CITY OF KIRKLAND
ATHLETIC FIELD USE POLICIES

A. Purpose

Manage City of Kirkland athletic fields in a manner to assure equitable distribution and maximum use of City facilities by the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Outline facility-scheduling procedures and policies.
3. Define fees and charges for use of facilities.
4. Define rules and regulations regarding use.
5. Manage the limited number of City athletic fields in a fair and equitable manner.

B. Definitions

Kirkland Area Recreational Youth Programs – Programs that offer all participants the opportunity to actively participate on a team (no cuts). The focus of the program is developmental and participatory. Participants are Kirkland residents and or attend Kirkland area schools.

Independent/Select Youth Programs – Programs that offer a limited number of participants the opportunity for play. Generally, select teams use try-outs, skill levels, and special invitation to form teams.

Kirkland Resident – An individual that lives/works full time within the City boundaries.

Greater Kirkland Area – The area within the City boundaries, future annexation area and the Lake Washington School District service area of both.

Kirkland Based Team – A team that carries a minimum of 65% Kirkland area residents on the team (rosters will be verified).

Non-Resident – Individuals (or teams who don't meet the 65% Kirkland area requirement) that reside outside of the Greater Kirkland area.

C. Available Athletic Fields

The Kirkland Parks and Community Services Department is responsible for scheduling. The following City fields are available for scheduled league play:

Park Athletic Fields:

Sports Field	Type of Use	Approximate League Requested Seasons*	Lights
Lee Johnson	80' & 90'	March 1 – July 31	Yes
	65'	July 31 – Oct. 15	Yes
	Multi-use	Sept. 1 – Nov. 30 (Weather Permitting)	Yes
Crestwoods I	65'	March 1 – Oct 31	No
Crestwoods II	65'	March 1 – Oct 31	No
Crestwoods III	Multi-use	Open Year Around	No
Crestwoods IV	60'	March 1 – Oct 31	No
Everest A	60'	March 15 – Aug. 20	No
Everest B	60'	March 15 – Aug. 20	No
Everest C	60'	March 15 – Aug. 20	No
Everest D	60'	March 15 – Aug. 20	No

**** Fields may be available on a limited basis based upon maintenance resources and field conditions.***

The City of Kirkland Parks and Community Services Department reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field maintenance requirements.

Neighborhood Parks:

Neighborhood Parks are intended for immediate neighborhood use and are available to informal groups on a drop-in basis. The following park facilities are available for scheduled usage on a practice-only basis by organized sports groups.

Spinney Homestead	-	Soccer and Little League
Terrace	-	Soccer and Little League
Highlands	-	Soccer and Little League

The City of Kirkland Parks and Community Services Department reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage, (which would cause hazardous safety considerations) and opportunities for necessary field maintenance requirements.

D. Priorities

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

City use and Lake Washington School District use take precedence for all park and school locations. In accordance with established joint facility usage agreements with the Lake Washington School District,

school programs supersede other organizations' facility requests. User groups, clubs, and organizations residing within Kirkland with past historical use follow in priority. New user groups', clubs', and organizations' requests will be dealt with on an individual basis.

Priorities are as follows:

1. Lake Washington School District programs/City-sponsored programs and events.
2. City-sponsored/Kirkland-based youth programs.
3. City-sponsored/Kirkland-based adult programs.
4. Past field use/Historical users of Kirkland-based programs (identified as primary use).
5. Kirkland-based Select programs.
6. Independent, resident sponsored programs (i.e. company uses, neighborhood activities, or picnics).
7. Independent, non-resident sponsored programs.

E. Scheduling Procedures and Requirements (league, tournaments, games, and practices)

1. The City of Kirkland reserves the right to limit the amount of play permitted on sport field complexes.

2. All organizations shall submit a Park Use Permit, League Roster, Certificate of Insurance and game/practice schedule request to the Parks Operations Coordinator, Maintenance Division ***at least*** three weeks prior to the program starting date (the earlier the better). Insurance requirements are defined below – see Number 3.

Mailing Address	Office Address
123 5th Avenue	Hours: Monday – Friday, 6:00am – 3:30pm
Kirkland, WA 98033	915 8th Street
	Kirkland, WA 98033

3. All organizations and leagues shall secure and maintain, at no expense to the City of Kirkland, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Washington. Under such insurance:

   a) The City of Kirkland shall be identified as an additional named insured;

   b) Liability limits shall be $1,000,000 combined single limit for personal injury and property damage;

   c) The insurer shall be placed with a provider having no less than a Best rating of A-VII; and

   d) Permits require insurance verification at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with the City of Kirkland certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.

4. Scheduled league games shall have priority for use of the facility over practice. League play has priority over tournament games. Practice session locations shall be rotated around the field playing surfaces in accordance with existing field conditions. Park staff will control use of the facility.

5. Tournament requests must be in writing and accompanied with a Park Use Permit, League Roster, and Certificate of Insurance. Insurance requirements are defined above – see Number 3.

6. Ball field requests associated with league, organized play, and community requests other than the designated primary use of the field will be considered based upon field availability. The City of Kirkland shall have the authority to approve or deny specific requests.

7. The Parks Operations Coordinator will assign game and practice dates and times. Users must meet requirements as outlined within this document. Allocations for games and practices are based on the total number of requests received, availability, and priority outlines. A schedule including assigned game dates and times will be delivered to leagues prior to season commencement. The league is required to remove unwanted assigned dates/times and return a list of deletion within a week of delivery. Assignments accepted will be charged to the league, used or not. No response to the schedule will be considered acceptance by the leagues. Trading between leagues is not allowed. When possible, openings will be offered to other leagues on a priority basis as defined within the Priority definitions of each park locations' policies.

8. When possible, confirmation of field use will be delivered one week prior to league start date.

9. Team or organization schedulers are required to give sufficient notice when requesting in-season changes in a request for field usage time. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot may be charged.

10. The City of Kirkland will also reserve the right to limit the amount of scheduled and non-scheduled play on sports fields during any given season to prevent excessive damage to turf. Wear factors include:

    a) Size and number of users

    b) Type of use

    c) Frequency of use

    d) Weather conditions

    e) Type of sports equipment used

F. Fees and Charges

Fees and charges may be assessed for use of any park to help partially offset administrative and park operational costs. Baseball/Softball facility rental fees are outlined below. Activities requiring additional field preparation will be assessed a maintenance fee. Fees are subject to change based upon future sports equipment and maintenance needs.

Baseball/Softball Facility Use Fees Include

	Kirkland-Area Recreational Youth Programs	**Independent /Select Youth Programs**	**Adult Softball Programs**	**Adult Hardball Programs**	**LWSD**
Field prep/games	$15.00	$35.00	$25.00	$50/7-innings $65/9-innings	reciprocal agreement
Special activity/ Tournament/game	$35.00	$35.00	Evaluated on a case by case basis	Evaluated on a case by case basis	reciprocal agreement
Light fees/hour	$15.00	$15.00	$15.00	$15.00	reciprocal agreement
Fees are subject to change without notification.					

1. The Kirkland Parks and Community Services Department reserves the right to increase ball-field usage fees when the Department may incur additional cost.

2. Final payment for field use is due within 30 days of billing. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year. Credits/Deposits on account will be applied at this time.

3. Field light charges are $15 per hour with a minimum three-hour charge for an evening game. Light fees are billed at the end of the season.

4. Deletion of scheduled games/events must be made within a time frame that could allow for others to have an opportunity to book the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot may be charged.

5. **RAINOUTS:** Fees will be waived for games that are rained out by the City or appropriately cancelled by the league prior to field prep. Games that have been prepped for that are then cancelled by the league, will be charged a normal game fee to the league.

6. Teams or organizations with intention of charging admission or accepting donations at the athletic field must receive authorization from the Department of Parks and Community Services ten days prior to the scheduled event. A charge of 10 percent of admission fee may be assessed from proceeds. Additionally, those spectators not wishing to make donations are to be admitted free.

7. Currently the City of Kirkland has an active volunteer program with Kirkland American Little League and Lake Washington Youth Soccer Association which provides assistance with field maintenance and material costs, therefore fees are not assessed from these organizations at this time.

G. Rules and Regulations

Individual rules may apply to specific fields. Rules and regulations for specific fields are outlined in their respective policy document.

1. *ALCHOLIC BEVERAGES ARE NOT ALLOWED AT CITY OF KIRKLAND SPORTS PARKS OR WITHIN ANY KIRKLAND PARK AREA.*

2. Respect our field maintenance personnel.

3. The City of Kirkland reserves the right to limit the amount of play permitted on sport field complexes.

4. City ball fields will be available for Baseball and Softball use, weather permitting, beginning approximately March 1.

5. Teams may not use ball fields unless pre-scheduled.

6. Fields used for league game use will be maintained at game standards.

7. Sufficient time slots are required between game use to allow for maintenance requirements.

8. There is to be no scheduled play at City of Kirkland sports complexes before 8:00 am.

9. There is to be no use after dusk on unlighted fields and no use after 11:00 p.m. on lighted fields.

10. Organizations should make any necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations.

11. League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of City of Kirkland policies regarding field rentals and usage.

12. Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.

13. The City of Kirkland encourages coaches training in all programs utilizing City facilities.

14. Batting practice is NOT allowed on outfield grass.

15. Baseball/Softball Use - Fields for practice sessions *WILL NOT* be lined, but bases may be provided.

16. Maintenance personnel will have final say on field playability and safety during inclement weather conditions.

17. Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.

18. Please do not use fencing or backstops for pickle or batting practice.

19. **Field Closure/Rainouts** – During periods of inclement weather, field closures may result as determined by Kirkland Parks and Community Services Department personnel. Closures may also result from poor playing conditions or damage which could cause hazardous safety consideration for the public and/or excessive repair work to bring the field back to a playable condition. It is the organization's responsibility to obtain field closure information. Call (425) 587-3345 for an up-to date report on field closures. Field closed signs will be displayed at park sites when fields are not playable. Fees will be waived for games that are cancelled by the City. Games that have been prepped for that are then cancelled by the league, will be charged the normal game fee to the league.

20. If a field is rained out, no practice is allowed.

21. **Field Closure Rescheduling** – It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.

22. In case of athletic field emergencies (such as no one present to turn lights on, sprinklers coming on, too many teams assigned to one field, etc.) on weekdays before 4 p.m., please contact the Parks Operations Coordinator at (425) 587-3342. After 3:30 p.m. weekdays and all day Saturdays, Sundays, and holidays, please call (425) 864-3431. *The after hours number is for emergencies only.*

23. Leagues and Tournament Directors are responsible to ensure individual teams clean up their respective dugouts and assure scorers' booth is kept clean. Maintenance fees can be assessed if deemed necessary.

24. Concession stand operators are responsible for cleanliness 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in an approved dumpster site.

25. Managers/Coaches are required to carry their approved field usage request to the field for practices.

26. Observe all park rules. When driving through park parking lots, please be especially watchful for children.

27. The City of Kirkland is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, and lock your car doors.

28. Cars improperly parked may be towed.

For further assistance and field reservations, call the Kirkland Parks and Community Services Department at (425) 587-3342. All calls pertaining to scheduling should be made between 7:00 a.m. – 4:00 p.m., Monday through Friday.

CITY OF KIRKLAND
ATHLETIC FIELD USE POLICIES – Lee Johnson Field at Peter Kirk Park

Primary Usage:

1. Hardball Leagues – 90' bases
2. Hardball Leagues – 80' bases
3. Tournaments/Events

Secondary Usage:

1. Softball– 65' bases
2. Soccer
3. Football

Scheduling Procedures:

Scheduling Procedures are outlined in the Athletic Field Use Policies.

User Group Priorities:

User Group Priorities are defined in the Athletic Field Use Policies.

Rules and Regulations for Field Use:
Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies

Specific Field Use Guidelines:

1. Lights will be turned off at 11:00 p.m. NO EXCEPTIONS!
2. If a field is rained out, no practice is allowed.

CITY OF KIRKLAND
ATHLETIC FIELD USE POLICIES – Everest

Primary Usage:

1. Little League Boys and Girls – 60' bases

2. Tournament Play/Youth

3. Community/Neighborhood

The facility is designed to accommodate Little League and youth play. With the heavy use of Everest as a game and tournament facility, practice on this site will be considered through written agreement with the City of Kirkland Parks and Community Services Department.

All major facility maintenance shall be provided by City staff. League volunteers will assist with game prep. Users shall not make any modifications to any facility without prior approval from the Parks and Community Services Department.

Scheduling Procedures:

Scheduling Procedures are outlined in the Athletic Field Use Policies.

User Group Priorities:

User Group Priorities are defined in the Athletic Field Use Policies.

Rules and Regulations for Field Use:

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies.

CITY OF KIRKLAND
ATHLETIC FIELD USE POLICIES – Crestwoods

Primary Usage:

Field #1	Softball, 65' bases, league/tournament
Field #2	Softball, 65' bases, league/tournament
Field #3	Soccer/Football
Field #4	Little League, 60' bases, league/tournament

Secondary Usage:

Field #1	Soccer/Football practice
Field #2	Soccer/Football practice
Field #4	Soccer

Scheduling Procedures:

Scheduling Procedures are outlined in the Athletic Field Use Policies.

User Group Priorities:

User Group Priorities are defined in the Athletic Field Use Policies.

Rules and Regulations for Field Use:

Rules and Regulations for all athletic field use are outlined in the Athletic Field Use Policies.

Specific Field Use Guidelines:

1. Soccer/Football use: During soccer/football practice please rotate drill areas to minimize turf wear and damage.