**SPORTS CAMP CHECKLIST**

City of Bellevue

Parks & Community Services

Parks Scheduling Office

PO Box 90012

Bellevue, WA 98009-9012

**Please submit one checklist for each session of camp.**

**Camp Name:**

**Camp Director:**

**Work Phone:**       **ext.**       **Cell Phone:**

**Address:**       **City:**       **State:**    **Zip:**

**On-Site Coordinator:**

 **Cell Phone: (**   **)**    -     **Alternate Phone: (**   **)**    -

**Date(s) of Camp:**

**Field(s):**

**Camp Days:**

 **Check:** [ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday [ ]  Other

**Time at Field:** Setup Starts:       Take-down Finishes:

**Program Time(s):**

      To

      To

**Type of Camp:**

 **Check one:** [ ]  Baseball [ ]  Softball [ ]  Soccer

 [ ]  Lacrosse [ ]  Other or Multi-sport:

**Basepath Length for baseball and softball:**

 **Check one:** [ ]  60' [ ]  65' [ ]  70' [ ]  80' [ ]  90' [ ]  None

***Please indicate which of the following are applicable to your event:***

*(Please note: Not all of these options are available at all fields. Some have additional requirements and fees.)*

 **Comments**

**Portable toilets** [ ]

**Water Access** [ ]

**Vehicle Access** [ ]

**On-Site Storage** [ ]

**Electrical Access** [ ]

**Rental Equipment**  [ ]

**Field Maintenance** [ ]

**Delivery of Supplies/Equipment** [ ]

**Use of School-owned Equipment** [ ]

**Other (please specify)** [ ]

**CC: Ballfield Maintenance**

**Resource Management**

**Bellevue School District**

Questions? Contact the Parks Scheduling Office at (425) 452-6914 or BallfieldRental@bellevuewa.gov