



2018 Athletic Field Rental Guide



City of Issaquah - Athletic Field Scheduler

Mara Swensen

425-837-3303

maras@issaquahwa.gov

[Web site: www.issaquahwa.gov/AthleticFields](http://www.issaquahwa.gov/AthleticFields)

Mailing Address:

301 Rainer Blvd South Issaquah, WA 98027

Fax (425) 837-3309

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Issaquah Parks and Recreation Department-Athletic Fields

GRASS FIELDS - Rentable Hours - 8:00am-Dusk (unless otherwise noted)

<u>PARK / FIELD</u>	<u>TYPE of USE</u>	<u>BASEPATHS AVAILABLE</u>	<u>PITCHING DISTANCE</u>	<u>OUTFIELD DISTANCE</u>	<u>DATES AVAILABLE</u>	<u>LIGHTS</u>	<u>QUALITY</u>
TIBBETTS VALLEY - 965 12th Ave NW (TVP3 & TVP5 - Rentable Hours - 8:00am-11:00pm)							
TVP1	Little League	60'	46'	250'	Mar. 1-Sept. 1	No	Game
TVP2	Little League Plus	60', 65', 70' TBD*	40', 46', 50'	285'+	Mar. 1-Sept. 1	No	Game
TVP3	Baseball / Softball	65', 70', 80', 90' TBD*	50', 54', 60'6"	295'+	Mar. 1-Sept. 1	Yes	Game
TVP4	Baseball / Softball / Soccer	65', 70', 80' TBD*	50', 54'	287'+ no fence	Mar. 1-Oct. 24**	No	Game
TVP5	Baseball / Softball	65', 70', 90' TBD*	50', 60'6"	295'+	Mar. 1-Sept. 1	Yes	Game

CENTRAL PARK - 1907 Park Dr NE							
CP5	Little League	60'	46'	192'+	Mar. 1-Sept. 1	No	Game
CP6	Little League	60'	40', 46'	203'+	Mar. 1-Sept. 1	No	Game

VETERAN'S MEMORIAL - 140 E Sunset Way							
VMF1	Baseball	70', 80'	54'	287'+ no fence	Mar. 1-Sept. 1	No	Game

SQUAK VALLEY - 10319 Issaquah-Hobart Rd SE - (Rentable Hours - Monday - Friday - 6:00pm-Dusk; Saturday - Sunday 8:00am-Dusk)							
SVP1 (2/3)	Soccer/Lacrosse/Football	Field configuration depends on sport & number of players			Mar. 1-Sept. 1	No	Game

TURF FIELDS - Rentable Hours - Sunday - Thursday - 8:00am-10:00pm Friday & Saturday - 8:00am-11:00pm

<u>PARK / FIELD</u>	<u>TYPE of USE</u>	<u>DATES AVAIL.</u>	<u>LIGHTS</u>	<u>QUALITY</u>
CENTRAL PARK - 1907 Park Dr NE				
Base Lengths				
Portable Mounds				
CP1 North Field	Baseball/Softball	60', 70', 80' are layouts & 90' pegs	YES	Game
CP2 South Field	Baseball/Softball	60', 70', 80', 90 dots for throwdowns	YES	Game
CP1	Soccer/Lacrosse/Football	Jan. 1 - Dec. 31	Yes	Game
CP2	Soccer/Lacrosse/Football	Jan. 1 - Dec. 31	Yes	Game
CP3	Soccer/Lacrosse/Football	Jan. 1 - Dec. 31	Yes	Game
CP4	Soccer/Lacrosse/Football	Jan. 1 - Dec. 31	Yes	Game

* TBD = Field sizes to be determined based on participation and need for an individual year.
 ** TVP4 Soccer is on the field March 1 through 1st week of June and again August 15 through October 24.
 FOR MORE INFORMATION, PLEASE CALL 425-837-3300

Prioritization of User Groups

The primary use of City of Issaquah Athletic Fields and recreation areas are for public recreation activities. For the purpose of determining the priority use of recreational facilities, the following priorities of groups are established.

1. **City of Issaquah Programs**
(Official City sponsored and/or funded programs or events)
2. **Issaquah School District Programs**
(Official District sponsored and/or funded programs or events)
3. **Youth Recreational Service Area Non-profit Organizations**
(80% or more Issaquah School District residents)
 - a. Must be **registered and operating only** as a **non-profit** through the Washington State Department of Licensing, UBI # and/or registered name must be provided.
 - b. Organization must be **open for participation** to entire City of Issaquah recreational service area.
4. **Adult Recreational Service Area Non-profit Organizations**
(80% or more Issaquah School District residents)
 - a. Must be **registered and operating only** as a **non-profit** through the Washington State Department of Licensing, UBI # and/or registered name must be provided.
 - b. Organization must be **open for participation** to entire City of Issaquah recreational service area
5. **Recreational Service Area For-Profit/Commercial Agency**
(Located inside the city limits of Issaquah)
6. **Youth Outside Recreational Service Area Non-profit Organizations**
(79% or less Issaquah School District residents)
7. **Adult Outside Recreational Service Area Non-profit Organizations**
(79% or less Issaquah School District residents)
8. **Outside Recreational Service Area For-Profit/Commercial Agency**
(Located outside the city limits of Issaquah)

Seasonal Sports Priorities:

Fall/Winter: Soccer and Football.

Spring/Summer: Baseball, softball, lacrosse, women's soccer leagues and the Parks Department soccer program.

Other Considerations Used:

1. The Parks and Recreation Department will take into consideration the demands, wear/use and real-time circumstances of all of the Athletic Fields in the entire service area when determining seasonal priorities and field allocation.
2. Games have priority over practices.

Application Process

League Applications:

1. An [Athletic Field Rental Request](#) form must be completed and submitted according to application deadlines below.
2. Verification of residency must be submitted.
3. Specific dates of use not required, however, range of dates requested.
4. Certificate of Insurance and Additionally Insured Endorsement Page must be attached. These are two separate documents, see page 5.
5. Incomplete applications will not be considered.
6. Sports Camps/Clinics/Academies need to contact City of Issaquah Parks & Recreation Department for correct application form.

Individual Team Applications:

1. An [Athletic Field Rental Request](#) form must be completed and submitted.
2. Individual teams will be granted space after above league reservation cut-off dates, on a first-come first-served basis.
3. Verification of residency must be submitted.
4. Reservation requests must be made at least two (2) weeks in advance of rental date. Reservation requests received with less notice than previously specified may not be accommodated.
5. Certificate of Insurance and Additionally Insured Endorsement Page must be attached. These are two separate documents, see page 6.
6. Incomplete applications will not be considered.

Tournament Applications:

1. A [Tournament Request](#) must be completed and submitted with \$250 deposit attached. (**this is necessary in order to secure tournament dates**)
2. Non-refundable **\$250 deposit** is required at time of booking. If the City denies the request, all deposits and fees will be returned without penalty.
3. **Tournament Requests are due on January first of each year.** No Tournament Request forms will be accepted before January 1st of each year. Any and all request received before January 1st will be denied or placed in order behind all other requests that came in at the correct time. All Tournament Requests are received via email and an email timestamp is used to place all applicants in order received.
4. Certificate of Insurance and Additionally Insured Endorsement Page must be attached. These are two separate documents, see page 6
5. Reservation requests received with less notice than previously specified may not be accommodated.
6. Incomplete applications will not be considered.

Sports Camp, Clinics and Academies Applications:

1. Sports Camps, Clinics and Academies need to contact the field scheduling office (see contact information below) for further information regarding obtaining field use for same.

Application Deadlines:

Leagues requesting reservations must submit schedule requests according to following deadlines:

Season of Use:

Winter (December 1 to February 28/29)

Spring/Summer (March 1 to July 31)

Fall (August 1 to November 30)

Athletic Field Use Requests Due By:

October 1

January 1

June 1

Return Applications to appropriate scheduler listed below:

Issaquah Parks & Recreation Department
Mail: PO Box 1307| Issaquah, WA 98027-

Attn Mara Swensen

Walk in: 301 Rainier Blvd S| Issaquah, WA 98027
Fax: 425-837-3309 / Email: maras@issaquahwa.gov

Parks/Rental Regulations and Guidelines

General Field Rules:

1. Applicant is expected to leave the premises in the same condition in which they were found or better. Insure that individual teams clean up the facility after each use, including dugouts, athletic field, and surrounding area. Remove all trash in the area to trash cans and/or dumpster. If cans are already full, please take trash with you and contact the Field Scheduling Office for follow-up. All groups must leave the facility in a condition satisfactory to the City of Issaquah. If not, violator must accept the Director's estimated damage appraisal.
2. Users shall not make any modification to any athletic field without prior approval from the Field Scheduling Office (including, but not limited to: storage boxes, bleachers, goals, fencing, sanicans, etc). All field modifications including field size increases or decreases or the request for multiple team use on a single field must be approved by the Parks and Recreation Department.
3. Lining or marking City fields requires approval of the Parks and Recreation Department. Burning lines on fields is prohibited. Repair costs arising from the improper use of chemicals or other field marking products will be charged to the applicant.
4. General maintenance and field preparation will be performed by Parks Maintenance staff to ensure safety for all uses.
5. Treat Department maintenance crew personnel with respect and courtesy.
6. User shall provide additional parking and crowd control, as needed. Overflow parking and/or crowd control plans may be requested by the City or Police Department. Cars improperly parked at City parks may be cited by the Police Department
7. It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the City or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or to destroy any other improvements.
8. It is unlawful to drive any vehicle over any portion of any public park. The applicant will be responsible for all damages to the buildings and accessories, and shall be responsible for reimbursement to the City.
9. No alcoholic beverages, which include beer or liquor, shall be sold or consumed on City park premises or any grounds or parking lots used in conjunction with said facilities. The tournament/activity will be cancelled if this becomes a problem for the City of Issaquah.
10. Smoking or use of tobacco products/controlled substances is prohibited on City athletic fields.
11. Dogs are not allowed in any City parks with athletic fields. Postings are at park entrances.
12. Department staff will make the final determination as to the playability of ball fields. **The renter will take responsibility for damages caused by playing on wet fields where a "Field Closed" sign is posted.** The City of Issaquah reserves the right to revoke any permits where it deems such action advisable for the best interest of the Department. The user group is responsible for any damages caused to a field by playing in questionable weather: ***this includes damages done trying to dry out a field, such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent.***
13. **It is the league/team/organization's responsibility to insure that all team coaches, managers, parents & players understand the regulations and guidelines. Failure to follow regulations and guidelines will result in cancellation of field use.**

Rules Specific to Grass Fields:

All of the above General Field Rules shall apply on grass fields, including the following:

1. Bases will be provided on ball fields.
2. Fresh drag will be applied at the start of the day when games are scheduled.
3. Maintenance will not be performed on grass fields following high school games, due to time constraints.
4. Bases/pitching rubbers may not be moved or removed unless given permission by the Field Scheduling Office. **Failure to comply could result in loss of field use.**
5. ***Please do not throw or hit into cyclone fencing or backstops.***
6. ***Manual chain-link hand drags are acceptable. Such drags must be done by foot. Absolutely no vehicles may be used to drag infields. After each use, drags must be taken off the field and stored in one of the storage boxes at the field or taken off site. Each team that uses the drag must put it away after each use and chain-link drags may NOT be left out for following teams to use.***
7. The user group is responsible for any damages caused to a field by playing in questionable weather: ***this includes damages done trying to dry out a field, such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent.***
8. ***Use of City of Issaquah fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.***

Rules Specific to Artificial Turf Fields:

All of the above General Field Rules shall apply on artificial turf fields, including the following:

(Turf fields are warranted only for soccer, football and lacrosse. **Other sports are not allowed.**)

1. **No** food, snacks, drink or gum (non-breakable bottles containing **water only** are allowed).
2. **No** alcohol or tobacco products.
3. **No** metal or screw-in cleats or spikes. Tennis/turf shoes or rubber-molded cleats are the **only** approved shoes allowed.
4. **No** fireworks, remote controlled cars, planes or model rockets.
5. **No** motorized vehicles, bikes, rollerblades, scooters or skateboards.
6. **No** hitting, kicking or throwing against the fences. Climbing fences is prohibited.
7. **No** golfing.
8. **No** pets.
9. **No** football hitting sleds.
10. **No** stakes, chairs, tables, canopies or tents or portable heaters on the turf.
11. Players and coaches **only** are allowed on the turf.

Unauthorized Use:

Use of City of Issaquah fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.

Insurance Requirements:

All leagues, sports camps, organizations, private renters (depending on the scope of the event) and other groups reserving fields, shelters or grassy area for single or multi-day use shall be required to obtain, maintain and provide an original Certificate of General Liability Insurance, from a company authorized to do business within the State of Washington, in the amount of one million dollars (\$1,000,000.00) with two million (\$2,000,000.00) aggregate on which policy the City of Issaquah is named as an additional insured. The following items shall be included on the certificate of insurance:

- Location of activities must show on certificate (City of Issaquah Parks)
- Type of activities must show on certificate (league play, tournaments, etc.)
- Dates of coverage
- Separate endorsement sheet (**this is necessary**)

Suggested verbiage for inclusion on the endorsement page:

One Time Event: The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for the (date) event.

Ongoing or Multiple Date Events: The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for any and all events held on City of Issaquah property or coordinated through City programs.

For-Profit/Commercial Athletic Field Use:

Per the State of Washington Constitution, Article 8, Section 7, it is against the law to use public property for monetary gain. Such business/organization conducted for profit is NOT ALLOWED on City of Issaquah property. The only exception is when there is a written contract in place with the City that allows such business/organization to be legally conducted, all corresponding requirements are met, and the City receives compensation for use of the public property.

Commercial use of City of Issaquah Athletic Fields will be considered on an individual basis. Fees will be negotiated between user and Parks and Recreation Department. This includes clinics, workshops, camps, outside leagues, picnics, special events, etc. Any activity offering services of professionals or for-profit agencies/groups/individuals will be considered "Commercial" users. Any non-profit offering activities with a for-profit group will be considered a commercial/for-profit user.

Payment of Rental/Billing and Confirmation:

- **Leagues** – Invoices will be sent out on the 1st of the month prior to use and must be paid in full by the 15th of the month. **Contract must be signed and returned to confirm rental dates, times and lighting schedule.**
- **Individuals** – Payment to accompany application at time of submittal.
- **Tournaments** – Non-refundable deposit to accompany application. Balance to be billed after event when total number of games played has been determined.
- **Monthly billing** – This option is for priority booking organizations. Must have multiple season bookings within the year. Payment must be made on the agreed date per invoice. Late payments will affect the following season's allocations.

Failure to pay and/or submit signed contract will result in loss of field use. Payments via cash, check, money order, Visa or MasterCard are accepted. Every user has the opportunity to place a credit card number on file with the Field Scheduling Office for purposes of automatically paying field use fees. Please contact the Field Scheduling Office with any questions.

Tournament Guidelines:

Tournament Coordinators must submit a written schedule of games/matrix, including the number of teams, at least five (5) business days in advance of the tournament.

All Tournament Coordinators reserving multiple fields for tournament use shall be required to obtain, maintain and provide insurance as outlined in the general application guidelines above, to be submitted with original application.

Holds on Fields:

The City does not “hold” rental dates. Reservations are confirmed and the rental date and time are secured once the rental application has been approved and the rental fees have been paid, where applicable.

Unauthorized Storage:

The City does not allow storage of any type on City property. This includes equipment, gear or storage units of any type unless an Assumption of Risk form has been signed and approved with City of Issaquah Parks and Recreation Department.

Unauthorized Use:

Use of fields that are non-adherence to published regulations and guidelines can affect a groups/individuals future use of City of Issaquah property. Any organized activity or group activity that monopolizes the field and does not allow for individual or general public use must reserve and pay for the field rental in advance. Any user of the field that does not make a reservation may be asked to leave the field immediately. If a field is reserved, individual or general public use may not take place on the field during the reserved time. ***Applicant/Organization fully understands that use of City of Issaquah fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.***

Concessions and Souvenirs: The granting of any rental does not give the applicant authority to sell souvenirs, food or drink upon City of Issaquah property. The authority to operate a concession shall be the sole privilege of the City of Issaquah. For information about the City’s concessionaire, please contact the Field Scheduling Office.

Fair Play Act

The City of Issaquah complies with the State of Washington’s “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Ross Hoover at the City of Issaquah, P.O. Box 1307, Issaquah, WA 98027 or rossh@issaquahwa.gov or 425-837-3346.

Public Records Disclosure Notice

Signatory acknowledges that the City is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW; therefore, all documents/information furnished to the City may be subject to public disclosure requests – unless exempted by law.

Closures, Cancellations, Changes and Refunds

Athletic Field Closures:

It is the league/team/organization's responsibility to obtain field closure information. Playability is determined by the City of Issaquah, Parks Maintenance Division of the Parks and Recreation Department.

The City of Issaquah reserves the right to close a field or cancel a rental at any time due to an emergency, severe weather, vandalism, poor playing conditions, situations that may result in field damage or personal injury or for any other reason deemed necessary.

The "Weather/Rain-Out" line (425-837-3326) will be updated:

Weekdays – 3:30PM

Weekends – 7:00AM and 12:00PM (When applicable)

1. When weather conditions decline after the "Weather/Rainout" line has been updated, field playability is determined by the user group or umpire, if for a game.

Cancellations, Changes and Refunds:

1. If the Issaquah Parks and Recreation Department cancels or declares a safety closure or weather related "Rain-Out" user groups will either be refunded or not billed – whichever should apply.
2. If a Coach or Umpire determines a field is unplayable, after being deemed playable by Parks Department staff, user group must advise the appropriate Parks and Recreation Department Field Scheduler within **48 hours** in order to receive a refund.
3. User groups must notify the Issaquah Parks and Recreation Department **two (2) weeks prior** to the scheduled rental date if they desire to cancel and receive a refund. User groups who do not notify the Issaquah Parks and Recreation Department two weeks prior to cancellation will not receive refunds and/or they will be billed for the field or facility use.
4. Changes to any contract will **NOT** be considered official until the Field Scheduling Office receives a written confirmation indicating acceptance of said changes. Leagues need to inform all Coaches that any changes to the rental contract (schedule) must be submitted by the official Field Scheduler of said League (or their designee, in case of absence). Changes to any contract will require two days lead time as outlined in the last paragraph on page 10 of this Guide.

When scheduling lights or field prep or making any changes beyond Users original request, the following criteria apply:

DAY REQUESTED for CHANGE, LIGHTS or FIELD PREP:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

MUST BE REQUESTED BY 2:00PM ON:

- Friday prior
- Friday prior
- Monday prior
- Tuesday prior
- Wednesday prior
- Thursday prior
- Thursday prior

Athletic Field Fees

The fees below indicate rates for non-profit user groups for league or tournament play.

Rental fees are generally reviewed on an annual basis and adjusted using a comparative rental fee study. Fees are subject to change without notice.

Game and Practice Fees:

Grass Fields			
	* Fee per hour (2 hr min)	Resident	Non Resident
ADULT	Softball	\$25.00	\$30.00
	Baseball	\$25.00	\$30.00
	Soccer	\$25.00	\$30.00
YOUTH	Softball	\$15.00	\$18.00
	Baseball	\$15.00	\$18.00
	Soccer	\$18.00	\$21.60
	Lacrosse	\$18.00	\$21.60
	Football	\$18.00	\$21.60
EXTRA FEES	Lights (per hour)	\$21.00	\$25.20
	Field Preparation	\$40.00	\$48.00

Rental of Artificial Turf Fields includes the warm-up areas.

Artificial Turf Fields			
	* Fee per hour (2 hr min)	Resident	Non Resident
STANDARD	Lacrosse	\$80.00	\$96.00
	Soccer	\$80.00	\$96.00
YOUTH	Lacrosse	\$53.00	\$64.00
	Football	\$53.00	\$64.00
	Soccer	\$53.00	\$64.00
EXTRA FEES	Lights (per hour)	\$21.00	\$25.20
	Field Lining	TBD	TBD

Tournament Fees:

Tournament Fees- Grass Fields			
	Field Prep Included	Resident	Non Resident
ADULT	Baseball Game	\$25.00/hr	\$30.00/hr
	Softball Game	\$25.00/hr	\$30.00/hr
YOUTH	Baseball Game	\$15.00/hr	\$18.00/hr
	Softball Game	\$15.00/hr	\$18.00/hr
EXTRA FEES	Non-refundable deposit *	\$250.00	\$250.00

Rental of Artificial Turf Fields includes the warm-up areas.

Tournament Fees- Artificial Turf Fields			
	★Fee per hour (2 hr min) ★	Resident	Non Resident
ADULT	Lacrosse	\$80.00	\$96.00
	Soccer	\$80.00	\$96.00
YOUTH	Lacrosse	\$53.00	\$64.00
	Football	\$53.00	\$64.00
	Soccer	\$53.00	\$64.00
EXTRA FEES	Lights (per hour)	\$21.00	\$25.20
	Field Lining	TBD	TBD

2018 LIGHT SCHEDULE

Light fees for the 2018 sports season are \$21 per hour (resident rate only) on those fields with lights (see Athletic Field Information page).

<u>INCLUSIVE DATES:</u>	<u>DUSK:</u>	<u>LIGHT FEES BEGIN AT:</u>
January 1 – January 16.....	4:30 p.m.	4:00 p.m.
January 17 - February 4	5:00 p.m.	4:30 p.m.
February 7 – February 24	5:30 p.m.	5:00 p.m.
February 25 – <u>March 11</u>	6:00 p.m.	5:30 p.m.
<u>March 12</u> – March 16.....	7:00 p.m.	6:30 p.m.
March 17 – April 6	7:30 p.m.	7:00 p.m.
April 7 – April 27	8:00 p.m.	7:30 p.m.
April 28 – May 20	8:30 p.m.	8:00 p.m.
May 21 – July 31	9:00 p.m.	8:30 p.m.
August 1 – August 18	8:30 p.m.	8:00 p.m.
August 19 – September 3	8:00 pm.....	7:30 p.m.
September 4 – September 17	7:30 p.m.	7:00 p.m.
September 18 – October 2.....	7:00 p.m.	6:30 p.m.
October 3 – October 17.....	6:30 p.m.	6:00 p.m.
October 18 – <u>November 4</u>	6:00 p.m.	5:30 p.m.
<u>November 5</u> – December 4.....	4:30 p.m.	4:00 p.m.
December 4 – December 31	4:00 p.m.	3:30 p.m.

Note: Daylight Savings Time **begins** Sunday, **March 11th**
 Daylight Savings Time **ends** Sunday, **November 4th**

Light fees begin at the times shown for each date range. Lights are scheduled to come on based on the scheduled sunset for each day. Lights may be programmed to come on earlier than times stated, when requested and agreed to by the Field Scheduling Office, but do not come on early based on weather (i.e. cloudy).

When scheduling lights or field prep or making any changes beyond Users original request, the following criteria apply:

<p><u>DAY REQUESTED for CHANGE, LIGHTS or FIELD PREP:</u></p> <ul style="list-style-type: none"> ■ Monday ■ Tuesday ■ Wednesday ■ Thursday ■ Friday ■ Saturday ■ Sunday 	<p><u>MUST BE REQUESTED BY 2:00PM ON:</u></p> <ul style="list-style-type: none"> Friday prior Friday prior Monday prior Tuesday prior Wednesday prior Thursday prior Thursday prior
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