and hold Lessor harmless from any loss or damage thereto by any cause whatsoever or caused thereby.

Lessee:

Print Name

Date:

Signature



Credit Card Authorization Form

Please fill out all fields completely. This authorization allows access to the facilities and will remain valid until a satisfactory post-walkthrough is conducted with the lessee. The card will not be charged unless there is an unsatisfactory walkthrough, which occurs if the lessee fails to fulfill the responsibilities outlined in the rental paperwork and explained to them during the pre-walkthrough.

In the event of an unsatisfactory walkthrough, the lessee will be informed of any issues, an itemized invoice will be generated, and the card will be charged for the invoiced amount. Once a satisfactory walkthrough is completed, this form will be shredded.

CREDIT CARD INFORMATION

☐ Mastercard ☐ Visa ☐ Discover ☐ AMEX

Cardholder name (as shown on the card)

Card number

Expiration date (MM/YY)

/

Security Code

Cardholder ZIP Code

I _____ authorize Tulalip Tribes to charge my credit card above in alignment with Tulalip Tribes Facilities Policy and Regulations section F. Payment ii. (1), (2)

Date

Signature