



5475 Maxwellton Road • Langley, WA 98260
360-221-5484 (phone) • 360-221-7323 (fax) • www.swparks.org (web) • office@swparks.org (email)

Facility & Field Reservation Request Form

User Information

(Include set-up & clean-up)

Date(s) Requested _____

Start Time _____ End Time _____

Name of Activity _____ Number of Participants _____

Group Name _____

Contact Person _____

Email _____

Website _____

Mailing Address _____

City/Zip _____

Phone _____

Alternate Phone _____

Area Requested

Community Park

5495 Maxwellton Rd., Langley

- Diamond #1
- Diamond #2
- Diamond #3
- Diamond #4
- Upper Field
- Picnic Shelter
- The Crow's Nest
- Trails*
- Castle Park Playground*
- Skate/Bike Park*
- BMX Pump Track*

Sports Complex

5598 Langley Rd., Langley

- Field #1
- Field #2
- Field #3
- Field #4
- Picnic Shelter #1
- Picnic Shelter #2
- Playground*

Trustland Trails

Craw Rd. & Hwy 525, Langley

- Picnic Shelter
- Trails*

Recreation Building

5475 Maxwellton Rd., Langley

- Room 111(Meeting Room w/Kitchenette)
- Room 125 (Recreation Room)

Lake Access

- Deer Lake Public Access*
- Lone Lake Public Access*
- Goss Lake Public Access*

*These areas may not be exclusively reserved, but please indicate if you plan on using these areas so we can be prepared

Equipment Requested

Event sponsor is responsible for set-up, clean-up, and lost or damaged equipment.

Tables # _____ Chairs # _____ Other: _____

Will event involve people other than applicant's family members and close friends? Yes No

Will a fee be charged? Yes No

Will goods or food be sold? Yes No

Will event attendance and proposed usage fall outside of the facility's design? Yes No

Will law enforcement be required for security or traffic control? Yes No

Is this an event with Athletic Participants? Yes No

Political activities governed by Chapter 42.17A of the Revised Code of Washington (RCW) are prohibited on District property. USER warrants that the event/activity planned is not subject to Chapter 42.17A RCW.

Is event/activity subject to Chapter 42.17A RCW? Yes No USER INITIALS _____

I understand that this form is simply a request and that a Facility Use Agreement may need to be completed prior to confirmation of my reservation.

Signature of Applicant _____ Date Submitted _____ / _____ / _____

Staff Use only:

Received in office: _____ / _____ / _____ Staff Initials: _____ Agreement: Long Short None

Rules & Regulations

1. Reservation fees may apply. See our Schedule of Fees. Fees will be determined after evaluation of the request. Maintenance or staff service fees will be charged when applicable. Fees are due at time of confirmation.
2. Your reservation is not confirmed until it is approved by a SWPRD staff member.
3. District sponsored programs & events including contractual programs, will receive priority in reservations. All reservations are made based on the following priority:
 - a. SWPRD Programs (includes contractual programs)
 - b. South Whidbey School District Programs
 - c. Resident Youth Sports Association
 - d. Resident Not-For-Profit Organization
 - e. Resident Individual Application
 - f. Resident For-Profit Organization
 - g. Non-resident Youth Sports Association
 - h. Non-resident Not-For-Profit Organization
 - i. Non-resident Individual Application
 - j. Non-resident For-Profit Organization
4. Unscheduled exclusive use of facilities/fields is not permitted. All groups wishing to reserve SWPRD facilities/fields must complete and submit the appropriate paperwork through the SWPRD office. Each user group shall appoint one contact person for communication and scheduling purposes. Informal communications between members of the Parks and recreation staff and members of the user group other than the designated representative shall be regarded as informal and are not binding.
5. If a scheduling conflict is discovered, the district will make every effort to resolve the conflict by working with the two organizations involved. If no resolution can be reached, District programming will take precedence over all other user groups and after district programming has been considered, and then the application approved by the Park District first of the conflicting events will be scheduled and the other event will have to relocate or reschedule.
6. The District reserves the right to close any and all fields at any time if, in the opinion of the Director and the Facilities and Grounds Supervisor, field usage could cause significant damage to the field requiring maintenance or repair of significant time or monetary impact or if such usage could negatively impact the ongoing operational usage. If extraordinary circumstances will impact the ability to maintain minimum fields open, SWPRD Staff will notify all effected user groups and the SWPRD Board of Commissioners the same day as the incident.
7. Applicant and all attendees at the applicant's event are subject to the District's Code of Conduct while attending the event. All attendees must respect SWPRD personnel. Harsh/abusive treatment and use of foul language toward District staff may result in group's loss privileges. Applicant and all attendees must vacate reserved sites upon request by SWPRD staff.
8. Groups are reminded to observe the District's leash regulation for pets.
9. Teams will not be allowed to use fields while maintenance crew personnel are prepping fields.
10. It is the applicant's responsibility to ensure that the site is left in the same condition as it was found prior to use. The user group must clear the area of all litter and debris immediately upon conclusion of its event/activity to ensure facilities are attractive, functional, and safe.
11. No vehicles are allowed on any athletic fields. The exception being authorized equipment for repair or field preparation, with written approval from the SWPRD Director.
12. Minimum length of use shall be one hour. Fields and facilities that cannot accommodate the minimum one-hour policy due to daylight savings, etc. will not be scheduled for use.
13. Alcoholic beverages and controlled substances are prohibited anywhere on SWPRD premises.
14. It is recommended that applicants keep a copy of their approved reservation form during their use in the event of scheduling conflicts.
15. Use must be contained within the designated area. The shelters can accommodate 55-75 people.
16. Games must not interfere with other park users (i.e. no sports that need more space than is available).
17. Use of rice, birdseed, confetti, sidewalk chalk, paintballs, or candles is prohibited.
18. Water balloons or squirt gun fights are NOT allowed in the restrooms or shelters.
19. Signs shall not be attached to the shelter, trees, railings, etc. with staples, nails, etc.
20. Users must clean and clear out 30 minutes before the posted park closure time. All decorations and litter must be collected and deposited in trash containers. Picnic tables and benches should be cleaned off.
21. Amplified music/sound may only be played at a level that is not disruptive to nearby residents or programs.
22. Fund-raising functions on District property require prior approval from the Director. All regular usage fees, processes, and forms apply for usage of facilities, fields or picnic shelters for fundraising activities. Additional rules for fundraising activities apply, please contact our office for more specific information.
23. Additional Rules and Regulations may apply dependent upon the type of event planned, please contact our office for information related to your reservation.