



COLVILLE PARKS & RECREATION DEPT.
356 E. Dominion, Colville, WA 99114
(509) 684-3086 Parks / 684-6037 Recreation

“Effectively working in partnership with the community in the providence of the highest quality and most needed park and recreation services”

PARK & BALLFIELD USE FORM

Please read the rules on reverse and fill out this side of form.

EVENT (picnic, wedding, ballgame etc.) _____ DATE OF EVENT _____

SPONSORING GROUP (if applicable) _____ START TIME _____ FINISH _____

CONTACT PERSON _____ PHONE (H) _____ (W) _____

ADDRESS _____ ESTIMATED NUMBER OF PEOPLE IN GROUP: _____

PICNIC AREAS

Fees (based on attendance): 1-49 = \$5.00 50-99 = \$10.00 100+ = \$15.00
 All 3 shelters and/or over 200 = \$25.00 PLUS \$200.00 damage/cleaning deposit

____ LIONS (approximately 48 people,
8 tables, near center of park)

____ KEGEL (approximately 96 people,
12 tables, east side of park)

____ GILBERT (approximately 96 people,
12 tables, west side of park)

____ VAAGEN PARK (approximately 20 tables)
 ____ Other (please specify)

BALLFIELDS

Fees: 2 hours without lights = \$6.00 2 hours with lights = \$15.00
 Tournament = \$20.00 per field per day PLUS \$200.00 damage/cleaning deposit
 Concession stand = \$25.00 per day

____ VAAGEN FIELD #1 (lights)

____ VAAGEN FIELD #2 (lights)

____ VAAGEN FIELD #3 (no lights)

____ ROTARY FIELD (no lights)

____ VAAGEN CONCESSION STAND

SPECIAL NEEDS (subject to approval of Park Superintendent) _____

- Only vehicles with an Authorization Permit may drive into the Park to load and unload. No parking inside the Park is allowed.
- Picnic tables are provided in the Park. We cannot guarantee a specific number of tables will be at the shelter or area you have reserved. You are welcome to move unoccupied tables.
- All shelters have electricity.
- The Volleyball Court and Tennis Courts cannot be reserved. They are available on a first-come, first-served basis.
- This form is your proof of registration. Please bring it with you for your event.
- Prompt arrival and a sign showing your event and times will help guarantee your sport. Remove any signs when you vacate.

I certify that I have read the Park Rules listed on the reverse side of this form and agree to abide by the rules and regulations pertaining to the use of the facility. I understand that proper conduct, supervision and clean up are expected of all guests. I understand that by signing, I will take full responsibility for group conduct.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Fee \$ _____ Deposit \$ _____ Date _____ Receipt # _____ P&R signature _____

Key # _____ Checked out _____ Returned _____

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PARK & BALLFIELD RULES AND REGULATIONS

- **Opening or consuming liquor in a public place is unlawful** (Colville Municipal Code 9.09.010). Permission to serve alcohol may be granted by obtaining a Liquor Permit from the State Liquor Store. You must have a completed use form and a letter of consent from the Mayor's Office. A copy of the Liquor Permit must be given to the Parks & Rec. office.
- The sponsoring group shall conform to the **City of Colville Noise Ordinance** referred to in the City's Municipal Codes (9.40.030) which applies to parties, gatherings, musical instruments and sound reproducing devices. The code states the following: "It shall be a public nuisance for any person, firm or corporation to commit or suffer to be committed the following acts:
 - A. On...publicly owned premises in the city, to sponsor, suffer or allow any meeting, party, or gathering of persons, the noise of which annoys or disturbs any person or persons residing in the vicinity.
 - B. In any place within the city, to play any musical instrument, radio, television set, or any sound reproducing device, the noise of which annoys or disturbs any person or persons residing in the vicinity."
- **Overnight camping or sleeping is prohibited** without prior written approval from the Park Superintendent. "Temporary Use Permits" are required for RV's using the park during special events. This must be approved by the City Council (contact City Clerk's office 684-5095).
- **Motor vehicles are allowed in the parks by permission only.** Permits must be obtained in advance from the Parks & Rec. office. Parking is in designated areas only.
- **Concession privileges are available by permit only.** Concessionaire obligations, responsibilities and applications are available by request.
- Parks/fields are reserved **ONLY** for dates listed on form. Any deviation must be approved in advance by the Parks & Recreation office. Please notify the Parks & Recreation office as soon as any use is canceled by your group.
- No group or individual may charge an entrance or parking fee for any activity.
- Yep Kanum Park use is charged according to number of people in group. Groups over 200 people and Special Events using all three shelters will be required to pay a \$200.00 damage/cleaning deposit which is refundable after the event, upon approval by the Park Superintendent.
- Large parties or programs must be approved by the Parks & Recreation Department at least one month in advance.
- Barbeques are allowed in barbeque stands only.
- Children should not be left unattended or unsupervised in the park.
- Dogs must be on leashes. Please clean up after your pets.
- Horses are not allowed in the park.
- Signs are not to be posted in or around the park without permission.
- All litter and debris should be placed in designated receptacles only. Dumping of household garbage in park cans or dumpsters is prohibited. Recycle when possible.
- **Metal cleats are allowed at Rotary Field only, no other city ballfield**
- Reservations for **all** ballfield use must be made through the Parks & Rec. office and any fees must be **paid in advance**. Failure to pay appropriate fees will result in team's and/or league's suspension from using Colville city property and/or participating in Colville city recreation programs.
- Tournaments must be registered and approved by the Parks & Rec. Depts.
- The Parks Department is unable to provide lined fields for users for games and practices. However, users are welcome to provide their own liner and may use the City's lining equipment.
- Keys are checked out to individuals upon receipt of a \$25 deposit. **Keys may not be transferred to other users.**
- If you have access to the storage area and restrooms, double check before you leave to make sure the doors are **closed and locked**. Equipment located at the facility is **not** to leave the grounds. Some equipment usage may be restricted. Contact the Park Superintendent.
- Fields may be officially closed by the Parks & Recreation office based on weather and turf conditions. Please respect this decision. Remember, someone else will be using the field when playing conditions improve.
- Do not use the fence as a backstop for batting practice.
- League games that must be rescheduled will take precedence over previously scheduled practices.

Respect the trees and other plants in your park. Help keep your park clean and beautiful.