



## PRACTICE FIELD REQUEST APPLICATION

PO Box 609 | 118 W. Maple St | Centralia, WA 98531

Email address: ckane@cityofcentralia.com

Complete this form and mail, deliver or email it to the address above

\* Incomplete or illegible applications will not be processed

Date Submitted: \_\_\_\_\_ \*Date received in Office: \_\_\_\_\_

The name on this request is the person who will be held responsible for the terms of this permit.

Name of Applicant: \_\_\_\_\_ Contact Person (If Different) \_\_\_\_\_

Organization: \_\_\_\_\_

Team Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Team Role: \_\_\_\_\_ Email: \_\_\_\_\_

### FIELD RESERVATION TIMES

*Fields can be reserved Monday – Friday from 6:00 PM to 8:00 PM*

*Weekends fields are first come, first-served IF the complex is open and there are no games/events scheduled.*

**INSTRUCTIONS:** List the dates and times below. Include which field you are requesting.

Park	Field	Calendar Dates	Days of Week	Time Slot
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**THIS REQUEST IS FOR:**  Select/Travel Team  City/Rec League  Other

For Profit  Non-Profit Non-Profit ID# \_\_\_\_\_

Are Lights needed?  Yes  No \*there is an additional fee for lights

Prior to issuing a key, your organization must submit a Certificate of Insurance naming the City of Centralia as additional insured under the general liability policy.

## Field Request Procedures

1. **Application:** You must fill out the **new** Practice Field Request Application in its entirety.  
Please use this form going forward.
2. **Submit:** Practice Field Request Application should be submitted to [ckane@cityofcentralia.com](mailto:ckane@cityofcentralia.com).
3. **Lights:** If you require lights, please make sure to indicate that on the application. Fees may apply. \*The Quad fields do not have lights available.
4. **Response Time:** Your application will be worked on in the order it is received.
5. **Entrance to Fields:** If your requested field requires a key to enter, you will be responsible for setting up a time to check the key out. Keys are due back at the close of the season.
6. **Available:** If the fields you are requesting are available, you will be notified via e-mail.
7. **Not Available:** If the fields you are requesting are not available, you will also be notified via e-mail.

## Field Clean Up

- The Department of Parks & Recreation prides itself in providing a safe and clean recreational environment for all who choose to use it. We want you to enjoy our parks, but in doing so, your help is needed to keep them safe and clean.
- Many hours are spent on upkeep to provide this service and we ask your help in keeping them in good condition.
- Our parks are in use seven (7) days a week and your cooperation is needed to keep our fields free of garbage.
- It is unacceptable for any user to toss trash of any kind on the field or in the bleachers. There are garbage cans located throughout our parks for participants and spectators to dispose of their trash. Groups who leave their area filled with litter will be put on notice and may be denied use of our fields.
- Please share this letter with members of your group and others so we can keep our parks clean for you and for others that follow you.

*Thank you in advance for your cooperation.*