



HOW TO REQUEST AN ATHLETIC FIELD

CITY OF KIRKLAND ATHLETIC FIELD USE PERMIT REQUIREMENTS FOR CITY OF KIRKLAND AND LAKE WASHINGTON SCHOOL DISTRICT CITY MANAGED ATHLETIC FIELDS

ORGANIZED USE OF ATHLETIC FIELD PERMIT REQUIREMENT

Organized field use of an athletic field is permissible by permit. Organized use can range from league use (practices, games, and tournaments), to camps and clinics, to social uses such as company picnics, birthday parties, family gatherings, filming and photography events, and to special events (i.e. festivals, runs, etc.). All organized uses require a permit. To confirm if your gathering requires a permit, please contact City of Kirkland Parks and Community Services staff at FieldRentals@kirklandwa.gov or (425) 587-3330. For Facility Use Permit application information, please utilize the links below. For Special Event, Community Programs, Filming or Photography or Block Party permit information, please visit the City of Kirkland website at https://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/SpecialEvents.htm.

CITY OF KIRKLAND AND LAKE WASHINGTON SCHOOL DISTRICT FIELDS OFFERED

The City of Kirkland offers City athletic fields for community use and several Kirkland area Lake Washington School District (LWSD) fields as well for a combined total of more than 50 athletic field resources. A complete list of all fields the City coordinates is available here: [Field Inventory \(Detailed\)](#). A copy of the Interlocal Agreement is available upon request.

Please note the Interlocal Agreement does not pertain to public use of gymnasiums, stadiums or tennis courts. For use of a gym, stadium or tennis court, please contact the school directly.

ATHLETIC FIELD USE APPLICATION DEADLINES

League/organization, on-going field use is fairly distributed according to the City of Kirkland Athletic Field Use Policies. The City splits athletic field use into two-seasons with an allocation process for each. Applications for field use are accepted anytime of the year, however to be included in the allocation process, applicants must apply by the seasonal deadlines below.

The First Season includes field use between approximately:

- Full synthetic fields: January 1st through July 31st
- Combination, grass and/or dirt fields: March 1st through July 31st
- Daytime summer camp uses through August 31st

The Second Season includes field use between approximately:

- Lee Johnson, Everest Field 1 and 2, Lake Washington High School Baseball and Softball Fields: August 1st through September 30th
- All other grass fields with a skinned infield: August 1st through October 15th
- All other grass and dirt fields: August 1st through October 31st
- Synthetic fields: August 1st through December 31st

The deadline to apply for each season allocation process are:

- First Season: December 1st the year prior
- Second Season: May 1st

If the allocation timeframe is missed, fear not. Fields are available beyond the allocation period on a first come, first served basis after the allocation process is complete. Fields are allocated based on an Athletic Field Policy with athletic programs prioritized by season and applications considered in priority order by tier:

- First Tier
 - City of Kirkland and LWSD programs and events

(Tiers continue on the next page)

(Tiers continued from previous page)

- 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 leagues from outside the local area
- Fourth Tier
 - Non-City Camps/clinics
 - 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 when and if necessary.

APPLICATION MATERIALS

City of Kirkland [Athletic Field Use Policies](#) apply to all uses.

The application materials required for league, camp, clinic, and/or tournaments uses of an Athletic Field include the following:

- [Athletic Field Use Application Checklist](#)
- [Athletic Field Use Application](#)
- Insurance coverage meeting [City of Kirkland insurance requirements](#) (and [Lake Washington School District insurance requirements](#), where applicable)
- [Athletic Field Use Fees](#)
- [Roster meeting the City's requirements](#)
- [Gender Equity Compliance Agreement](#)
- [Lystedt Law Agreement Compliance Agreement](#)
- A Site Plan (if applicable)

Social uses (i.e. birthday parties, company picnics, family gatherings) require the following application materials:

- [Athletic Field Use Application](#)
- [Athletic Field Use Fees](#)
- If applicable:
 - Picnic Rental Agreement
 - Picnic Rental Fee
 - Site Plan
 - Insurance

Additional requirements may be determined during the application process.

QUESTIONS

For questions regarding the Facility User Permitting process or the content and materials within please contact the City of Kirkland Parks and Community Services Recreation Division at FieldRentals@kirklandwa.gov or (425) 587-3330.