

PUBLIC FACILITY USE APPLICATION  
BENNETT KITCHEN, ABRAMS PARK

The City of Ridgefield wishes to encourage use of the Bennett Kitchen facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of the City of Ridgefield, its programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of the City of Ridgefield's Municipal Code, Section 8.32 and the current schedule of user fees. Funds may be charged for the use of Bennett Kitchen facilities to ensure that funds intended for the City of Ridgefield use are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the City of Ridgefield's best interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME OF ORGANIZATION CONTACT NAME

\_\_\_\_\_  
NUMBER OF  
TEAMS/PARTICIPANTS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
DAYTIME  
PHONE \_\_\_\_\_

NATURE AND PURPOSE OF ACTIVITY

\_\_\_\_\_

Park  Stage  Kitchen  Athletic field  Dining Hall  Fireplace

DATES TO BE USED TO DAY OF WEEK

\_\_\_\_\_  
TIMES OF DAY/EVENING: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

(City services are restricted to unlocking and locking doors, and providing heat (fire) if requested)

EQUIPMENT NEEDED:  Picnic Tables  Tables

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payment of charges shown on the application form is to be made to the City of Ridgefield within 30 days. Charges may be levied to cover the cost of additional services not covered in the original agreement, or for damages or agreement violations. The City of Ridgefield reserves the right to require and charge for custodial and/or other authorized City of Ridgefield employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into a rental agreement with the City of Ridgefield for the use of Bennett Kitchen facilities or equipment described above certifies that the information given in this application is current. The undersigned 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. The applicant further agrees to reimburse the City of Ridgefield for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of Bennett Kitchen facilities or equipment will be reported to the City of Ridgefield authorities immediately.

For-profit business groups, and other special events groups as determined by the City of Ridgefield are required to provide proof of general liability insurance and the City of Ridgefield must be named as additionally insured by endorsement on said policy. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the City of Ridgefield. (Low-cost Special Events Liability Insurance may be available through the City of Ridgefield's carrier.)

The applicant agrees that the City of Ridgefield 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. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Ridgefield and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Ridgefield.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT

\_\_\_\_\_

DATE \_\_\_\_\_

#### RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Ridgefield and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other

objectionable conduct may result in barred use of facilities.

- Firearms or other dangerous weapons are prohibited on City of Ridgefield grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- City of Ridgefield owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the City of Ridgefield has been granted. Groups or individuals cannot use City owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up. Users shall be responsible for returning the facility to its original condition immediately following the event.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 72-hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The City of Ridgefield reserves the right to refuse or revoke any authorization issued for the use of a City building or grounds, and if rental has been paid, to refund such rental, less expenses incurred, by the City of Ridgefield in connection therewith.

FOR OFFICE USE ONLY

Approved  Denied  Special Event Risk Classification:  
Certificate of Insurance  Requested  Received

Facility/Building Rental Fee \$

Other charges \$

Total Billed \$

Approved by: \_\_\_\_\_

Date Billed \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_\_\_