



## CITY OF KIRKLAND ATHLETIC FIELD USE POLICIES

City of Kirkland  
Parks and Community Services Department  
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Phone: 425.587.3342

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## **PURPOSE**

The purpose of the Athletic Field Use Policies is to manage City of Kirkland athletic fields and Kirkland area Lake Washington School District fields in a manner to assure equitable distribution and maximum use of the City and District facilities by the public. This will be accomplished by means of the following:

- Outline available fields
- Outline amenities at each
- Outline available seasons
- Outline facility scheduling procedures and policies
- Define fees and charges for use of facilities
- Define rules and regulations regarding use
- Manage the limited number of athletic fields in a fair and equitable manner

## **DEFINITIONS**

- **City** – The City of Kirkland
- **Parks Department** – The City of Kirkland Parks and Community Services Department
- **LWSD/District** – Lake Washington School District
- **Recreational Youth Programs** – Programs that offer youth under the age of 18 equal opportunity to actively participate on a team (no cuts) or in a program. The primary purpose of the program is developmental and participatory.
- **Independent/Select Youth Programs** – Programs that offer a limited number of participants, youth under the age of 18, the opportunity for play. Generally, select teams use try-outs, skill levels, and special invitation to form teams.
- **Local/Kirkland Resident** – An individual who lives within and/or works full time within the City boundaries.
- **Lake Washington School District Resident** – An individual who resides within the district boundaries of the Lake Washington School District.
- **Kirkland Based Team** – A team that carries a minimum of 65% Kirkland residents on the team (rosters required and will be verified). Participants are Kirkland residents and/or attend schools within the Kirkland city limits.
- **Lake Washington School District Based Team** - A team that carries a minimum of 65% LWSD residents on the team (rosters required and will be verified). Participants are LWSD residents and/or attend LWSD schools.
- **Non-Local** – Individuals or teams who don't meet the 65% Kirkland or District area threshold of residing or attending schools within the Kirkland city limits or LWSD district limits.

## **POLICIES, RULES AND ORDINANCES**

Field users are required to obey City of Kirkland Park use rules and regulations as outlined within this policy, within the Park Rules section of the Kirkland Municipal Code (KMC, Chapter 11.80), within Kirkland Facility Use polices and Lake Washington School District policies as well (for LWSD sites). City, state, county and federal laws apply.

## **WHEN A FIELD USE/FACILITY USE PERMIT IS REQUIRED**

A Field Use/Facility Use Permit is required if one or more of the following circumstances applies:

- a) When use of an athletic field is by a league or organization, company or school, is an organized social use (birthday parties, picnics, etc.), or is a community event or Special Event use
- b) When a specific reserved time is desired
- c) When services by the City are desired or required
- d) When a gathering is large enough – either in attendance or in size (a group of approximately 20 to 25 people most often triggers the need for a Permit and/or one person or more want to consume a field for a unique activity or purpose)
- e) When hired services are an element of the use
- f) When the gathering includes any high risk activities
- g) When the gathering is for a business purpose, involves sales, advertising, or admissions
- h) When the use requires permission to exceed park hours, noise levels, etc.
- i) When a gathering is beyond the scope of normal/intended use of a facility

These are examples only. Other elements may cause the need for a Facility Use Permit. Individuals are encouraged to inquire with the City of Kirkland Parks Department to ensure whether a gathering would require a permit for use (425.587.3342 or [nosborn@kirklandwa.gov](mailto:nosborn@kirklandwa.gov)).

**INTERLOCAL AGREEMENT BETWEEN LAKE WASHINGTON SCHOOL DISTRICT AND THE CITY OF KIRKLAND**

The City of Kirkland and Lake Washington School District have an Interlocal Agreement pertaining to City facilities and District facilities within the city limits of Kirkland. The District and City have a mutual interest in supporting programs for the community in the area of athletics, recreation and education. Through this cooperative arrangement, City and District’s athletic fields and facilities can be used to meet broader community needs for education, recreation and athletic activities than either party can provide separately. A copy of the [Interlocal Agreement](#) is available upon request.

Generally speaking, this Agreement includes two athletic field related areas:

- Field Coordination and Facility Use
- Field Design, Construction, Improvements and Maintenance

*FIELD COORDINATION AND FACILITY USE*

As a result of the Kirkland/LWSD Interlocal Agreement, the City is able to offer for community use not only the City’s fields, but LWSD fields (within Kirkland) as well. The Interlocal Agreement provides the District with access to City fields and provides the City with an opportunity for access to District gymnasiums for City programs. A goal of the Interlocal Agreement is for field use throughout Kirkland to be allocated efficiently, with the least possible expenditure of public funds, via one central administrator coordinating all community use of District and City fields within Kirkland. District operations and programs do take priority at District sites, so community use hours and dates available are limited. School site details are provided within the Available Athletic Field Locations table below and within the City/School Interlocal agreement, which is available upon request.

One exception to the agreement is the high school stadiums. High school stadiums are coordinated by the District at each high school.

*FIELD DESIGN, CONSTRUCTION, IMPROVEMENTS AND MAINTENANCE*

Through the Interlocal Agreement, the City and District also join forces on the development and maintenance of certain District facilities. Examples of past joint projects are Kirkland Middle School Fields 1 and 2, Lakeview Elementary, Mark Twain Elementary, Ben Franklin Elementary, etc. At schools where the City and District combine efforts in development and construction, the City often provides field maintenance. (Maintenance is limited to the field area only, not to general landscaping.) The District locations the City currently maintains are identified in the table below.

**ATHLETIC FIELD LOCATIONS**

The following City and LWSD fields are offered for permitted use through City of Kirkland Parks and Community Services:

<b>City of Kirkland Parks With Fields</b>	<b>Address</b>	<b>Original/Primary Purpose of Field(s)</b>
132 <sup>nd</sup> Square Park	13159 132nd Ave NE	Little League Baseball/Softball and Soccer
Crestwoods Park	1818 6th ST	Adult Softball, Little League Baseball and Soccer
Everest Park	500 8th ST South	Little League Baseball and Softball Games/Tournaments
Juanita Beach Park	9703 NE Juanita Dr	Little League Baseball/Softball
Lee Johnson Field at Peter Kirk Park	202 3rd ST	80’ and 90’ Baseball Games & Tournaments
<b>LWSD Schools With Fields With Maintenance Provided by the City</b>	<b>Address</b>	<b>Original/Primary Purpose of Field(s)</b>
Emerson High	10903 NE 53rd ST	Open Space
Kirkland Middle Fields 1 & 2	430 18th Ave NE	80’ and 90’ Baseball and Softball
Finn Hill Middle School Fields 1 & 2	8040 NE 132 <sup>nd</sup> ST	80’ Baseball and Softball
Ben Franklin El Both Fields	12434 NE 60th ST	Little League Baseball/Softball and Soccer
Juanita El Rear Field	9635 NE 132nd ST	Little League Baseball/Softball and Soccer
Lakeview El	10400 NE 68 <sup>th</sup> ST	Little League Baseball/Softball and Soccer
Mark Twain El	9525 130th Ave NE	Little League Baseball/Softball and Soccer
Rose Hill El Field One	8110 128th Ave NE	Little League Baseball/Softball and Soccer

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LWSD Schools With Fields With Maintenance Provided by the District	Address	Original/Primary Purpose of Field(s)
Juanita High	10601 NE 132nd ST	Baseball, Softball and Soccer (field 3)
Lake WA High	12033 NE 80th ST	Baseball and Softball
Finn Hill Middle	8040 NE 132nd ST	Baseball, Softball, Football, Soccer, Track
International/Community School	11133 NE 65th ST	Open Space
Kamiakin Middle	14111 132nd Ave NE	Baseball, Softball, Football, Soccer, Track
Kirkland Middle Football Field and Track	430 18th Ave NE	Football, Soccer and Track
AG Bell El	11212 NE 112th ST	Little League Baseball/Softball and Soccer
Carl Sandburg El	12801 84th Ave NE	Little League Baseball/Softball and Soccer
Helen Keller El	13820 108th Ave NE	Little League Baseball/Softball and Soccer
John Muir El	14012 132nd Ave NE	Little League Baseball/Softball and Soccer
Juanita El Front Field	9635 NE 132nd ST	Little League Baseball/Softball and Soccer
Peter Kirk El	1312 6th ST	Little League Baseball/Softball and Soccer
Robert Frost El	11801 NE 140th ST	Little League Baseball/Softball and Soccer
Rose Hill El Field 2	8110 128th Ave NE	Little League Baseball/Softball and Soccer
Thoreau El	8224 NE 138th ST	Little League Baseball/Softball and Soccer

### NEIGHBORHOOD PARKS

The following neighborhood parks may also be available, although the primary purpose of neighborhood parks is for immediate neighborhood use. Non-neighborhood practice use may be considered, though parking and restrooms don't exist on-site, so the type of use considered is limited.

City Of Kirkland Neighborhood Parks	Address	Original/Primary Purpose
Highlands Park	11210 NE 102 <sup>nd</sup> Street	Neighborhood Park
Spinney Homestead Park	11710 NE 100 <sup>th</sup> Street	Neighborhood Park
Terrace Park	10333 NE 67 <sup>th</sup> Street	Neighborhood Park

### MAPS

A map of Kirkland parks is available on the City of Kirkland website at [https://www.kirklandwa.gov/depart/parks/Parks\\_and\\_Open\\_Spaces/Online\\_Parks\\_Guide.htm](https://www.kirklandwa.gov/depart/parks/Parks_and_Open_Spaces/Online_Parks_Guide.htm).

A map of Lake Washington School District schools is available on the Lake Washington School District website at: [https://www.lwsd.org/uploaded/Website/Schools/Attendance\\_Areas/Printable-District-Map.pdf](https://www.lwsd.org/uploaded/Website/Schools/Attendance_Areas/Printable-District-Map.pdf).

Aerial maps of each location, with fields, is available on the City of Kirkland website at: [https://www.kirklandwa.gov/depart/parks/Permits\\_and\\_Reservations/Facility\\_Rentals/132nd\\_Square\\_Park\\_Ball\\_Fields.htm](https://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals/132nd_Square_Park_Ball_Fields.htm).

### AVAILABILITY

The City of Kirkland reserves the right to limit the amount of play permitted on sport field complexes. Fields with dirt infields and grass fields are available for athletic use approximately March 1 through September 30<sup>th</sup>, October 15<sup>th</sup> or October 31<sup>st</sup> (dates vary by location). Dirt fields are open for athletic use approximately March 1 through October 31<sup>st</sup>. Weather, current field conditions and project needs can cause opening and closing dates to fluctuate. Opening dates and closing dates can also vary due to the impacts of use of any certain type of activity/athletics.

City of Kirkland Parks and Community Services (and Lake Washington School District) reserve the right to suspend field availability at any time during periods of inclement weather, poor playing conditions, damage (which may cause hazardous safety considerations), excessive wear, and for necessary field maintenance or improvement projects. Closures can impact a single use, a full day or can last as long as needed.

On dates the fields are open and offered for use, City of Kirkland fields are available 8am to dusk seven days a week, with the exception of Lee Johnson Field at Peter Kirk Park, which is available until 11pm. District fields are generally



available, per the Interlocal Agreement, during the hours listed below. School District programs and events take priority and can cause the hours available to fluctuate.

**District site use can be bumped at any time, without advance notice, for District events, maintenance, projects or District athletic program needs.**

<b>Middle Schools &amp; High Schools</b>	<b>Mon., Tues., Thurs., Fri.</b>	<b>Wednesday</b>	<b>Saturday</b>	<b>Sunday</b>
September Through June	6pm to Dusk	6pm to Dusk	8am to Dusk	9am to Dusk
July, August and Breaks	8am to Dusk	8am to Dusk	8am to Dusk	9am to Dusk
<b>Elementary Schools</b>	<b>Mon., Tues., Thurs., Fri.</b>	<b>Wednesday</b>	<b>Saturday</b>	<b>Sunday</b>
September Through June	4:15pm to Dusk	3pm to Dusk	8am to Dusk	9am to Dusk
July, August and Breaks	8am to Dusk	8am to Dusk	8am to Dusk	9am to Dusk

### **FIELD PURPOSE & AMENITIES**

Each field has a primary/intended purpose. Other uses may be possible depending on safety, expense, staff resources and community impacts. Below is a list of the intended primary and secondary use for each field, the amenities readily available on-site, and the approximate season each field or program is commonly permitted. The neighborhood parks listed (Spinney Homestead, Highlands and Terrace Park) are primarily intended for immediate neighborhood use. Non-neighborhood use may be considered, though parking is slim or does not exist on-site, so the type of uses considered are limited.

<b>City Of Kirkland Parks with Fields</b>				
<i>(NOTE: All City fields close annually approximately September 30<sup>th</sup> or October 15<sup>th</sup> for maintenance.)</i>				
	<b>Common Seasonal Uses/Limitations</b>	<b>Existing Amenities</b> <i>(Lights at Lee Johnson)</i>	<b>Approx. Seasons</b>	<b>Field Type/Area</b>
<b>132<sup>nd</sup> Square Park – 13159 132<sup>nd</sup> Ave NE, Kirkland</b>				
Field 1	Up to U10 Baseball & Select Softball	60' Base Path 40' & 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield
	Micro Soccer Practice in outfield		August 1 – Oct 15	Grass Outfield
Field 2	Up to U10 Baseball & Select Softball	60' Base Path 40' & 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield
	Micro Soccer Practice in outfield		August 1 – Oct 15	Grass Outfield
Field 3	Soccer through Adult	Portable Goals	March 1 – Oct 15	Grass
<b>Crestwoods Park – 1818 6<sup>th</sup> Street, Kirkland</b>				
Field 1	Softball through Adult	65 & 60' Base Path 50' & 43' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield No Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
Field 2	Softball through Adult	65 & 60' Base Path 50' & 43' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield No Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
Field 3	Multi-Use Soccer/Lacrosse through Adult	Portable Goals	March 1 – Oct 15	Grass
Field 4	Up to U10 Baseball & Select Softball	60' Base Path 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield 200' Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
<b>Everest Park – 500 8<sup>th</sup> Street South, Kirkland</b>				
Field A	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path, 43' Rubber, 46' Temp	Mar 1 – Sept 30/Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field B	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path 46' Rubber	Mar 1 – Sept 30/Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field C	Up to Collegiate Softball Games & Tournaments	60' Base Path 40' & 43' Rubber	Mar 1 – Sept 30/Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field D	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path 43' Rubber, 46' Temp	Mar 1 – Sept 30/Oct 15	Dirt Infield/Grass Outfield 200' Fence
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**City of Kirkland Parks With Fields (continued)**

*(NOTE: All City fields close annually approximately September 30<sup>th</sup> or October 15<sup>th</sup> for maintenance.)*

	<b>Common Seasonal Uses/Limitations</b>	<b>Existing Amenities (Lights at Lee Johnson)</b>	<b>Approximate Seasons</b>	<b>Field Type/Area</b>
<b>Highlands Park – A Neighborhood Park - 11210 NE 102<sup>nd</sup> Street, Kirkland</b>				
One Field	Practice use up to U10 Baseball & Youth Softball	Backstop	March 1 – July 31	Dirt Infield/Grass Outfield
	Practice youth soccer in Outfield		August 1 – Oct 15	Grass Outfield
<b>Juanita Beach Park – 9703 NE Juanita Drive, Kirkland</b>				
Field 1	Up to U10 Baseball & Youth Softball	60' Base Path 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield Fence
	Pee Wee/Micro Soccer in outfield		August 1 – Oct 15	Grass Outfield
Field 2	Up to U10 Baseball & Youth Softball	60' Base Path 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield Fence
	Pee Wee/Micro Soccer in outfield		August 1 – Oct 15	Grass Outfield
Open Space	Practice, Multi-Use Youth Sports		March 1 – Oct 15	Grass
<b>Lee Johnson Field at Peter Kirk Park – 202 3<sup>rd</sup> Street, Kirkland</b>				
One Field	U13+ Baseball Games & Tournaments	80' & 90' Bases 54' & 60'6" Rubber Lights	Mar 15 – July 31	Dirt Infield/Grass Outfield Fence
	Adult Softball	65' Bases, 50' Rubber	Aug 1-Sept 30/Oct 15	
<b>Spinney Homestead Park – A Neighborhood Park – 11710 NE 100<sup>th</sup> Street, Kirkland</b>				
One Field	Practice use up to U10 Baseball & Youth Softball		March 1 – July 31	Dirt Infield/Grass Outfield
	Practice youth soccer in Outfield		August 1 – Oct 15	Grass Outfield
<b>Terrace Park – A Neighborhood Park – 10333 NE 67<sup>th</sup> Street, Kirkland</b>				
One Field	Practice, Multi-Use Youth Sports		March 1 – Oct 15	Grass
<b>Lake Washington School District Kirkland Area Schools with Fields</b>				
All coordinated by the City. Fields with "*" are also maintained by City. All others are maintained by District. All fields close to use approximately October 15 <sup>th</sup> or October 31 <sup>st</sup> annually.				
	<b>Common Seasonal Uses/Limitations</b>	<b>Existing Amenities (Lights at Lee Johnson)</b>	<b>Approximate Seasons</b>	<b>Field Type/Area</b>
<b>High Schools</b>				
<b>International/Community School – 11133 NE 65<sup>th</sup> Street, Kirkland</b>				
One Field	T-Ball/Soccer Practice	Open Space	March 1 – Oct 15	Open Grass Field
<b>Emerson* - 10903 NE 53<sup>rd</sup> Street, Kirkland</b>				
One Field*	T-Ball/Soccer Practice	Backstop	March 1 – Oct 15	Grass Field
<b>Juanita – 10601 NE 132<sup>nd</sup> Street, Kirkland</b>				
Field 1	High School Level Softball	60' Bases 43' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield 200' Fence
Field 2	High School Level Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield Fence
<i>Stadium not available through Joint Use Agreement. Contact High School directly.</i>				
<b>Lake Washington – 12033 NE 80<sup>th</sup> Street, Kirkland</b>				
Field 1	High School Level Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Synthetic Infield, Grass Outfield Fence
Field 2	High School Level Softball	60' Bases, 43' Rubber	March 1 – Oct 15	Synthetic Infield, Grass Outfield Fence
<i>Stadium not available through Joint Use Agreement. Contact High School directly.</i>				
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**Lake Washington School District Kirkland Area Schools with Fields** *(continued)*

All coordinated by the City. Fields with "\*" are also maintained by City. All others maintained by District.

All fields close to use approximately October 15<sup>th</sup> or October 31<sup>st</sup> annually

	<b>Common Seasonal Uses/Limitations</b>	<b>Existing Amenities</b> <i>(Lights at Lee Johnson)</i>	<b>Approximate Seasons</b>	<b>Field Type/Area</b>
<b>Middle Schools</b>				
<b>Finn Hill – 8040 NE 132<sup>nd</sup> Street, Kirkland</b>				
Field 1	Baseball	Backstop	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2	Baseball/Softball	Backstop	March 1 – Oct 15	
Football Fld	Football/Soccer		March 1 – Oct 15	Grass
Track	Track		March 1 – Oct 15	Cinder
<b>Kamiakin – 14111 132<sup>nd</sup> Ave NE, Kirkland</b>				
Field 1	Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2	Baseball/Softball	60' Bases, 43' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Open Space	Open Space		March 1 – Oct 15	Grass
Football Fld	Football/Soccer		March 1 – Oct 15	Grass
Track	Track		March 1 – Oct 15	Cinder
<b>Kirkland* - 430 18<sup>th</sup> Ave NE, Kirkland</b>				
Field 1*	Baseball	60', 80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2*	Baseball/Softball	60' Bases 43' & 46' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Football Fld	Football/Soccer		March 1 – Oct 15	Grass
Track	Track		March 1 – Oct 15	Cinder
<b>Elementary Schools</b>				
<b>AG Bell – 11212 NE 112<sup>th</sup> Street, Kirkland</b>				
Field 1	Tball/Soccer Practice		March 1 – Oct 31	Dirt Field
Field 2	Tball/Pee Wee Soccer	Goals and Backstop	March 1 – Oct 15	Grass Field
<b>Ben Franklin* - 12434 NE 60<sup>th</sup> Street, Kirkland</b>				
Field 1*	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 15	Grass Field
Field 2*	Up to U10 Little League/Soccer Practice		March 1 – Oct 15	Grass Field
<b>Carl Sandburg – 12801 84<sup>th</sup> Ave NE, Kirkland</b>				
Field 1	Up to U10 Little League/Soccer Practice	Goals and Backstop	March 1 – Oct 31	Dirt Field
Field 2	T-Ball/Pee-Wee Soccer		March 1 – Oct 15	Grass Open Space
<b>Helen Keller – 13820 108<sup>th</sup> Ave NE, Kirkland</b>				
Field 1	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt Field
Field 2	Soccer Practice	Goals	March 1 – Oct 31	Dirt Field
<b>John Muir – 14012 132<sup>nd</sup> Ave NE, Kirkland</b>				
One Field	Up to U8 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt Field
<b>Juanita* - 9635 NE 132<sup>nd</sup> Street, Kirkland</b>				
Field 1 (Rear)*	T-Ball/Pee-Wee Soccer	Backstop	March 1 – Oct 15	Grass Field
Field 2 (Front)	T-Ball/Pee-Wee Soccer	Backstop	March 1 – Oct 15	Grass Field
<b>Lakeview* - 10400 NE 68<sup>th</sup> Street, Kirkland</b>				
One Field	Up to U10 Little League/Soccer Practice	Goals and Backstop	Year Round	Synthetic Field

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**Lake Washington School District Kirkland Area Schools with Fields** *(continued)*

All coordinated by the City. Fields with "\*" are also maintained by City. All others maintained by District.

All fields close to use approximately October 15<sup>th</sup> or October 31<sup>st</sup> annually

	<b>Common Seasonal Uses/Limitations</b>	<b>Existing Amenities</b> <i>(Lights at Lee Johnson)</i>	<b>Approximate Seasons</b>	<b>Field Type/Area</b>
<b>Mark Twain*</b> - 9525 130 <sup>th</sup> Ave NE, Kirkland				
Field 1*	T-Ball/Micro Soccer	Backstop	March 1 – Oct 15	Grass Field
<b>Peter Kirk</b> – 1312 6 <sup>th</sup> Street, Kirkland				
Field 1	Up to U10 Little League/Soccer	Backstop	March 1 – Oct 31	Dirt Field
Field 2	Soccer	Goals	March 1 – Oct 31	Dirt Field
<b>Rose Hill*</b> - 8110 128 <sup>th</sup> Ave NE, Kirkland				
Field 1	T-Ball/Soccer Practice	Backstop	March 1 – Oct 15	Grass
Field 2*	T-Ball/Soccer Practice	Open Space	March 1 – Oct 15	Grass
<b>Robert Frost</b> – 11801 NE 140 <sup>th</sup> Street, Kirkland				
One Field	T-Ball/Micro Soccer	Goals and Backstop	March 1 – Oct 15	Grass
<b>Thoreau</b> – 8224 NE 138 <sup>th</sup> Street, Kirkland				
Field 1	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt
Field 2	Soccer Practice	Goals	March 1 – Oct 31	Dirt

**HOW TO CHECK FIELD/SPECIFIC DATE AVAILABILITY**

Field availability can be checked by email or phone at [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov) or (425) 587.3330. For existing users, to enhance efficiency and to verify a team’s status within an organization/league, league communication is funneled through one primary contact per organization. Coaches within existing leagues should contact their designated primary league contact to inquire about availability of additional field locations, dates, times, etc. The primary contact may seek availability, changes or additional time on behalf of teams.

Availability is not guaranteed. An available date or field can be taken at any time by the first person to apply.

**ALLOCATIONS & PRIORITIES OF USE**

Fields are allocated based on seasonal priorities (i.e. baseball/softball in the spring and summer, soccer and football in the fall) and the following tier level of applicant/use consideration:

1. First Tier
  - City of Kirkland and LWSD programs and events
2. Second Tier
  - City-Sponsored/local youth recreation leagues
  - City-Sponsored adult leagues
  - Local youth select leagues
  - Local adult leagues
3. Third Tier
  - Youth recreation leagues from outside the local area
  - Select youth leagues from outside the local area
  - Adults from outside the local area
4. 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)

City use and Lake Washington School District use take precedence for all park and school locations. Athletic user groups, clubs, and organizations residing within Kirkland for Kirkland fields, within the District for District fields (groups with 65%



or greater local residents), follow in priority. If field space availability is limited enough that not all permissible types of programs and uses can be accommodated, users with past historical use may take precedence over new user groups.

Scheduled league games and tournaments shall have priority consideration for use of a facility over practice use. Application requirements are equivalent for practices, games and tournaments.

Requests which are for uses other than the designated primary uses of a field will be considered based upon field availability, safety and potential impacts. The City of Kirkland has the authority to approve or deny requests. Special Event Use, social use or informal use of a field may be considered. Special Event application process and the Facility Use application process and guidelines apply. Please visit the City of Kirkland website for Special Event guidelines ([http://www.kirklandwa.gov/depart/parks/Permits\\_and\\_Reservations/SpecialEvents.htm](http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/SpecialEvents.htm)), application forms and instructions.

“Local” is defined as a group comprised of 65% or greater from within the City limits of Kirkland for users requesting use of a City field, or within the boundaries of LWSD, for users requesting use of a District field.

## **TITLE VI/NON-DISCRIMINATION**

It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum applicant age) and retirement provisions, marital status, or the presence of any sensory, mental or physical handicap. For additional Title VI information, visit the City’s website: <http://www.kirklandwa.gov/Help/title6.htm>. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland, please contact the Title VI Coordinator at 425-587-3011 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

## **APPLICATION SEASONS, DEADLINES AND REQUIREMENTS**

### **APPLICATION SEASONS**

Formal athletic field allocations are split into two seasons. The first season is approximately March 1<sup>st</sup> through July 31<sup>st</sup>\*. The second season is August 1<sup>st</sup> through September 30<sup>th</sup>, October 15<sup>th</sup> or October 31<sup>st</sup>\*. End dates vary depending on the type of field, its durability, safety, the type of program/use and the weather.

\* There are two exceptions to allocation periods: summer camp use; and Lakeview Elementary use.

- Summer camp daytime use applications may be submitted with the First Season allocation period.
- Lakeview Elementary is open year round, with First Season allocations January 1<sup>st</sup> through July 31<sup>st</sup> and Second Season allocations August 1<sup>st</sup> through December 31<sup>st</sup>.

### **APPLICATION DEADLINES**

To be considered within the formal field allocation process, applications for the First Season are due by December 1st, and applications for the Second Season are due by May 1st. If a league/organization misses the formal allocation process, an application can be submitted and will be considered after allocations are complete.

Applications for field use can also be submitted outside of the allocation process. Those not received during the allocation period will be considered after the allocation process is complete, first come, first served. Field Use applications (i.e. league or other high risk use applications) must be submitted a minimum of 30 calendar days prior to the requested date of use. Applications for informal, social use of a field must be submitted a minimum of 8 calendar days in advance. Applications submitted beyond the minimum required are encouraged.

### **APPLICATION REQUIREMENTS**

To submit an application, a league must be in good standing status and applicants must meet the requirements as outlined within.

The league is responsible for requesting fields/sites appropriate for the type(s) of program(s), in size, and for the age group and skill level of participants. Programs which are inappropriate uses, exceed field limitations or dimensions, or are a safety and property concern will be denied. Improper representation or use by a league is not permissible and may result in complete cancellation of a league's use for a season or more.

The application materials below are required for league/athletic organizations. Materials are available on the City's website at [www.kirklandwa.gov](http://www.kirklandwa.gov).

1. Athletic Field Use Application Checklist
2. Athletic Field Use Application
3. League Roster
4. Certificate of Insurance and Additional Insured Endorsement (insurance requirements are detailed below) (a requirement which applies to high risk programs or uses)
5. Signed Gender Equity Compliance Statement (*a requirement of all leagues*) and Signed Zackery Lystedt/Concession/Head Injury and Sudden Cardiac Arrest Compliance Statement (*a requirement of youth, non-profit leagues*)
6. Rental Fee

1. **ATHLETIC FIELD USE APPLICATION CHECKLIST** – An application checklist is available by clicking here: <https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Athletic+Field+Use+Application+Checklist.pdf>.
2. **ATHLETIC FIELD USE APPLICATION** - An Athletic Field Formal Use Application is available by clicking here: [https://www.kirklandwa.gov/depart/parks/Permits\\_and\\_Reservations/Facility\\_Rentals/132nd\\_Square\\_Park\\_Ball\\_Fields.htm](https://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals/132nd_Square_Park_Ball_Fields.htm). One application for each program or tournament, per age group is required. All time needed on-site must be requested within the application, including equipment set-up, team warm-ups, practice/game time and breakdown.
3. **LEAGUE ROSTER** - A league roster must be via an Excel spreadsheet and include the full league's names of players, players' home addresses, and the schools the players attend. Rosters are verified.
4. **INSURANCE REQUIREMENTS** - Organizations/ leagues and high risk users are required to be secure and maintain, at no expense to the City of Kirkland, a comprehensive general liability insurance policy issued by one or more companies authorized to do business in the State of Washington. Insurance requirements are as follows:
  - Insurance Provider with no less than an A.M. Best rating of A-VII
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - City of Kirkland named as Additional Insured
  - The type of event and all activities applied for must be uses covered by the policy.
  - If requesting a Lake Washington School District site, the Lake Washington School District, its Board, Officers and Volunteers must also listed as Additional Insured (in addition to the City)

Two documents are required, a Certificate of Insurance and an Additional Insured Endorsement. Example documents are available by clicking here:

- [https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks\\_Features/Insurance+Requirements+for+City+of+Kirkland+Athletic+Field+Use.pdf](https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks_Features/Insurance+Requirements+for+City+of+Kirkland+Athletic+Field+Use.pdf)
- [https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks\\_Features/Insurance+Requirements+for+Lake+Washington+School+District+Athletic+Field+Use.pdf](https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks_Features/Insurance+Requirements+for+Lake+Washington+School+District+Athletic+Field+Use.pdf)

Insurance verification is conducted at the time of application review. The organization, league coordinator or president shall, at the time of application submittal, file with the City the Certificate of Insurance and Additional Insured Endorsement documents detailing coverage current from the start date of field use through the end date. Use is not be permissible without proper, current insurance on-file. It is up to the league to maintain current proof

of insurance on file with the City, prior to expiration. Use is required to be immediately cancelled if renewed documentation is not provided to the City.

5. **GENDER EQUITY, CARDIAC ARREST, ZACKERY LYSTEDT LAW COMPLIANCE STATEMENTS** - In 2009, Washington State House Bill 1824, the Zackery Lystedt Law (head injury and concussion law), the Sudden Cardiac Arrest Law, and House of Representative Bill ESSB 5967, the Gender Equity Bill, were passed. The City of Kirkland Parks Department has a vested interest in ensuring not only that City programs operate with these laws in practice, but also that athletic organizations receiving field use permits from the City are operating with the same laws in practice as well. Annually, all league users, must agree via Compliance Statement(s) these laws are fully enforced and in practice within their organization. The Zackery Lystedt Law Head Injury and Sudden Cardiac Arrest and Gender Equity Act information sheets and Compliance Statements are available by clicking here: [https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks\\_Features/Gender+Equity+Agreement.pdf](https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks_Features/Gender+Equity+Agreement.pdf) and here: [https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks\\_Features/Lystedt+Law+Agreement.pdf](https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks_Features/Lystedt+Law+Agreement.pdf) and by request.

Zackery Lystedt Law – Concussion / Head Injury and Sudden Cardiac Arrest Policy

The Zackery Lystedt and Sudden Cardiac Arrest Law requires all non-profit, **youth** programs that use publically owned playfields be in compliance with policies for the management of sudden cardiac arrest, concussions and head injuries in youth sports. Each private, non-profit **youth** sports group requesting fields will need to comply and verify via a Compliance Statement with the following requirements:

- All coaches, athletes and their parents/guardians must comply with mandated policies for the management of sudden cardiac arrest and concussions and head injuries as prescribed by House Bill 1824
- All coaches (paid or volunteer) are required to be educated in the nature and risk of sudden cardiac arrest and concussion or head injury prior to the first practice/competition
- Athletes and their parents/guardians within organizations are required to annually be informed about the nature and risk of sudden cardiac arrest and concussions and head injuries
- Leagues, parents/guardians are responsible to immediately remove any athlete showing signs or symptoms of sudden cardiac arrest or concussions/brain injury and are not allowed to permit the athlete to return to play until written clearance has been received by the league from a license health care provider trained in the evaluation and management of such injuries

Gender Equity Act, House of Representatives ESSB 5967

The Washington Constitution and statutory law prohibits discrimination based on sex. In 1972, Washington voters approved the Equal Rights Amendment to the Washington Constitution. The Equal Rights Amendment provides that “equality of rights and responsibilities under the law shall not be abridge on account of sex.”

- Cities, towns, counties and districts are prohibited from discriminating against any person on the basis of sex in the operation, conduct, or administration of community athletics programs **for youth or adults**.
- District means a metropolitan park district, park and recreation service area, or park and recreation district.
- A third party, receiving a lease or permit for a community athletics program on a City of Kirkland site or Lake Washington School District site, also may not discriminate against any person on the basis of sex in the operation, conduct participation or administration of the program.
- Leagues are required to confirm via a signed Compliance Statement their private, non-profit group does not discriminate against any person (or group) on the basis of gender in the operation, conduct or administration of their program and is required to confirm the league is operated in a manner that promotes equal opportunities.

6. **RENTAL FEE** - For applicants who are seeking a single use, the rental fee is due at the time of permit issuance. Leagues in good standing with on-going use will be invoiced prior to use throughout the season. Leagues previously not in good standing will be required to pay for all permitted dates at the time of permit issuance. Please see the “Fees and Charges” section below for specific rental fee rates and due dates.

*The following are required for all social use applicants:*

1. Athletic Field Use Application – One application form per use.
2. Rental Fee
3. Additional requirements may apply, depending on type of event, attendance and activities.

## **ALLOCATION PROCESS, PERMITS, LEAGUE ACCEPTANCE OF ALLOCATIONS**

The Program Coordinator will review and consider all applications, equitably allocate and assign game and practice dates and times per the tier level of application consideration, per the policies, requirements and guidelines outlined within. Allocations are based on leagues in good status meeting all application requirements, the total number of requests received, field/location availability, roster review and tier levels assigned, recreational uses versus select uses, and seasonal considerations/program priority as outlined/detailed above. A roundtable allocations meeting hosted by the City including all current applicants may be required if necessary to discuss a particular season's requests.

Formal permit(s) including locations, dates, times, and service levels will ultimately be provided to approved applicants. Whenever possible, the preliminary allocation process will be complete and distributed by approximately February 1<sup>st</sup> for the first season and July 1<sup>st</sup> for the second season.

The league is required to initial and sign each permit to accept as is or is required to return unwanted allocated dates, times or locations, in writing, within a week from receipt of the original permit issuance. Permits accepted are the financial responsibility of the league, time used or not. Dates and times returned by leagues during the allocation process will be redistributed whenever possible. Dates and times returned after the allocation process may be refunded to the league depending on the timing of the return, according to the Cancellation Policy below. Once a slot is returned and the cancellation policy is applied, the financial connection to the date with the original league is complete, regardless of if the date is reassigned.

League representatives (coaches/managers) are required to have copies of approved permits in hand during use while on site at a field.

## **SUBLETTING/TRADING**

Subletting and trading between leagues *is not allowed*. Unneeded time is required to be returned to the City for redistribution by the City. Subletting may result in immediate revocation of a league's use.

## **LEAGUE SCHEDULES AND NO SHOWS**

Organization schedulers are required to submit a full season master schedule of game times per park via an Excel spreadsheet. The spreadsheet is to include specific game details including park name, field number, game date, start and end time (including equipment set-up and team warm-up through cool down), base length, pitching distance, and assigned teams. The schedule must be submitted a minimum of three weeks prior to season commencement or one month prior to the first date of a tournament. Mid-season booking additions may be considered if a request is received with a minimum of 8 calendar days' notice. The league is responsible for keeping the City up to date on any in-season changes by ten business days prior to allow the ability to redistribute the slot and two business days prior to the game date for smaller changes like base lengths. Note the cancellation policy below applies to refunds for cancellations.

No shows or non-use of a location are not an inefficient use of City staff and facilities. Leagues with multiple "no shows" in a season may be assessed an additional fee and may be sanctioned with potential consequences such as revocation of field time in the current season. The league may also fall into an unfavorable league status with the City, which would have an impact on the league's allocation potential for the following season.

## **FEES AND CHARGES**

Fees are assessed for all field use. All time needed on-site must be requested and paid for, including equipment set-up, warm-ups, practice/game, and breakdown. Standard field use fees are outlined below. Activities requiring additional field preparation or a higher level of use may be assessed additional fees. City of Kirkland Parks and Community Services reserves the right to increase usage fees when the department may incur additional cost. Fees are subject to change without notice.

Services available at District sites are limited. Not all District sites have the same service options as City sites. Please inquire with the Program Coordinator regarding District locations and what services are available per site.

2019 Field Use Fees are detailed within. Fees are subject to change. A current Park User Fee schedule is available on the City of Kirkland website: <https://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Park+User+Fees.pdf>.

Field Use Fees - Per Hour, Two Hour Minimum		Resident	Non-Resident
Kirkland Premium Fields	Regular Rate	\$15	\$18
	Non-Profit Rate	\$5	\$6
Kirkland Maintained Fields (except Lakeview Elementary)	Regular Rate	\$7	\$8.50
	Non-Profit Rate	\$2	\$2.50
LWSD Maintained Fields (except LWHS Fields 1 and 2)	Regular Rate	\$1	\$1.50
	Non-Profit Rate	\$0	\$1
Lakeview Elementary Field	Youth	\$25	\$35
	Adult	\$35	\$50
Lake Washington High School Fields 1 and 2	Youth	\$50	\$60
	Adult	\$80	\$90

Add On Fees / Services	Regular Rate	Non-Profit Rate
Game Prep Fee Per Prep	\$25	\$10
Tournament Game Fee Per Game	\$30	\$25
Light Fee Per Hour	\$20	\$20

Athletic Field Categories				
<u>Premium Fields</u>	<u>Kirkland Maintained Fields</u>	<u>LWSD Grass/Dirt Maintained Fields</u>	<u>LWSD Combined Synthetic and Natural Grass Maintained Fields</u>	<u>Kirkland Maintained LWSD Synthetic Grass Field(s)</u>
Crestwoods Park	132 <sup>nd</sup> Square Park	Intrntnl/Cmnty School	Lake WA HS 1 & 2	Lakeview Elementary
Everest Park	Juanita Beach Park	Juanita High School		
Lee Johnson	Highlands Park	Finn Hill		
	Spinney Park	Kamiakin		
	Terrace Park	Kirkland Football & Track		
	Emerson	AG Bell Elementary		
	Kirkland Middle School Fields 1 & 2	Carl Sandburg Elementary		
	Ben Franklin El	Helen Keller Elementary		
	Juanita El Rear Field	John Muir Elementary		
	Mark Twain Elementary	Juanita Elementary Front Field		
	Rose Hill Elementary Field 1	Peter Kirk Elementary		
		Robert Frost Elementary		
		Rose Hill Elementary Field 2		
		Thoreau Elementary		

### **PAYMENTS AND LEAGUE INVOICING**

For full season league users included in the allocation process, fees are invoiced per the schedule below. The invoice will detail the season's use, applicable fees and the date the payment is due. Payment not received within a timely fashion will affect a league's standing for the following year. Any credits/deposits held will be applied to the final invoice.

For camps, mid-season applicants, one-time, occasional users, and leagues not in good standing, payment is due in full at the time of permit issuance.



<b>Athletic Field Rental Dates</b>	<b>Payment Due Date For Allocated Leagues</b>
<b><u>First Season</u></b>	
January 1 through February 29	December 15
March 1 through April 30	February 15
May 1 through June 30	April 15
July 1 through August 30	June 15
<b><u>Second Season</u></b>	
August 1 through September 30	July 15
October 1 through November 30	September 15
December 1 through December 31	November 15

## **CANCELLATION/CHANGE POLICY**

### ***Cancellations***

A cancellation of a scheduled use must be made in writing, by email to [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov). The cancellation should be made within a timeframe that can allow the maximum possibility to redistribute the opening, at a minimum of 10 business days. League assigned field use through the allocation process who returned time during the allocation process provided return period will not accrue charges. After the allocation return period and for all other users, the following fees apply:

- Written notice received at least 90+ days prior will be refunded 100% of all rental, game prep and light fees, less a \$25 Administrative Fee per cancellation request.
- Written notice received at least 31 to 89 days prior will be refunded 50% refund of the hourly rental fees and all game prep and light fees, less a \$25 Administrative Fee per cancellation request.
- Written notice received at least one business day to 30 days in advance of use will receive a game prep and light fee refund, however no hourly rental fee refund, less a \$25 Administrative Fee per cancellation request.

### ***Mid-Season Changes***

Full season game schedules are due three weeks prior to the start of the season. Tournament schedules are due 30 calendar days prior to the first tournament date. A partnership of efficient and respectful use of city staff is expected. Once schedules are received, excessive changes to times and base or pitching length details may assess a \$25 Administrative Fee.

## **MAINTENANCE/GAME SERVICES, LIMITED PLAY AND FACILITY CARE**

Maintenance at City fields is conducted by the City. Maintenance at District sites is conducted by the District, except at Emerson High School, Kirkland Middle School Fields 1 and 2, Ben Franklin Elementary Fields 1 and 2, Juanita Elementary rear field, Lakeview Elementary, Mark Twain Elementary Field 1 and Rose Hill Elementary Field 2. The City, through the City/District Interlocal Agreement, does provide maintenance of these nine District fields. City fields used for league game use will be maintained by the City at game standard.

Baseball and softball games, on City fields, will be prepped for by City staff (game dimension needs and game schedules must be on file). Prepping services include dragging, lining and proper base placement. Leagues are responsible for providing the Program Coordinator game need details (base length and pitching rubber needs) for the full season by the seasonal deadline. League volunteers are welcomed, with prior written agreement, permission and instructions provided by the City to conduct limited services.

Fields booked for practice sessions will not be lined. Bases may be provided for practices, if time permits.

City staff and District staff control use of facilities and reserve the right to limit the amount of play on a sport field during any given season. Field use may be limited to prevent excessive wear, to prevent potential damage, and out of consideration of maintenance resources. Potential wear impacts include:

- size and number of users
- type of use
- frequency of use
- weather conditions
- type of sports equipment to be used
- existing condition of the site
- safety

Leagues are required to rotate drills/warm-ups around a playing field to prevent deep wear from over use in any one area of a field.

Fields cannot be modified, improved, dug in to, repaired, wrongly used or modified in any way without advance written permission from the City or District. The cost for repairs to correct damage caused by a league (volunteer, parent, player, etc.) will be the responsibility of the league. Leagues are responsible for educating volunteers, umpires, coaches, parents and visitors about monitoring players and their actions while on a field, in a dugout, etc. For example, a little t-baller standing in one spot digging during an entire inning can cause havoc on a field, a visiting team warming up in the wrong area can cause damage, as can a volunteer who spreads chalk on the lawn, moves water off a field incorrectly, or puts gravel into a hole.

Garbage, restroom and concession stand topics are covered below.

### **GAME TIMES AND FIELD ACCESS**

Specific game time options for each field will be determined by the City each season. Times available can vary from season to season. At a minimum, game times cannot be before 9am on any field and use must end by dusk on unlit fields and by 11pm on Lee Johnson Field (without exception, per City ordinance, lights shut off strictly at 11pm).

The time before, after and in-between games is not available (unless two back to back time periods are scheduled). Early arrival or overstay may impact other users or the crew to be able to properly prepare the field. Field use is permissible within the permitted time for each league only. The permitted time is to include equipment set-up, team warm-ups, and full game time. City crew may ask a group to not enter early or to exit a field if necessary.

Teams are not allowed to warm up or conduct infield use while maintenance crew are prepping an infield. Light warm up activities may be allowed in the outfield if the use doesn't interfere with maintenance crew responsibilities or safety. A team can be removed from the field if safety issues arise or maintenance is interfered with.

Drop-in use is not allowed. Teams may not use ballfields unless prescheduled.

Coaches/Managers are required to carry a copy of the league's City of Kirkland issued field use permit while on-site. Use of fields is authorized for the date, time and field listed on the permit only.

### **FIELD CLOSURES & RAINOUTS**

City rainout evaluations are provided for game uses at locations where City staff provide game prepping services, including at Lee Johnson, Everest Park, Crestwoods Park, 132<sup>nd</sup> Square Park and Juanita Beach Park. Once a field is prepped for a game, rainout decisions are often then left to the league or umpires to make on-site.

Practice uses are not evaluated for rain. Leagues are responsible for independently determining in person if a site is too wet for use. If an infield is too wet, use of only the outfield is a possibility. If both the infield and outfield are too wet, use should be cancelled by the league altogether. For fields not inspected by City staff, common sense applies - do not use a saturated field.

City of Kirkland staff will have final say on city field playability and safety during inclement weather conditions. District and City staff have final say on district field playability and safety. Once a field is officially closed, it cannot be used until

reopened by the City (or District). Closures may also result from poor playing conditions or out of concern use could potentially damage the field and create a hazard or the need for excessive repairs.

Damage that is caused by excessive or improper use or with disregard may result in a field being closed until repairs are complete and a league being assessed for the cost of repairs to bring the field back to a playable condition.

For field rainout notification, leagues will not be contacted directly. "Closed Field" signs will be posted, whenever possible, and field status will be available at the City's Ballfield Rainout Hotline at 425.587.3345 or at the City's Rainout Line service at <https://rainoutline.com/search/dnis/4258830227/>. Individuals and leagues can check field status independently on the Rainout Line webpage, or to receive notification directly by phone, text or email, individuals can download the app or sign up for alerts.

Games rained out by the City will be refunded to the league prior to the following billing cycle. Games rained out by the league or an umpire will remain an expense of the league. It is the responsibility of the organization to contact the Program Coordinator to arrange for rescheduling. Practice uses rained out by leagues may be refunded to the league upon request by the league if requested by the deadline required. Contact the City for current rainout refund procedures.

### **RESTROOMS**

Players, coaches, spectators, etc. must use appropriate restroom facilities. The outdoors may not be used. School restrooms/District building access is not included with any school field assignments, nor are restrooms available at every City site. To request a port-o-potty at a particular site, requests by the league to place a league provided port-o-potty unit on-site may be submitted in writing, a minimum of 10 business days in advance. If use of a unit is approved, the league will be responsible for the coordination of the port-o-potty including maintenance, billing and any issues or problems that arise throughout the season.

### **GARBAGE**

Garbage produced during athletic field use can be a huge problem. At District sites, maintenance is provided at a minimum at several sites, not on weekends at all, and very minimally during school year breaks. At all locations (City and District fields alike) leagues are asked to "pack it in, pack it out." If garbage complaints are received, permission to use the site(s) may be immediately revoked and/or fees may be assessed. Leagues are asked to have teams walk the field, bleachers, dugouts, parking lot and park area for garbage and to pick up and remove all garbage and litter, to place garbage completely within a can and to remove garbage from the site entirely if the can is full. If a site is not left in a totally clean, damage free condition, maintenance fees can be assessed and/or field assignments can be revoked.

### **CONCESSION STAND CARE**

For leagues with concessions, leagues and their concessionaires are responsible for cleanliness within the concession stand and within a minimum of 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in a pre-approved dumpster on-site or they must remove all garbage. The City of Kirkland's Public Works Department F.O.G. (Fats, Oils and Grease) Program regulations apply. Any damage or maintenance fees resulting from concession use will be the responsibility of the league.

### **STORAGE OF EQUIPMENT AND DELIVERIES**

Loading, delivery, drop off and pick-up of equipment must occur within the league permitted and paid for timeframe. City staff is not authorized to accept deliveries. Equipment may not be left on-site after use or overnight. Any equipment left beyond is subject to removal and fines. Equipment left 30 days or more will be destroyed and/or donated. Equipment that may be left behind, if it must be removed by the City, will be subject to a \$75 an hour per crew person labor charge for removal of the equipment plus all expenses associated with the cost for dumping.

## **CLAIMS OF INJURY AND/OR DAMAGE (INJURY TO OTHER PERSONS OR DAMAGE OF OTHER PROPERTY)**

Claims that may result from damage to field neighbors, to facilities, to vehicles or persons, etc. caused by a league or a league's guest (especially as a result of improper conduct or use of a site) is the responsibility of the permitted league. Leagues are required to provide any person who asks, their league name, league contact email address and phone number, league insurance company name, policy number and insurance company contact information. Coaches must have this information on hand when using a field and must readily provide it if asked. Leagues are responsible for handling league caused claims.

Leagues are responsible not only for their actions while on a field, but for visiting teams' actions while on a field as well. The user permitted by the City is ultimately responsible for the supervision of all use while on-site.

## **ADMISSIONS/DONATIONS**

Teams or organizations hosting events with the intent of charging admission or accepting donations at the field for an event must receive preauthorization from the Parks and Community Services Department. The desire to charge an admission must be disclosed at the point of initial inquiry and at the time of application submittal. Additional requirements, permitting processes, and taxes may apply.

## **BUSINESS ACTIVITY/USE AND SOLICITATIONS**

Solicitations are not allowed.

It is unlawful to conduct any type of business activity in any park without first entering into a concession contract, a Park Use Permit, or Special Event Permit. Business activity shall include, but not be limited to, sale of food, beverages or merchandise, providing classes or other forms of instruction for a fee or other valuable consideration, or use of a park facility for advertising any business, product or service.

Park Use Permit and Special Event information is available

[http://www.kirklandwa.gov/depart/parks/Permits\\_and\\_Reservations/SpecialEvents.htm](http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/SpecialEvents.htm) or by contacting Special Project Coordinator at [seklayssi@kirklandwa.gov](mailto:seklayssi@kirklandwa.gov) or at 425.587.3347.

Businesses/vendors seeking an opportunity to enter a possible contract to sell merchandise or services, may contact the Program Coordinator at 425.587.3342.

## **EMERGENCY CANCELLATIONS BY THE CITY**

The City or District, acting in good faith, may cancel use in circumstances where the facility or park becomes unsafe for the intended use. Such circumstances include but are not limited to: weather, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. If a use is cancelled by the City or District, the customer will receive 100% refund of the Rental Fee or the customer may choose to move their event to an alternative available date.

## **CAPACITY AND SKILL LEVEL/AGE APPROPRIATE USE**

Capacity of sites is limited from park to park and will vary depending upon many factors, including available parking on-site, field/stand options, other events nearby, and the potential of neighborhood impacts. Requests may not be approved if the event does not meet a site's limitations. For safety reasons, applicants are required to select venues that are appropriate to the age, skill level and intended use of the field.

## **PARKING**

Users are asked to encourage carpooling and to remind parents, coaches, players and volunteers to follow parking laws. With the hope of preventing potential negative parking impacts, the City of Kirkland reserves the right to request large groups/events to create and provide effective plans for parking, traffic and crowd control. If an event is one larger in size, a parking plan or carpool agreement may be required. Users are asked to schedule games, practices, etc. with sufficient time in-between groups leaving and arriving to allow parking areas to clear in-between uses.

## **AMPLIFICATION**

Amplification is allowed. Out of respect for other park users and residential and business neighbors, field users are asked that the volume be kept at a low level, not audible 50' from the source, and ask amplification/announcements be minimal. Amplification must end by 10:00 p.m.

## **DOGS AND OTHER ANIMALS**

Animals are not allowed on any athletic field area. Dogs are permissible in bleachers and other park areas, however they must be on a leash at all times. District rules regarding animals at District sites pertain.

## **ALCOHOL AND TOBACCO/SMOKING**

Alcoholic beverages, in possession opened or unopened, are not permitted on any City or District field. Having alcohol at an athletic field would be in violation of local and state laws and may result in a police citation. City of Kirkland parks and District facilities are also smoke and tobacco free.

## **IMPORTANT MISCELLANEOUS "DAY-OF" RULES, RESPONSIBILITIES AND REMINDERS OF APPROVED USERS**

Leagues are responsible for abiding by the following "day-of" rules of use and for passing these rules on to all coaches, umpires, volunteers, parents, etc.:

- The City of Kirkland encourages coaches training in all programs utilizing City and District facilities.
- Organizations should make any necessary changes, amendments or alterations to their league rules and regulations concerning the duration of games knowing the possibility of games needing to end to accommodate dusk or to accommodate a maintenance window and back to back game schedules.
- League coordinators, presidents, etc. are directly responsible for informing teams, coaches, representatives and league volunteers of City of Kirkland and Lake Washington School District policies regarding field rentals and usage.
- At all times, teams, players, coaches, parents, etc. are to respect Lake Washington School District staff and City of Kirkland staff.
- Field users (coaches and managers) are required to have copies of approved permits in hand during use. Organized use of fields may occur by permit only. Non-permitted use by a league/organization is strictly **not** allowed.
- Use can't begin any early than 8am and must cease at dusk on unlit fields and use must end by City ordinance by 11pm on lighted fields. Organizations should make any necessary changes, amendments or alterations to their league rules and regulations concerning the duration of games knowing the possibility of games needing to end to accommodate dusk or to accommodate a maintenance window and back to back game schedules.
- Share space with *permitted* users when required and safe to do so. Formal field use is allowed by permit only.
- School District field use can be cancelled/bumped for a District program, activity or event at any time, and without advanced notice. School District needs take priority over community use at District sites. Users need to be prepared to leave a site immediately if asked to by District or City staff.
- Juanita High School Rainout Hotline number is 425.936.1678. Lake Washington High School's rainout information is provided at [www.twitter.com/LWBBaseballField](http://www.twitter.com/LWBBaseballField).
- Leagues and Tournament Directors are responsible to ensure individual teams fully clean-up a site. After use, teams are required to walk the field, bleachers, dugouts, parking lot and park area for garbage, pick up and remove all garbage, and ensure all garbage is completely contained within a can and/or remove garbage entirely if necessary. If a site is not left in a clean, damage free condition, maintenance fees can be assessed and/or field assignments can be revoked.
- Use of peripheral items or equipment, such as scoreboard controls, P.A. systems, City equipment/tools 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.
- The City of Kirkland is not responsible for any personal property loss, damage to vehicles, etc. Cars should be parked correctly and safely with doors locked. Cars improperly parked can be towed.
- Damage that may occur (especially as a result of improper use) to neighbor dwellings/property, vehicles or persons, by the permitted league or by their visiting league will be the responsibility of the permitted league. Leagues are required to provide any person who asks their league name, their league contact email and phone number and their



insurance company name, policy, and contact information. Coaches must have this contact information on hand when using a field. Leagues are responsible for quickly responding to all claims and handling those deemed valid.

- Teams are not allowed to warm up or conduct infield use while maintenance crew are prepping the infield. Light warm up activities may be allowed in the outfield if the use doesn't interfere with maintenance crew responsibilities or safety. A team can be removed from the field if safety issues arise or maintenance is interfered with.
- Batting Practice is NOT allowed on outfield grass.
- Do not use a closed field.
- Do not allow players to damage or dig in a field.
- Do not modify/"improve" a field in any way without prior written approval from the City or District.
- Treat field(s) respectfully. If damage is found, permission to use the site(s) may be revoked and fees assessed.
- Site specific limitations apply to the use of synthetic fields (water only, no gum or sunflower seeds, no pets, etc.). On-site signage regarding limitations must be reviewed and adhered to. Damages may be assessed to the league.
- Fences and backstops cannot be used for soft toss.
- Move warm-ups and drills around a field from day to day or week to week to prevent excessive wear.
- Remind players, coaches, volunteers, etc. to please be especially watchful for children when driving in/around parks.
- Driving on lawn or fields is not allowed for any reason.
- In the case of an athletic field emergency (such as a double booking, lights not on, sprinklers coming on), before 3pm weekdays leagues can call the Parks Coordinator at 425.587.3342. After 3pm, weekends and holidays, leagues can call the City of Kirkland Ball Field Emergency number at 425.864.3431. This is for day-of, site emergencies only. It is not for field scheduling nor is it for special requests. The crew will return a call if a voicemail message is left within approximately ten to twenty minutes.
- The City of Kirkland Ball Field Rainout Hotline for rainout/closure information of City fields for softball and baseball game use is 425.587.3345. The hotline is not updated for practices, soccer, football, etc. use. Softball and baseball games rained out *by the City of Kirkland* will not be charged for.
- Kirkland Municipal Code Park Rules (Section 11.80) and posted rules on-site apply at all times in addition to those listed within and above. Additional Lake Washington School District rules of use apply to use LWSD sites.

### **ALTERNATE FORMAT**

Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711 or for any other type of assistance, contact Nicci Osborn at 425.587.3342 or at [nosborn@kirklandwa.gov](mailto:nosborn@kirklandwa.gov).



# Kirkland Municipal Code Chapter 11.80 PARK RULES

## **11.80.010 Title of chapter.**

This chapter may be cited as the park rules for the city of Kirkland. (Ord. 4334 § 6 (part), 2011)

## **11.80.020 Police power.**

This chapter is hereby declared to be an exercise of the police power of the city for the public peace, health, safety and welfare and its provisions are to be liberally construed. (Ord. 4334 § 6 (part), 2011)

## **11.80.030 Definitions.**

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

(1) "Director" means the director of the parks and recreation department of the city as established by Chapter 3.68.

(2) "Park" means and includes all city parks and all areas within the boundaries of a city park, including structures, regardless of whether the area is under the management and control of the park and recreation department.

(3) "Park board" means the board of park commissioners as established and created by Chapter 3.36.

(4) Wherever consistent with the context of this chapter, words in the present, past or future tenses shall be construed to be interchangeable with each other and words in the singular number shall be construed to include the plural. (Ord. 4334 § 6 (part), 2011)

## **11.80.040 Posting signs, posters and notices.**

(a) It is unlawful for any person, without prior written permission of the director, to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; provided, that the director may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics.

(b) It is unlawful for any person, without prior written permission of the director, to use, place or erect any signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park, or to place or erect in any park a permanent or temporary structure of any kind; provided, that before granting any such permit, the director shall establish general rules and regulations pertaining hereto, including provisions pertaining to removal, protection of the city park department and its employees, protection of the interests of the general public, and of persons using said park. (Ord. 4334 § 6 (part), 2011)

## **11.80.050 Injury to park property unlawful.**

It is unlawful for any person to remove, destroy, mutilate or deface any structure, or any part of any structure, or any fixture therein, or attached thereto, or any monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system or sprinkling system, or any other property lawfully located within any park. (Ord. 4334 § 6 (part), 2011)

## **11.80.060 Animals at large prohibited.**

The provisions of Chapter 8.04 of the Kirkland Municipal Code, including all portions of the King County Code adopted by reference, shall apply in all parks. It is unlawful for any person to allow or permit any animal owned by him or within his possession or under his control to run at large in any park or enter any designated swimming area located therein. The director, acting pursuant to Section 11.80.220, may adopt rules prohibiting dogs or other types of domesticated animals from entering certain parks or certain portions of parks after consultation with the city council. (Ord. 4334 § 6 (part), 2011)

## **11.80.070 Firearms and explosives.**

It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, bows and arrows, B.B. gun, or use any slingshot or other propelling device wherein the applied human energy or force is artificially aided, directed or added to in any park, except in such designated recreational areas as may be by the department of parks and recreation be developed and provided for such activities. (Ord. 4334 § 6 (part), 2011)

## **11.80.080 Teasing, annoying or injuring animals prohibited.**

It is unlawful for any person in any park, in any manner, to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl; or to catch any fish or feed any fowl except at those places as may be so designated for the catching of fish or the feeding of fowl by the director. (Ord. 4334 § 6 (part), 2011)

**11.80.090 Certain vocations and loudspeakers prohibited.**

It is unlawful to sell, solicit or peddle in any park without first obtaining a written permit from the director. It is also unlawful to operate or use any loudspeaker or sound amplification devices in any park without first obtaining a written permit from the director. (Ord. 4334 § 6 (part), 2011)

**11.80.100 Business activity in parks.**

It is unlawful to conduct any type of business activity in any park without first entering into a concession contract according to the rules and regulations of the parks and recreation department therefor with the city. As used in this section, "business activity" shall include, but not be limited to, the following:

- (1) Sale of food, beverages or merchandise;
- (2) Providing classes or other forms of instruction for a fee or other valuable consideration; or
- (3) Use of park facilities for advertising any business, product or service. (Ord. 4334 § 6 (part), 2011)

**11.80.110 Watercraft.**

It is unlawful for any person to have, keep or operate any boat, float, raft or other watercraft in or upon any bay, lake, slough, river, or creek, within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at such places as shall be set apart for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

**11.80.120 Emergency aid by watercraft.**

It is unlawful for any person to land or dock a boat at any swimming dock or float, nor shall any boat be allowed within a swimming area except in an emergency involving rescue or lifesaving. (Ord. 4334 § 6 (part), 2011)

**11.80.130 Riding vehicles and animals.**

It is unlawful for any person to ride or drive any vehicle or animal over or through any park except along and upon the park drive parkways, park boulevards, and bicycle paths, or at a speed in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is so posted or to stand or park any vehicle in any park except in areas designated for such purpose by the director and so posted by signs, or to stand or park any vehicle between the hours of eleven p.m. and seven a.m. of the following day except in such areas as may be designated for such purpose by the director and so posted by signs. (Ord. 4334 § 6 (part), 2011)

**11.80.140 Camping areas.**

It is unlawful for any person or group of persons to "camp out" in any park except at places set aside for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

**11.80.150 Practicing and playing games.**

It is unlawful for any person to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton or other games of like character or to hurl or propel any missile except at places set apart and developed for such purposes by the department of parks and recreation and so designated by the director. (Ord. 4334 § 6 (part), 2011)

**11.80.160 Depositing refuse and litter.**

It is unlawful for any person to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any waste or abandoned material therein except in designated receptacles. (Ord. 4334 § 6 (part), 2011)

**11.80.180 Permit for assemblies required.**

It is unlawful for any person to hold, sponsor, or participate in any organized assembly without first giving to the director notice thereof and obtaining therefrom his written permit to do so. Such notice shall be given at least seventy-two hours prior to the date established for such assembly. Pursuant to Chapter 3.68 and Section 11.80.220, the director is hereby ordered to establish forthwith such rules and regulations pertaining to the issuance of assembly permits as shall permit the fullest peaceful utilization of the parks by all of the general public (including such persons attending such assemblies and such other persons utilizing the park, but not in attendance at such assembly) as shall be reasonably possible and consistent with the health, safety, and general welfare. In this connection, and in addition to the conduct requirements of this chapter, such rules and regulations may require the deposit of "cleanup" undertakings, the furnishing of waste and sanitary conveniences and effective plans for traffic and crowd control and management. (Ord. 4334 § 6 (part), 2011)

**11.80.190 Races prohibited.**

It is unlawful for any person in any park to engage in, conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal, except at specified places and times designated for such activities by the director upon his determination that:

- (1) Adequate provision has been made to ensure that the health and safety of participants in and spectators of any such activities will not be subject to undue hazard;
- (2) Such activities will be conducted in such a manner as to minimize potential damage to public or private property;
- (3) Such activities will not constitute a public nuisance; and
- (4) Such activities will not unduly interfere with the use of park facilities by the general public. (Ord. 4334 § 6 (part), 2011)

**11.80.200 Building fires.**

It is unlawful for any person to build any fire in any park except in such areas as may be designated by the director and such designation is clearly defined by signs posted in such area. (Ord. 4334 § 6 (part), 2011)

**11.80.210 Intoxicating liquors and drugs prohibited.**

It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container within one's immediate reach or control (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park may be considered to be in possession of the container for the purposes of this section. A person is exempt from this section to the extent that his/her actions are in accordance with a parks department special alcohol permit. (Ord. 4334 § 6 (part), 2011)

**11.80.220 Adoption of rules and regulations by director.**

The director shall have the power, pursuant to Chapter 3.68, to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of the parks, and shall post the same in conspicuous places in the parks. Such rules and regulations shall include a procedure for granting blanket permits encompassing any particulars of this chapter to locally and nationally recognized organizations or associations. Such rules and regulations may include the establishment of hours during which any park or portion thereof, as designated by signs located within the designated portion, shall be closed to the general public; such closures may be for reasons of public safety, welfare and convenience, or for reasons of park maintenance. It is unlawful for any person to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. (Ord. 4334 § 6 (part), 2011)

**11.80.230 Aiding and abetting violations.**

Any person participating in a violation of any provision of this chapter whether directly committing the act or omitting to do the thing constituting the offense or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, shall be proceeded against and prosecuted as such. (Ord. 4334 § 6 (part), 2011)

**11.80.250 Parks closed between ten p.m. or eleven p.m. and dawn.**

The provisions of this section shall apply to all parks, improved and unimproved, within the city or owned by the city.

(1) Except as otherwise provided herein, all waterfront parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of ten p.m. and dawn of the following day.

(2) Except as otherwise provided herein, all other parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of eleven p.m. and dawn of the following day.

(3) It is unlawful for any person, other than a police officer or authorized park department employee, to enter into or remain within a park within the city or owned by the city at any time between the closing hour designated above and dawn of the following day.

(4) For the purposes of this section, "dawn" means the time of official sunrise for the particular day as published by the U.S. Weather Service. (Ord. 4334 § 6 (part), 2011)