

# ISLAND REC

San Juan Island Park and Recreation District

## John O. Linde Community Park Rental Packet



# San Juan Island Park and Recreation District

## People, Parks, Programs and Trails

### RENTAL CONTACT INFORMATION

#### San Juan Island Park and Recreation District

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### AVAILABILITY

**September – March**, All week 8:00 am to Dusk

**April – August**, All Week, 8:00am-9:00pm

The following items must be submitted and approved before Island Rec 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.

### SCHEDULING/PRIORITY OF GROUPS

#### **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 Island Rec staff and, if necessary, with input of the Island Rec Board. Facility/Field meetings will occur 2 times per year to block adequate time for the School District, Island Rec, and Youth Athletic Organizations.

1. San Juan Island School District
2. San Juan Island Park and Recreation District
3. Local Youth Athletic Organizations offering youth scholarships
4. Local Youth Athletic Organizations (no scholarship program)
5. San Juan Island Residents
6. Nonprofit Organizations located on San Juan Island.
7. Commercial Business located on San Juan Island.
8. Nonprofit and Commercial Businesses located off island

## FEES

<b>Softball / Baseball</b>	<b>Deposit Required</b>	<b>Season Rate*</b>	<b>One time Use</b>
Local Youth Athletic Organizations	X	\$200.00	\$50.00
San Juan Island Residents	X	-	\$50.00
Local Nonprofit Organizations	X	-	\$60.00
Local Commercial Organizations	X	-	\$75.00
Nonprofit/Commercial – off island	X	-	\$150.00

<b>Soccer</b>	<b>Deposit Required</b>	<b>Season Rate*</b>	<b>One time Use</b>
Local Youth Athletic Organizations	X	\$200.00	\$50.00
San Juan Island Residents	X	\$200.00	\$50.00
Local Nonprofit Organizations	X	-	\$60.00
Local Commercial Organizations	X	-	\$75.00
Nonprofit/Commercial – off island	X	-	\$150.00

<b>Multipurpose Field</b>	<b>Deposit Required</b>	<b>Season Rate*</b>	<b>One time Use</b>
Local Youth Athletic Organizations	X	\$200.00	\$50.00
San Juan Island Residents	X	\$200.00	\$50.00
Local Nonprofit Organizations	X	-	\$60.00
Local Commercial Organizations	X	-	\$75.00
Nonprofit/Commercial – off island	X	-	\$150.00

<b>Non-competitive Field space</b>	<b>Deposit Required</b>	<b>Season Rate*</b>	<b>One time Use</b>
Commercial use (15 people or less)	X	-	\$20.00

<b>Concession Stand</b>	<b>Deposit Required</b>	<b>Season Rate*</b>	<b>One time Use</b>
Local Youth Athletic Organizations	\$100.00	\$200.00	\$25.00
San Juan Island Residents	\$100.00	\$250.00	\$30.00
Local Nonprofit Organizations	\$100.00	-	\$35.00
Local Commercial Organizations	\$200.00	-	\$50.00
Nonprofit/Commercial – off island	\$200.00	-	\$75.00
School Associated Organizations**	\$100.00	\$100.00	\$25.00

\* Season is considered to be 15 weeks or less, & rate includes practice time

\*\*School Associated Organizations Season Rate for Concession Stand Use is for 1 Year.

### **Damage Deposits**

#### **Youth Community/Private Residents/Non-Profit On Island**

**\$100** deposit is due with each seasonal league reservation submitted to hold your reservation.

**\$200** deposit is due with each tournament, camp, or clinic field request to hold your reservation.

#### **Commercial On & off Island/ Non-Profit off Island**

**\$400** deposit is due for any special event field/facility request to hold your reservation

\*Provided the rental fees have been paid in full, the damage deposit will be refunded upon a site inspection confirming no damage has occurred, and/or there is no need for excessive clean-up or garbage removal by Island Rec staff.

Updated 5/10/2023

## POLICIES

1. The primary use of recreation areas and facilities are for public recreation activities.
2. San Juan Island Park and Recreation District (Island Rec) and San Juan Island School District (SJISD) sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the Island Rec Director. If a cancellation is made by the district, every effort will be made to either reschedule or locate alternate facilities. Fees and deposits will be returned if permit has to be cancelled.
3. 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 district property and shall be responsible for reimbursement for such damages.
4. It is unlawful for any person to bring into any park or consume, while in any park, any intoxicating liquor, narcotic or illegal drugs.
5. The facility must be vacated by the designated closing time of dusk. During summer months 9:00pm is the latest time the park may be occupied.
6. No firearms, fireworks, unleashed dogs, cats, horses or quad runners are allowed.
7. The use of amplified sound is strictly prohibited unless approved by the Island Rec Director.
8. The use of any type of electronic metal detecting device is prohibited.
9. The granting of this permit does not give the renter authority to sell concessions of any type without prior approval from Island Rec.
10. Unless approved by Island Rec all concessions must be sold out of the concessions stand.
11. No one is allowed to stay overnight in the complex grounds/parking lot unless approved by the Island Rec Director.
12. All use of the Island Rec athletic fields will be scheduled through the Island Rec office. General day-to-day informal use or activity is not scheduled.
13. Unscheduled activities or users of the fields must defer to scheduled events and games
14. All fields are subject to a rotational rest and maintenance period which may change without notice.
15. 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.
16. A legally responsible adult agent from the rental group must be on the site at all times during the rental.
17. Small children must be supervised at all times.
18. Island Rec may close a field due to deteriorating or unsafe conditions.
19. Jumping over or climbing on fences or backstops is not allowed. Soccer balls, baseballs, lacrosse balls and softballs may not be kicked, batted or thrown against fences or buildings.
20. Entering private property without permission to retrieve balls is not permitted.
21. No alcoholic beverages, smoking, or controlled substances are permitted on Island Rec or School District property. Failure to comply will result in immediate cancellation of field usage.
22. If you have specific requests for lining of the fields for games, please submit dimensions and an outline with your rental application so it may be reviewed by the Parks Superintendent.
23. Keys that are checked out must be returned to the Island Rec Office within 2 business days of your last rental date.

## **Cancellations**

### **Inclement Weather**

Cancellations made due to inclement weather and unsafe playing conditions will receive a refund. The refund 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.
3. In the case that a School District event/program is cancelled during inclement weather, every attempt by Island Rec will be made to reschedule the game with first priority to the school district. This may cause other events/programs to be rescheduled or relocated.

### **By User Group**

Rental Paperwork must be received at minimum 3 weeks (business days) in advance of first use.

- a) If received 3 weeks in advance, approved by Island Rec and then cancelled by the user group 2 weeks or more (business days) before first use, User group will receive full refund, minus a \$12.00 processing fee.
- b) If rental paperwork is received less than three weeks in advance, approved by Island Rec and then cancelled by the User group, the group will receive a refunded facility use, but will forfeit their deposit to Island Rec.

### **Insurance**

Please attach a copy of your General Liability insurance with no limits, no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. For athletic events General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence. **San Juan Island Park and Recreation District** must be named as additionally insured. The insurance policy shall contain or be endorsed to contain that the User Group's insurance coverage shall be primary insurance as respect to the District. This is due no less than 1 week prior to facility use date. Failure to comply will result in the rental space being canceled.

### **Management of Concussions & Sudden Cardiac Arrest**

Facility Rentals for non-school groups sponsoring high injury/risk activity shall be required, by Island Rec, to present proof that they comply with the adoption of policies for the management of The Zachery Lystedt Law: Concussion/Head Injury & Sudden Cardiac Arrest Awareness Act in youth sports. Access to facilities may not be granted until all requirements are complete and approved. If you need a copy of the Concussion and SCA Information as well as parent/player compliance, please download a copy of it on our website: <http://www.islandrec.org/john-o-linde-community-park/>

### **Use**

The following fields are available to request for use and may be used for the sports listed. If you are unsure which field to request, please contact the scheduling coordinator at Island Rec.

#### **Multipurpose Field**

Soccer  
Football  
Lacrosse  
Ultimate Frisbee

#### **Soccer**

Soccer  
Ultimate Frisbee

#### **Softball**

Softball  
Baseball  
Kickball

#### **Baseball**

Baseball  
Softball  
Kickball

## **USE CONTINUED**

To request field space please submit the attached application. Some fields may not be available due to league play, team practices, school district use, weather related issues, work projects, or other pre-scheduled events. Rental Applications must be submitted a minimum of 3 weeks in advance. Rental requests received less than 3 weeks before first use will forfeit their deposit if user cancels. Island Rec reserves the right to approve or deny use of any field at the John O. Linde Community Park.

## **Concessions**

To request concession stand space please submit the attached application. Some dates and times may not be available due to league play, school district use, work projects, or other pre-scheduled events.

The following rules and regulations must be agreed to and followed to rent the concession stand:

- 1) Obtain the proper permits and pay the fee required by the San Juan County Health Department. Meet all the requirements set forth by the Health Department for “Temporary Food Establishment”. It is the responsibility of the renters to ensure that the facility meets all required guidelines.
- 2) Copies of Food Handlers cards and permits issued by the San Juan County Health department, deposit (if applicable), insurance, and rental fee must be on file no less than one (1) week prior to event date.
- 3) At minimum, one person that holds a valid food handlers card must be working the stand during the hours of operation.
- 4) The renter shall have temporary use of the premises solely for the purpose of purveying and selling of concessions. Island Rec shall have reasonable access to the premises in order to determine compliance with the agreement, applicable laws, and in emergency situations, at all times acknowledging the renters right to be free from unreasonable interference.
- 5) Renter agrees to accept all responsibility and liability regarding their food service. This responsibility includes but is not limited to, proper cleaning and sanitizing of the concession stand and all utensils, as well as, properly preparing, and handling all food items so as not to propose a health risk to the general public.
- 6) Renter will hold Island Rec harmless for any and all loses or damages to equipment and supplies that occur at the concession stand as a result of theft, vandalism, or by any other means.
- 7) Unless otherwise approved by Island Rec, renter will remove all supplies, equipment, materials, and food after each event from the concession stand.
- 8) Teams in use of the ball fields on any given day have 1<sup>st</sup> priority of use for the concession stands
- 9) No Glass containers for food service
- 10) Unless otherwise approved by Island Rec, all food must be sold out of the concession stand located in the field’s main building.