

# KINGSGATE I & II PARK RESERVATION FORM

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_

Lot Number: \_\_\_\_\_ **or** Mailing Address: \_\_\_\_\_

Telephone **and** E-mail Address: \_\_\_\_\_

### Reservation Policy:

- Ball Field reservations for sports teams are as stated below. This allows for open family/community opportunities to access fields.
- No sports team reservations allowed on Fridays or Sundays.
- Blackout period runs from Memorial Day weekend through Labor Day weekend.
- Please see table below for scheduling.
- **A current insurance coverage certificate from sponsoring league shall be on file with Pool/Park Director.**

### BALL FIELD RESERVATION

\_\_\_\_\_  
(Indicate dates and times desired)

\_\_\_\_\_  
(Team Name and League Name, if applicable)

### SPRING RESERVATION TIMES

<b>Monday/Wednesday</b> <input type="checkbox"/> 5:00 pm - 6:15 pm	<b>Saturday</b> <input type="checkbox"/> 9:00 am - 10:30 am
<b>Tuesday/Thursday</b> <input type="checkbox"/> 6:15 pm - 7:30 pm	<input type="checkbox"/> 10:30 am - 12:00 pm

### FALL RESERVATION TIMES

<b>Tuesday/Thursday</b> <input type="checkbox"/> 4:00 pm - 5:00 pm	<b>Saturday</b> <input type="checkbox"/> 9:00 am - 10:30 am
<input type="checkbox"/> 5:00 pm - 6:00 pm	<input type="checkbox"/> 10:30am - 12:00 pm

#### Office Use Only

<input type="checkbox"/> Form received on _____	<input type="checkbox"/> Deposit/payment received (Y/N) _____
<input type="checkbox"/> Member notified on _____	<input type="checkbox"/> HOA dues paid in full (Y/N) _____
<input type="checkbox"/> Entered in on-line calendar on _____	<input type="checkbox"/> Deposit check returned on _____

You may submit your completed form and check either by **emailing it to [kingsgate12reservations@gmail.com](mailto:kingsgate12reservations@gmail.com) with Park and Pool Reservation in the subject line (preferred)** or dropping it off at the Pool (open hours only), or mailing it to Kingsgate 1 & 2 HOA at 11711 NE 137<sup>th</sup> St. Kirkland, WA 98034.