



CITY OF SAMMAMISH POLICIES AND PROCEDURES

Subject: ATHLETIC FIELD RENTALS		Department: PARKS
		Number: 076.01.03
Effective Date: 05/01/15	Supersedes: R2007-295	Approved By: City Council
		Date: 04/21/15

1.0 PURPOSE

To establish a policy for athletic field rentals at City of Sammamish facilities.

2.0 DEFINITIONS

Applicant: Refers to individuals or groups reserving a facility and completing a facility usage/rental application.

Artificial Turf Fields: Field surface is comprised of synthetic materials.

Business Hours: 8:30 am to 5 PM, Monday through Friday, except holidays.

City Hall: Building located at Sammamish Commons at 801 - 228th Avenue SE.

City Co-Sponsored: City provides funding or in-kind services in the support of a program, activity, special event or meeting.

City Sponsored: City funded, operated and managed programs, activities, special events or meetings.

Commercial: Individuals, groups, or businesses engaged in profit making activities that charge admissions, fees for services, sell tickets, food or other items, solicit funds or donations, offer other money-making activities or promote a commercial business.

Community Sports Fields: Artificial turf fields managed via an interlocal agreement with the local School Districts.

Dusk: The time that is thirty (30) minutes after sunset. At this time and under good weather conditions, there is enough light for objects to be clearly distinguishable. Outdoor activities without artificial illumination should end at this time. A civil twilight schedule will be used to establish this time of day throughout the year.

Fall Season: August 1 to November 30

Field Turn Back(s): Process of releasing fields previously scheduled as part of the priority scheduling process with no financial penalty during a certain window of time.

Leagues: An organization representing multiple teams that collects registrations and fees and provides teams with practice and game schedules.

Natural Turf Fields: Field surface is comprised of soil, grass, or a mix of the two.

Priority Scheduling: Process in which leagues are allowed to schedule before the fields are available for booking by the general public.

Resident: Individuals whose primary residential or business address is within the City limits of the City of Sammamish or leagues comprised of a minimum of fifty percent (50%) of City of Sammamish residents.

School Year: Beginning of the fall high school sports season as defined by the Washington Interscholastic Activities Association (“WIAA”) (typically mid-August) to the last day of school year.

Spring/Summer Season: March 1 to July 31.

Summer Recess: Day after the last day of school year to the beginning of the fall high school sports season as defined by the WIAA (typically mid-August).

Winter Season: December 1 to February 28/29.

Youth Leagues: Leagues serving youth ages eighteen (18) and under.

3.0 POLICY

All athletic facility rentals are to be in accordance with the following policies:

3.01 Purpose of Rentals

Athletic fields may be reserved for civic, non-profit/not-for-profit, recreational and non-commercial purposes. Athletic fields may not be used for commercial purposes except by concession contract or by special use permit issued by the Parks and Recreation Director or his/her designee.

3.02 Right of Refusal

The City reserves the right to limit or deny field rentals due to staff availability, incompatibility of the rental request with the City’s facilities, or for other similar reasons.

3.03 Non-Discrimination

The City does not discriminate on the basis of race, creed, color, national origin, religion, gender, marital status, age, sexual orientation, political affiliation, or sensory, mental or physical disability or any other unlawful basis. Any persons or group using City facilities must follow the same non-discriminatory policy.

3.04 Non-Endorsement

Permission to use City facilities does not constitute an endorsement of an Applicant's philosophies, policies, beliefs, mission or purpose.

3.05 Facility Usage Priority

A. The following priority structure applies to athletic field reservations:

- i. City sponsored or co-sponsored programs and activities have first priority.
- ii. Lake Washington School District and Issaquah School District have second priority. Priority applies to the schools located within the City limits of the City of Sammamish only and is subject to the restrictions and parameters provided in the respective Interlocal Agreements for each School District.
- iii. Youth Athletic Leagues have third priority.
 - a. Football and soccer leagues, with the exception of women's U15 to U18 soccer leagues, have priority during the Fall Season.
 - b. Baseball, softball, lacrosse, and women's U15 to U18 soccer leagues have priority during the Spring/Summer Season.
 - c. League practices and games have priority over tournament scheduling.
- iv. Adult Athletic Leagues have fourth priority.

B. The Parks and Recreation Director or his/her designee shall have the discretion to resolve scheduling conflicts based on historical use, community interest, or other factors.

3.06 Liability

A. The Applicant agrees to defend, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities, including costs or attorney's fees, to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from,

resulting from or connected with the Applicant's use of the facility or by the Applicant's breach of the rental agreement except only such injury or damage as shall have been occasioned by the sole negligence of the City.

- B. The City is not responsible for the loss, theft or damage to the Applicant's property.

3.07 Security

The City reserves the right to require and establish ratios of security personnel and/or adult supervision to monitor the safety and welfare of the attendees of any function at City facilities at the Applicant's expense.

3.08 Special Conditions

The City reserves the right to add requirements or restrictions, including but not limited to, the payment of an additional damage deposit as a condition of the rental.

3.09 Athletic Field Rental Fees

- A. Athletic field rental fees are established by the City Council. Rental fees are generally reviewed on an annual basis and adjusted using a comparative rental fee study. Facility rental fees are subject to change without notice. A copy of the current fee schedule is available at City Hall and on the City's website.
- B. A resident discount may be established for certain City facilities. Applicants must provide proof of residency to qualify for the resident discount.
- C. All field time assigned through the priority scheduling process qualifies for the resident discount.
- D. Field time scheduled in excess of the time allocated through the priority scheduling process will be billed at the Standard Rental Rate.
- E. Leagues that are comprised of a minimum of fifty percent (50%) of Sammamish residents qualify for the resident discount for all field rentals.

3.10 Cancellation

- A. The City reserves the right to close a field or cancel a rental at anytime due to an emergency, severe weather, vandalism, poor playing conditions, situations that may result in field damage or personal injury or for any other reason deemed necessary by the Parks and Recreation Director or his/her designee.
- B. A full refund will be issued for City-initiated cancellations.

3.11 Policy Violation

Violation of these policies may result in the immediate termination of the rental or the usage agreement with or without a refund.

3.12 Policy Interpretation

The City Manager or his/her designee shall make any necessary interpretations of this policy, and such interpretations shall be final and binding.

4.0 PROCEDURE

4.01 Athletic Field Rentals

- A. Scheduling of the athletic fields is done through the Parks and Recreation Department, located at City Hall. Rental applications are accepted on a first-come, first-served basis, during business hours only.
- B. An application for use of the facility must be made by a person eighteen (18) years of age or older.
- C. The Applicant or a designated league representative must be on site for the entire duration of the rental.
- D. Leagues may not sub-lease field rental time to other leagues or individuals.
- E. Leagues requesting priority scheduling must submit field requests in writing according to the following deadlines:

<u>Season:</u>	<u>Schedule Requests Due By:</u>
Winter (December 1 to Feb 28/29)	October 1
Spring/Summer (March 1 to July 31)	January 1
Fall (August 1 to November 30)	May 1

- F. Individual teams may reserve space after the above league reservation deadlines have passed on a first-come, first-served basis. Reservation requests must be made at least fourteen (14) days in advance of the rental date. Reservation requests received with less notice than previously specified may not be accommodated.
- G. The Community Sports fields are subject to availability and may be reserved during the following times:

<u>School Year:</u>	
<u>Eastlake Community Fields</u>	
Monday – Friday	5:30 – 9 PM
Saturday – Sunday	9 AM – 9 PM
<u>Skyline Community Fields</u>	
Monday – Friday	5:45 PM – 9 PM
Saturday – Sunday	9 AM – 9 PM

Summer Recess:

Daily 9 AM – 9 PM

- H. All other athletic fields are subject to availability and may be reserved during the following times:

Daily 9 AM – Dusk

- I. On the weekends and during the summer recess, the Community Sports Fields are reserved in half hour increments and require a two (2) hour minimum reservation. During the school year, Monday through Friday reservations are scheduled in set blocks of time: Skyline 5:45 PM to 7:15 PM and 7:15 PM to 9 PM. Eastlake 5:30 PM to 7:15 PM and 7:15 PM to 9 PM.
- J. The natural turf fields are reserved by the half hour and require a ninety (90) minute minimum reservation.
- K. The City does not “hold” rental dates. Reservations are confirmed and the rental date and time are secured after the rental application has been approved and fifty percent (50%) of the rental fees have been paid.
- L. All rental requests are subject to review and approval by the Parks and Recreation Director or his/her designee.

4.02 Field Allocation

Fields will be allocated for each season using a mathematical formula that factors in total number of available field slots and number of City of Sammamish residents participating in the league. The formula is as follows:

$$\begin{array}{rcccl} \text{Available} & & \text{League Residents as a} & & \text{Field} \\ \text{Field Slots} & \times & \% \text{ of Total Residents} & = & \text{Allocation per} \\ & & \text{Requesting Field Time} & & \text{League} \end{array}$$

4.03 Payment for Facility Rentals

- A. Weekday one-time rentals shall be paid in full at the time of booking.
- B. Payment for league rentals shall be made on or before the tenth (10th) day of the month following the month of use.
- C. Athletic field rentals are subject to immediate cancellation if rental fees are not paid.
- D. A late fee of ten percent (10%) shall be assessed by the City if the rental fees are not received when due and owing.

4.04 Lights

- A. Rentals taking place on the Community Sports Fields or at other lighted facilities that occur on or after Dusk require the use of lights.
- B. Additional rental fees apply for field light use. Field lights are required for post-Dusk reservations.

4.05 Rental Cancellations

- A. Leagues are allowed to turn back field time with no financial consequence during the priority scheduling process. Once the fields are available for reservation by individual teams, field times returned will be considered a cancellation.
- B. Rental cancellations will result in a non-refundable cancellation fee of twenty percent (20%) of the rental fees, regardless of the amount of notice given.
- C. Cancellations made with less than a one (1) month advance notice will result in a non-refundable cancellation fee of fifty percent (50%) of the rental fees or twenty-five dollars (\$25), whichever is greater.
- D. Cancellations made with less than two (2) weeks' advance notice will not be refunded.
- E. Appeals regarding the application of a cancellation fee shall be directed to the Parks and Recreation Director or his/her designee.

4.06 Field Closures

- A. The Parks and Recreation Director or his/her designee shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.
- B. The Community Sports Fields may be closed when the respective School District is closed for inclement weather or for any other reason deemed necessary by the School District or the Parks and Recreation Director or his/her designee.
- C. Notice of field closures will be posted to the City website during the weekdays, except holidays, and updated on the City rainout line by 4:00 PM daily.
- D. It is the responsibility of the league to contact the City's field scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.

4.07 Rental Date and Time Changes

- A. All facility rental date and time change requests are subject to staff and facility availability.

- B. Refunds will not be issued for a reduction in rental hours if the request is received with less than two (2) weeks' advance notice.

4.08 Insurance Requirements

- A. Liability insurance naming the City of Sammamish as an additional insured is required when any of the following apply:
 - i. Fields are rented by a league;
 - ii. Fields are rented for tournament play;
 - iii. The field rental/use will be open to the public;
 - iv. Admission fees will be collected for the event or fees collected for anything provided during the event (*e.g.* fees for goods, food, dues etc.); and/or,
 - v. For other reasons as deemed necessary by the Parks and Recreation Director or his/her designee.

- B. Applicants required to obtain insurance shall provide proof of Commercial General Liability insurance in the amount of one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000) general aggregate. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured.

- C. One-month prior to usage of the facility, the Applicant shall submit a copy of the Certificate of Insurance to the City as evidence of acceptable insurance coverage. The following items shall be included on the certificate of insurance:
 - i. Location of activity;
 - ii. Type of activity proposed;
 - iii. Separate Endorsement Sheet; including a copy of the additional insured endorsement and
 - iv. Effective date(s) of coverage.

- D. Liability insurance is not required for one-time facility rentals.

- E. Insurance may be available through the Washington Cities Insurance Authority (WCIA) website under the Tenant User Liability Insurance Program (TULIP).

5.0 GENERAL REGULATIONS

5.01 Solicitation and Sale of Goods

The solicitation or sale of goods, services, wares, merchandise, liquids, or edibles for human consumption, or the distribution or posting of any handbills, circulars, or signs is prohibited in any City of Sammamish park area and on School athletic field areas, except by concession contract or by special use permit issued by the Parks and Recreation Department.

5.02 Alcohol Prohibited

Alcoholic beverages are prohibited in City parks.

5.03 Tobacco and Related Products Prohibited

Tobacco products, vaporizers, electric cigarettes, cigars, pipes of any kind, including but not limited to hookah pipes, chewing tobacco, and other related products are prohibited in all City parks and on School District property, which includes all athletic fields.

5.04 Food and Beverages

All food and beverages, with the exception of plain water, are prohibited on the artificial turf fields.

5.05 Amplified Sound

Use of amplified sound systems is prohibited, except by contract or by special use permit issued by the Parks and Recreation Director or his/her designee.

5.06 Equipment

- A. All equipment or temporary structures brought onto City or School District property must be approved in advance by the Parks and Recreation Director or his/her designee.
- B. The use of non-athletic equipment is prohibited on all artificial turf fields.

5.07 Motorized Vehicles

- A. Motorized vehicles may not be driven on athletic fields without the approval of the Parks and Recreation Director or his/her designee.
- B. Repair costs arising from the use of vehicles on the athletic fields, regardless of whether authorized or not, will be charged to the Applicant.

5.08 Athletic Field Lining/Marking

- A. Lining or marking City athletic fields requires advance approval from the Parks and Recreation Director or his/her designee.
- B. Burning lines on athletic fields is prohibited.

- C. Repair costs arising from the improper use of chemicals or other field marking products, regardless of whether authorized or not, will be charged to the Applicant.

5.09 Field Modifications

All field modifications (*e.g.* field striping, relocating goals, bases or pitching mounds etc.) must be approved in advance by the Parks and Recreation Director or his/her designee.

5.10 Animals Prohibited

Domestic animals (household pets and farm animals) are prohibited on all athletic fields. This restriction does not apply to licensed or certified service animals.

5.11 Clean-Up

- A. The Applicant is responsible for cleaning the athletic field(s) and any adjacent areas at the conclusion of the rental. All garbage must be deposited into the proper trash receptacles.
- B. Loss of rental privileges and/or maintenance/cleaning fees will be assessed to the Applicant if deemed necessary by the City.

Adopted: 12/04/07

Amended: 04/21/15