

City of Edmonds
Policies and Procedures for Athletic Field Use
Scheduled by City of Edmonds

The Parks, Recreation and Cultural Services have established this field use policy to:

1. Manage the limited number of city athletic fields.
2. Insure all user groups are given a chance to schedule the use of city athletic fields with the priority given to the Edmonds residents.
3. Charge fees to help maintain fields.
4. Mitigate concerns of neighbors living near athletic fields.

Scheduling Priorities – Priority use will be granted to organizations with residency, as follows in order of priority:

1. City Sponsored programs
2. Youth Edmonds residents
3. Adults Edmonds residents
4. Youth out of boundaries
5. Adults out of boundaries

Scheduling Procedures

1. Facilities will be scheduled for three program periods each year which are as follows:

Spring/Summer (March, April, May, June, July, August)

Requests for this period will be accepted beginning January 1 and ending February 1.

Fall (September, October, November) Subject to weather conditions on all fields except Woodway Campus Fields.

Request for this period will be accepted beginning July 1 and ending August 1.

Winter (December, January, February)

Request for this period will be accepted beginning November 1 and ending December 1. Civic Center Dirt Field is the only field available.

(All Grass Fields are closed during these months unless otherwise approved by the Park Maintenance Manager)

1. Scheduling meeting, if necessary, will be conducted within 14 days after the designated date for submission of request. Following the scheduled meeting, approved requests will be mailed to each organization confirming the dates of use. Facilities will be assigned on an equitable basis and contingent upon field availability. Reassignments necessary due to inclement weather or facility closure will be made when possible. The City reserves the right to limit the amount of play permitted on the facilities during any program period. The City will establish beginning and ending dates for field use for each period.

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2. All organizations shall submit a copy of their formal league schedule to the Recreation Center at least one week prior to the program starting date. Tournaments must submit a copy of tournament schedule Wednesday prior.

3. Scheduled league games shall have use of the facilities over practice. League play has priority over tournament games. Maximum scheduled time per game is two hours, and a maximum scheduled time for practices is one and one-half hours. Practice sessions locations will be rotated around the field playing surfaces in accordance with existing field conditions. Facility Attendant will control the use of the facility.

4. The City of Edmonds requires all users groups to provide a copy of the agency's insurance policy showing the City of Edmonds as Co-additional insured. A signed copy of the Edmonds School Districts Lystedt form when requesting use of a School District fields. Permits will no longer be issued without this verification.

5. League Coordinator, Presidents, etc. are directly responsible for informing team coaches/representatives of the City of Edmonds policies regarding field rental/usage.

Fees and Charges

1. Fees and charges will be assessed for use of all facilities to help partially offset administrative and operational costs. Facility rental fees are outlined below. A \$30 Administrative fee will be included for each rental.

A. All other fields per hour rate without lights; R \$10.00/Hr - NR \$12.00/Hr
Civic Center Field with lights: R\$20.00/Hr - NR \$24.00/Hr

B. Light Rental Guidelines; Fees will be charged after the following times.

January	4:00 pm	May	7:00 pm	September	7:00 pm
February	5:00 pm	June	8:00 pm	October	6:00 pm
March	6:00 pm	July	9:00 pm	November	4:00 pm
April	6:00 pm	August	9:00 pm	December	4:00 pm

Collection of Fees

Billing statements of facility usage will be attached to approve Facility Use Permits and must be paid three (3) days prior to scheduled usage. Failure to make payment within the three (3) day period will result in immediate termination of approved permit. All payments for fees and charges will be made by cash, check or an approved credit card payable to City of Edmonds. Checks returned to the City must be paid by cash, credit card or cashier's check plus an additional \$30.00 return check fee.

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Cancelation/Rescheduling

Requests for refunds must be submitted in writing to Edmonds Parks, Recreation and Cultural Services. They will be granted based on the following criteria,

1. Programs canceled by adverse weather.
2. Programs canceled by Edmonds Parks, Recreation and Cultural Services at least 72 hours in advance of the scheduled activity.
3. Emergency, short, or no notice cancellations, instituted by police, fire, park, or official personnel, wherein the health and/or safety of the participants and/or spectators could be at risk.

All refunds for the above reasons will be made to the organization at the conclusion of the approved permit use.

Community Athletics Non-Discrimination Policy:

The City of Edmonds complies with the State of Washington's "Fair Play in Community Sports Act" (Laws of Washington Chapter 467, effective July 26, 2009) that prohibits discrimination against any person in a community athletics program on basis of sex.

RULES AND REGULATIONS

1. Alcohol, Drugs, Smoking and Dogs are prohibited at all City and School fields
2. Motor vehicles are to be parked only in designated parking areas.
3. Concessions - only permitted with City of Edmonds Recreation User Agreement.
4. No person shall mutilate, deface, or damage any athletic facility. All litter shall be deposited in the designated receptacles.
5. All rules and regulations related to the use of Edmonds School District property shall apply to all City athletic facilities located on School District property.
6. Organizations shall not be permitted to utilize the facilities without adequate adult supervision at all times.
7. All organizations, groups, and/or individuals utilizing the facilities must leave them in satisfactory condition. Failure to do so will result in the additional maintenance costs charged to the organization, group, or individuals responsible for additional cleanup.
8. The Edmonds Parks, Recreation and Cultural Services reserves the right to cancel any facility Use Permit due to excessive turf damage or any unforeseen issues and to amend the procedures set forth in this document at any time.
9. The City of Edmonds is not responsible for accidents, injuries or loss of property.

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10. All play will cease at the following times listed on the field permit for all field rentals with the exception for Civic Center Playfield on which play will cease at 9:00 pm year round. See chart used for light fees on page 3.
11. Billing statements for facility usage will be attached for approved Facility Use Permits and must be paid three (3) days prior of the scheduled usage. Failure to make payment within the three (3) day period will result in immediate termination of approved permit. All payments for fees and charges will be made either by cash, check, or an approved credit card. A \$30.00 fee will be charged for all returned checks.
12. If a team or league chooses to violate the limitations placed on fields, they will be penalized by not being allowed to play on the field(s) for the remainder of the season and possibly the next season.
13. No organized play or practices will start before 9am on any city owned or scheduled fields.
14. Organizations must provide their own bases and lining equipment.
15. No artificial noisemakers on the fields. Examples are honking car horns, sirens, air horns, portable music player + P. A., radios, etc.
16. Any organization not utilizing the fields as scheduled will lose that scheduled time for the remainder of the season.

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Field Locations

Anderson Field, 700 Main St, Edmonds

Grass field, primary use is youth baseball, soccer, and softball. No fences. Open March 15 through October 31. Restrooms located in Frances Anderson Center. No bases installed.

City Park, 3rd and Howell, Edmonds

Grass field, primary use is youth baseball, soccer, and softball. No fences. Open March 15 through October 31. Restrooms in park. No bases installed

Civic Center Playfield, 6th and Edmonds St, Edmonds

Field CC1 – Multi-purpose soccer field with lights, open year round.

Field CC2 – Grass baseball, soccer, and softball field. Right field fence 270'. Open March 15 through October 31. One sani-can. No bases installed.

Edmonds Elementary, 1215 Olympic Ave, Edmonds

Multi-purpose field, primary use is youth baseball, soccer, and softball. No fences. Open March 15 through October 31. One sani-can. No bases installed.

Hickman Park, 23700 104th Ave. W Edmonds

Grass field primary use is youth t-ball, coach pitch baseball and soccer. No fences. Open March 15 through October 31. Two sani-cans. No bases installed. Sport court with two basketball hoops.

Madrona School, 9300 236th St SW, Edmonds

M-1 – Primary use is youth baseball and adult softball. Left field fence 270'. No bases installed.

M-2 – Primary uses youth football, lacrosse and soccer. Open March 15 through October 31. One sani-can.

Pine Street Park, 6th and Pine Street, Edmonds

Grass field, primary use is youth baseball and softball for ages 10 and under. Fence 170'. Open March 15 through October 31. One sani-can. No bases installed.

Seaview Park, 80th Ave W and 186th St SW, Edmonds

Grass field, primary use is youth baseball, soccer, and softball. No fences. Open March 15 through October 31. Restrooms in park. No bases installed.

Sierra Park, 80th Ave W and 191st St SW, Edmonds

Grass field, primary use is youth baseball, soccer, softball and adult softball. Fences 240'. Open March 15 through October 31. One sani-can. No bases installed.

Woodway Campus Fields, 23200 100th Ave W. Edmonds

Synthetic turf fields, primary multi use sports field. Lined for soccer, lacrosse, baseball, and ultimate frisbee . Three sani-cans. Open year round.