

HOW TO REQUEST AN ATHLETIC FIELD

TYPES OF PERMITS

There are two different types of athletic field use – informal and formal. Formal Use is typically thought of as organized, athletic use of a field for activities such as games, practices, tournaments, clinics or camps. Informal use is typically social, one-time personal uses, like birthday parties, company picnics, family gatherings, etc. (Special Event use is another type of athletic field use.) The Field Use process is appropriate for formal uses, while many informal uses are appropriately considered through the Facility Use Permit process. Please refer to the [Park Facility Rental Guide](#) for informal uses under the Facility Use Permit process (regulations of proper field use apply). For formal uses, the Athletic Field Use policy is the correct tool and process (the Formal Athletic Field Use application and permitting process). Continue reading for information on how to apply under the Formal Use umbrella.

NOT ONLY CITY FIELDS – LAKE WASHINGTON SCHOOL DISTRICT FIELDS ALSO OFFERED

The City of Kirkland offers not only City of Kirkland athletic fields for use, but Kirkland area Lake Washington School District (LWSD) fields as well. A full list of all fields the City coordinates, their addresses and on-site amenities is available here: [Field Inventory \(Detailed\)](#). Additional information about all the Interlocal Agreement encompasses and its benefits is available upon request.

APPLICATION PROCESS

Applications for fields can be accepted at any time throughout the year, although most uses occur from March 1st through September 30th. Please read on for information that will assist with increasing the chances of scheduling a field.

The formal/league field use calendar is split into two seasons with two applicable allocation periods. The first season is approximately March 1st through July 31st (plus summer camp use through August 31st) and the second season is August 1st through October 15th, October 31st, or Thanksgiving (the cutoff date varies depending on the type of use, each field's threshold, weather and maintenance). The deadline to apply for the first season is December 1st the year prior. The second season deadline is May 1st. Leagues hoping to be considered within the field allocation process must apply by the applicable deadlines. Leagues who miss the deadlines are still welcome to apply anytime during the year. Late or mid-season applications will be processed after the allocations process is complete, first come, first serve.

The application materials required for a Formal Athletic Field Use application are detailed within the Athletic Field Use policies.

Generally speaking, fields are allocated based on a tier level of consideration:

- First Tier
 - City of Kirkland and LWSD programs and events
- Second Tier
 - City-Sponsored/local youth recreation leagues
 - City-Sponsored adult leagues
 - Local select youth leagues
 - Local adult leagues
- Third Tier
 - Youth leagues from outside the local area (recreational first, select second)
 - Adults from outside the local area
- Fourth Tier
 - Independent, local uses (i.e. company uses, resident sponsored uses, neighborhood activities, picnics, social functions)
 - Independent, non-local uses (i.e. non-local company, non-local social functions)
- Historic use is also considered.

Please review the City's full athletic field use policies for complete athletic field use details and processes: [Athletic Field Use Policies](#).

A Formal Athletic Field Use Application form is available here: [Athletic Field Formal Use Application](#).

A Park User Fee Schedule is available here: [City of Kirkland Park User Fees](#).

To reach a staff person, please contact Parks Coordinator, Nicci Osborn, at 425.587.3342 or at nosborn@kirklandwa.gov.