



# Kirkland Parks

experience it!

City of Kirkland  
123 Fifth Avenue  
Kirkland, WA 98033  
425-587-3330

[FieldRentals@kirklandwa.gov](mailto:FieldRentals@kirklandwa.gov)

## PERMIT #10185

Authorized On: 02/24/2023 02:32 PM

### Location

Carl Sandburg Elementary  
12801 84th Ave NE  
Kirkland, WA 98034

### Permit Holder

Kirkland National Little League  
PO Box 893  
Kirkland, WA 98033

### Authorized Agent

Nicolle Osborn  
425-587-3300  
eparks@kirklandwa.gov  
<https://www.kirklandwa.gov/Government/Departments/>

## RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Carl Sandburg Elementary	Field 1	Wed, Mar 1st 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Thu, Mar 2nd 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Mon, Mar 6th 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Tue, Mar 7th 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Wed, Mar 8th 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Thu, Mar 9th 2023	04:30 PM-06:30 PM	2.00	\$12.00
Carl Sandburg Elementary	Field 1	Mon, Mar 13th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Mar 14th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Mar 15th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Mar 16th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, Mar 20th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Mar 21st 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Mar 22nd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Mar 23rd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, Mar 27th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Mar 28th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Mar 29th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Mar 30th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, Apr 3rd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Apr 4th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Apr 5th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Apr 6th 2023	04:30 PM-07:30 PM	3.00	\$18.00

Location	Facility	Date	Time	Hours	Estimate
Carl Sandburg Elementary	Field 1	Mon, Apr 17th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Apr 18th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Apr 19th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Apr 20th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, Apr 24th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Apr 25th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Apr 26th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Apr 27th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, May 1st 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, May 2nd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, May 3rd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, May 4th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, May 8th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, May 9th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, May 10th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, May 11th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, May 15th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, May 16th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, May 17th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, May 18th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, May 22nd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, May 23rd 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, May 24th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, May 30th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, May 31st 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Jun 1st 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Mon, Jun 5th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Tue, Jun 6th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Wed, Jun 7th 2023	04:30 PM-07:30 PM	3.00	\$18.00
Carl Sandburg Elementary	Field 1	Thu, Jun 8th 2023	04:30 PM-07:30 PM	3.00	\$18.00
				<b>TOTAL:</b>	\$900.00

**Facility Use Permit - Permit Conditions**

**1. Disclaimer/Condition for City of Kirkland Facility Use Permits During Public Health Crisis Resulting From COVID-19**

- The issuance of this permit shall not be construed to be a permit for or approval of any violation of any ordinance or order of the City of Kirkland, of any state or federal law, or of any order, proclamation, guidance advice or decision of Public Health: Seattle and King County, the

Washington State Department of Health (DOH) and the Washington State Governor and Legislator.

- To the extent the issuance of this permit is interpreted to allow activity during any period of time when such activity is prohibited or restricted, this permit shall not authorize such activity and shall not be valid.
- The City of Kirkland is authorized to suspend or revoke this permit if it is determined to be issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any City of Kirkland ordinance, regulation or order, state or federal law, or any order, proclamation, guidance or decision of a local health officer or the Governor in existence on the date(s) of this permit. • Renter agrees to follow all health directions related to gathering size limitations, social distancing, monitoring of all in attendance for illness, and maintaining clean and sanitized operations throughout use. Renter is required to demonstrate how they plan to implement and comply with such orders by submitting a written safety plan to the City for reference during the application process. The plan is to be submitted to [FieldRentals@kirklandwa.gov](mailto:FieldRentals@kirklandwa.gov) and is to include renter's name, rental location(s), date(s) or duration of dates, and time.
- The City will provide a full refund for rentals closed by the City for a public health order; however, the City is not responsible for renter's further financial loss.

2. The Renter will use the premises listed above for the purpose identified on the application and incorporated herein by this reference. No other use or activity shall be undertaken on the premises without the express written authorization of the City. The Renter shall not use the premises for any unlawful purpose.
3. The Renter listed on this permit assumes all responsibility for the event, including knowledge and adherence to all facility rules and guidelines. City of Kirkland Athletic Use Policies can be found at <http://www.kirklandwa.gov/Assets/Parks/Parks+Docs/Athletic+Field+Policy.pdf>. Lake Washington School District Facility Use Policies can be found at <http://www.lwsd.org/util-community/building-use>.
4. Reservation times are strictly adhered to. The above described facility(s) shall be rented for the dates and times identified. Please do not arrive earlier or stay later than your reservation time. Set up and clean-up must be within your reserved time.
5. Renter is responsible for setting up, cleaning up, and leaving the facility as they found it. Renter will be responsible for any damage to the premises as a result of Renter's use, over and above normal wear and tear.

This agreement may be terminated only (a) with consent of both parties, or (b) upon default or noncompliance by the renter, or (c) where the Renter's use has caused damages to the premises or results in an immediate danger to person or property, or (d) in the event of an emergency rendering the premises unavailable for use and beyond the control of the City. In any case, termination shall be effective immediately upon the giving of notice.

6. The City of Kirkland reserves the right to cancel any event/activities if the renter violates any rules or guidelines and may be prohibited from using the facility in the future. In the event of non-compliance, the City of Kirkland reserves the right to immediate termination of this agreement. The City of Kirkland also reserves the right to cancel this reservation if it should conflict with a department program or if the facility becomes unavailable due to other city needs.
7. Park/Facility rules must be followed at all times.



- Alcoholic Beverages or appearance of intoxication is not allowed at any City of Kirkland Parks or Lake Washington School District fields.
- No Food, Drinks, Gum, Sunflower seeds or Tobacco allowed on Sports Fields. (Water Bottles are permitted) Pets are not allowed on sports fields.
- Pets must be on leash at all times.
- Use of Live &/or amplified music (including bull horns, boom boxes, etc.) is subject to written approval by the Parks & Community Services Department.
- No Alterations of any kind may be made to the sports fields. No stakes or permanent markings allowed.
- Customer shall not hang banners, balloons or signs without the written approval by the Parks & Parks and Community Services Department.
- No Vehicle access is allowed in the park outside of the designated parking area at any time.
- Metal cleats are not allowed on synthetic turf. Additional requirements are posted at the field and must be adhered to.

8. The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the renter, its member, or those attending the event. If permitted individual/organization is required by the City to be covered by general liability insurance, the permit holder is responsible for obtaining and maintaining insurance coverage and providing the current proof of insurance to the City.

9. Use of all fields except for Lee Johnson must be completed by dusk, regardless of the time listed above. Use of Lee Johnson Field must be completed by 11:00pm.

10. Lake Washington School District staff may bump field renter by request. If requested by District staff, renter is required to cease use immediately.

11. If access assistance is needed before 5pm weekdays, call 425.587.3330. After 5pm, weekends and holidays, for City sites, call the Parks Crew at 425-864-3431.

12. The use of peripheral items or equipment, such as scoreboard controls, P.A. systems, and City equipment/tools will be by special request only with advanced notice. Only users authorized by the City may operate any peripheral equipment.

13. City and District staff determine field closures/rainouts, however Renter is responsible for cancelling use when a field is saturated, when the use may cause damage, or when a field is already damaged. Use of a closed field is prohibited.

- The City of Kirkland Ball Field Rainout Hotline number is 425.587.3345. The hotline is updated daily for game uses only at Lee Johnson Field, 132nd Square Park, Crestwoods, Everest and Juanita Beach by 8:00 a.m. and again on questionable weather days, if necessary, at:
  - Weekdays - 1:00 p.m., 3:00 p.m. and/or 6:00 p.m.
  - Weekends - 11:00 a.m., 2:00 p.m. and/or 5:00 p.m.

**Permit Cancellation/Change Policy**

- Cancellations/changes must be received in writing by email to [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov).
  - Written notice received 90+ days prior to event will be refunded 100% of all rental fees less a \$25 Administrative Fee.
  - Written notice received at least 30 days in advance of the rental will receive a 50% refund of the hourly rental fees and all game prep and light fees, less a \$25 Administrative Fee.
  - Written notice received less than 30 days in advance, no refund will be provided.

**HOLD HARMLESS AGREEMENT:** The undersigned shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Undersigned Contractor in the use of the facilities or equipment under this permit, except for injuries and damages caused by the sole negligence of the City.

  
 \_\_\_\_\_  
 Renter Signature

\_\_\_\_\_  
 For the City of Kirkland

Mar, 1, 2023  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 \_\_\_\_\_  
 Date