



Application for Recreation Programs and Classes

The Lake Stevens Parks and Recreation Department is welcoming proposals from individuals, community organizations, and private firms interested in providing recreational opportunities in its parks and open spaces. Examples of community programs and recreation classes include art classes, gardening classes, cooking classes, robotics programs, fitness classes, music, community safety classes, children's programs, etc.

Step 1: Complete the 'Application for Recreation Programs and Classes' (this form).

Step 2: Attach a detailed program outline and site plan with your program proposal application.

Step 3: Verify ability to obtain insurance for your class or recreational opportunity.

Step 4: Sign and submit completed application to parks@lakestevenswa.gov.

Applicant Information		
Organization Name (if applicable):		
Applicant Name:	Applicant Title (if applicable):	
E-Mail Address:		
Mailing Address:		
City:	State:	Zip Code:
Phone Number:		
Professional/Personal Reference: Name: Relationship:	Phone: Email:	
Program/Class Description		
Program/Class Title: _____ Program Date(s): _____		
Type of Program: (Check all that apply) *		
<input type="checkbox"/> Art/Dance	<input type="checkbox"/> Sports/Fitness	<input type="checkbox"/> Enrichment
<input type="checkbox"/> One-Time Workshop	<input type="checkbox"/> Class Series	<input type="checkbox"/> Special Populations Programs
<input type="checkbox"/> Youth (0-17)	<input type="checkbox"/> Adult (18+)	<input type="checkbox"/> Ages 50 + Programming
<input type="checkbox"/> Other: _____		
Program Details: (attach additional page if needed)		
Program Hours: _____ to _____		Set Up Begins: _____ Clean Up Ends: _____

Facility or Park Location Requesting:		
Equipment and Facility Needs (tents, tables chairs, running water, electricity etc.):		
Min. Participants: _____ Max. Participants: _____	Number of Staff: _____ Volunteers: _____	
Is there a cost to attend/participate in the program/class? Yes: \$ _____ No <i>*Note: The general fee due to the City is 10% of program/class revenues. Free class proposals will need to be analyzed and approved by the department based on requested City facility space.</i>		
Are there any restriction for who can sign up for the class (i.e., age)?		
Marketing and Promotion: How do you plan to advertise this program?		
Insurance Requirements		
Most activities and events require a Certificate of Liability Insurance and Endorsement naming the City of Lake Stevens as additional insured. Do you have current insurance? Yes No		
Please list specific insurance provided, or if it will need to be obtained:		
<p><u>INDEMNIFICATION/HOLD HARMLESS</u> The undersigned, shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises during this event, use of the park and/or facility, or from conduct or any activity, work done, permitted or suffered during this event, in or about the park and/or facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned further agrees to reimburse the City of Lake Stevens for any damage arising from the organization and/or group's use of the park and/or facility.</p> <p>The undersigned further certifies that the information given in this application is true and correct and further states that he/she has the authority to make this application for the group or organization. The undersigned further states that he/she accepts responsibility for this organization and/or groups compliance with all of the terms and conditions and that the group and/or organization will observe all rules and regulations established herein for the site/facility requested and will comply with all applicable federal, state or local statutes, ordinances or regulations that may not be outlined in the permit/contract when issued. The undersigned understands that failure to do so, will be grounds for revocation of an issued permit.</p>		
<div style="border-top: 1px solid black; margin-top: 5px;"></div> Signature of Responsible Person	<div style="border-top: 1px solid black; margin-top: 5px;"></div> Printed Name	<div style="border-top: 1px solid black; margin-top: 5px;"></div> Date

For Admin Use Only		
Date Received:	Received By:	
Application Approved: Yes No	Approved By:	