



King County

**PARKS**

Your Big Backyard

**2024**

**KING COUNTY PARKS**

**ATHLETIC FIELD  
SCHEDULING**

# Table of Contents

<b>Scheduling Contact Information</b>	<b>2</b>
<b>Field Scheduling Instructions</b>	<b>3</b>
<b>Fees</b>	<b>5</b>
<b>Tournament Procedures</b>	<b>6</b>
<b>Credits and Cancellations</b>	<b>7</b>
<b>Insurance Requirements</b>	<b>8</b>
<b>Supplemental Maintenance Agreements</b>	<b>9</b>
<b>Field Use Rules and Guidelines</b>	<b>10</b>
<b>Things You Should Know</b>	<b>12</b>
<b>2024 Light Fee Schedule</b>	<b>15</b>
<b>Field Rainout Contact Numbers</b>	<b>16</b>

King County Parks has made Equity and Social Justice a priority in our work.

This commitment requires us to evaluate our scheduling processes and system to ensure our parks and athletic facilities are available for all groups, including youth in our historically underserved communities who have not always had a safe place to recreate. We have a responsibility to provide all communities with equitable access to our system and look forward to partnering with every organization and individual user this season to work towards equitable access for all. Our goal is to provide everyone with the opportunity to enjoy our beautiful parks system and we appreciated our community's support and partnership.

## **SCHEDULING CONTACT INFORMATION**

### **Regional Scheduling Office (all fields except Marymoor)**

201 S Jackson St Suite 5702  
Seattle, WA 98104  
Ph: 206-477-6150

Email the Regional Scheduling Office at [regional.scheduling@kingcounty.gov](mailto:regional.scheduling@kingcounty.gov)

**Grass ballfields are open Mar 1 through Oct 31 except South King County ballfields are open Mar 1 through Sept 30.**

### **Marymoor Park Scheduling Office**

6046 West Lake Sammamish Pkwy NE  
Redmond, WA 98052  
Main Office Ph: 206-477-7275  
Fax: 206-296-4341  
Athletic Field Scheduling Ph: 206-848-0256

Email the Marymoor Park Scheduling Office at [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov)

**Marymoor grass ballfields are open Mar 1 through Sept 30.  
Marymoor grass soccer fields are open Mar 1 through Oct 31.**

## **MARYMOOR PARKING**

Marymoor Park charges \$1.00 for parking fee per day.  
You may purchase a 2 month permit for \$20.00, 3 months for \$30.00, 6 months for \$55.00 or 12 months for \$100.00. Pre-paid daily parking passes are now available in \$5 booklets. Discounts available for group sales. For information on parking pass sales call 206-477-7275.

Parking violations may result in a fine of \$35.00 per violation.

**Parking passes are for sale and parking violations may be paid online at [kingcounty.gov/parks/marymoorparking](http://kingcounty.gov/parks/marymoorparking)**

## FIELD SCHEDULING INSTRUCTIONS

Review the enclosed tentative permit for your organization's field use. For returning field users, this schedule is based on your previous year's paid field uses. For new field users, the schedule is based on the ***Application for Field Use*** you submitted to the scheduling office.

### **After reviewing the tentative permit, please do the following:**

- 1 To accept the permit **without changes**, sign, date and return it to the scheduling office. Please make a copy for your records.
- 2 To delete dates or times, draw a single line through the date and/or time to be deleted on the tentative permit. Please do not use a marker that will block out this information. Sign and date the permit and return it to the scheduling office.
- 3 To request additional dates and times, use the *Application for Field Use* form. This request must be received at least two weeks prior to the first date requested. Do not write additional requests on the permit.
- 4 Return the signed permit with your \$500.00 field use application fee. This fee will be applied toward your final balance. *The application fee is non-refundable after March 1, 2024.*

Permits with totals less than \$500.00 must pay in full.

### **Please return the following by the January 19, 2024 deadline**

- Tentative Field Use Permit, with desired changes indicated
- Application for Field Use (for new field users and returning users needing additional use)
- Group Contact Information form
- Proof of Insurance Certificate and Endorsement Page
- \$500.00 Field Use Application Fee

**Your 2024 field use Permit #** \_\_\_\_\_

**Your Insurance documents expire on** \_\_\_\_\_

## **YOUR FIELD PACKET MUST BE COMPLETED, SIGNED, DATED AND RETURNED BY:**

**JANUARY 19, 2024**


*If your packet is not submitted by this deadline, your dates may be returned to the general availability pool.* If there is a reason you cannot meet this deadline, please contact the scheduling office.

**Please be considerate!** If you do not intend to use King County fields in 2024, please call and release the dates right away so others may use them.

### **Permit approval will occur when the following are received:**

- 1 A signed permit.
- 2 A certificate of liability insurance naming King County as additionally insured (see enclosed sample page)
- 3 An endorsement page for the same certificate of insurance referencing the same policy number (see enclosed sample page).
- 4 Your organization's official game schedule. Game schedules are required and must be received fourteen (14) calendar days prior to your first date of use. Submitting your official schedule on time will ensure accurate scheduling of lights and field preparation.

All Jamboree, sports camps, and tryout dates must be clearly outlined in your schedule.

- 5  **FULL PAYMENT IS DUE BEFORE YOUR FIRST SCHEDULED USE.** You don't have official permission to use King County athletic fields until full payment has been received along with the proper paperwork. An invoice will be issued with a copy of your approved permit after your signed tentative permit and insurance documents have been received. If changes are made to the schedule throughout the season, you will receive a final invoice or refund within 30 days of your last field use.

This policy will be strictly enforced.

We accept Visa, MC, Discover Card and American Express.

*See page 4 for late fee charges*

# FEES

## APPLICATION FEES

Application fees are due with field use application and will apply toward the field/light balance.

### APPLICATION FEES ARE NON-REFUNDABLE AFTER MARCH 1, 2024

League Application Fee	\$500.00
Tournament Application Fee (per tournament)	\$500.00

## FIELD USE FEES\*

Adult Sand Games/Tournament	\$40.00/hr
Adult Grass Games/Tournament	\$45.00/hr
Single Team Reservation (non-synthetic turf)	\$30.00/hr
Synthetic Turf Fields (All age Groups)	\$60.00/hr
Non Peak Synthetic Turf Field Mon - Fri (9 a.m. – 3:30 p.m.)	\$30.00/hr
Youth/Senior League Organized Games & Practices (non-synthetic turf)	\$16.00/hr
Youth/Senior Tournament (non-synthetic turf)	\$23.00/hr
Ballfield Lights - All groups	\$23.00/hr
Extra Maintenance Fee	\$65.00/hr
Cancellation Fees	\$10.00/hr
Tournament Cancellation Fees	\$15.00/hr
Portable Mound Fee (Marymoor Only)	\$195.00

**If your group wants to bring portable mounds, you need to coordinate with the Park District Manager at least 1 week in advance of field use. You must bring help to move mounds on and off the field. Staff aren't allowed to assist.**

**\*Fees above include field prep after every 3rd game**

## CANCELLATION AND LATE FEES – REGULAR LEAGUE PLAY

All league games and practices are subject to the following cancellation fees:

Cancelled 14 days or more before use date	\$10.00 per hr
Cancelled less than 14 days before use date	100% use fee

***PLEASE NOTE: A 1.0% late fee per month will be charged on all balances 30 days past due (\$25.00 minimum late fee per month).***

# **TOURNAMENT PROCEDURES**

## **APPLICATION FEE**

A \$500.00 application fee for each tournament must be submitted to the scheduling office by the due date on your packet. We accept Visa, MC, Discover Card and checks. Make checks payable to King County Parks. The application fee will apply toward your field use balance, however, **this application fee is non-refundable after March 1, 2024.**

## **TOURNAMENT AND PAYMENT SCHEDULE**

**Your final, completed tournament schedule must be received at the scheduling office, with payment no later than: 12:00 p.m. (noon) on Wednesday the week of the tournament.**

## **TOURNAMENT SCHEDULE CHANGES**

Changes will not be accepted after the final schedule is received, with the exception of the final "if" game. This includes cancellation of light usage. Schedule needs to include field preps. See page 5 for field prep information.

## **TOURNAMENT CANCELLATIONS**

Field use cancelled before receipt of the final schedule will be charged a \$15.00 per hr cancellation fee after March 1, 2024. Fees will not be refunded for field use cancelled after receipt of final schedule. Cancelled use will not be included in your schedule the following year.

**A CERTIFICATE OF LIABILITY INSURANCE** naming King County as additional insured is required two weeks before the scheduled tournament. (see enclosed sample page)

**AN ENDORSEMENT PAGE** for the same certificate of insurance referencing the same policy number must accompany the Certificate of Liability Insurance. (see enclosed sample page)

**ADMISSION FEES, FOOD, BEVERAGE OR MERCHANDISE SALES** must be approved and permitted in advance. 20% of gross revenue; minimum \$25 will be paid to King County.

# CREDITS AND CANCELLATIONS

## CREDIT ADJUSTMENTS

Your scheduling representative must contact the scheduling office within five working days of a light failure or on-site game/practice rainout cancellation to confirm a credit. *Unconfirmed schedule changes will not be credited to your organization.* All credit adjustments must be submitted in writing or email.

## CANCELLATIONS

**Non-Tournament Play:** All cancellations must be submitted in writing or email. After March 1st, a \$10.00 per hour cancellation fee will be assessed for field use cancelled any time between the receipt of the final schedule and 14 calendar days prior to the field use date. There is no refund of field use fees for cancellations made less than 14 days before the use date. Cancelled use dates will not be included in your schedule the following year.

Light fees will be refunded in full if adequate notice is given and staff is available to re-set lights.

## CANCELLATION OF LIGHTS

An automated lighting system is available at these locations:

- Marymoor Park
- Big Finn Hill Park
- Petrovitsky Park
- Steve Cox Memorial Park
- Ravensdale Park
- Redmond Ridge Park
- Preston Park

We are able to credit your organization for lights scheduled at these parks if you call in for cancellation during office hours (only if we're able to turn the lights off).

**Do not leave a voicemail.** If you cannot reach one of the office staff, please call the appropriate lighting system cell number:

**Regional Light Cell Ph: (All parks listed above except Marymoor) 206-214-7548**  
**Marymoor Park Light Cell Ph: 206-225-8936**

We are also able to turn lights on or off after hours if you call with your name, the organization's name and the permit #. If you do not reach staff directly please leave your phone number so that we may call you back.

**Note:** We do not send maintenance staff out after hours to fix lighting problems. The only lights we are able to help with are those with the automated lighting.



## INSURANCE REQUIREMENTS

To use King County facilities, your organization must have a current Certificate of Insurance and Endorsement page on file with the King County Parks and Recreation, as required by law in King County Code, chapter 7.12 paragraph 110. If you do not have your certificate of insurance and endorsement page on file, you do not have permission to use King County fields for organized sports activities.

- You will provide at no cost to King County, a Certificate of Insurance and Endorsement page naming

### ***King County, Its Officers, Officials, Employees, and Agents***

as additional insured. The Endorsement page must refer back to the policy number on the Certificate of Insurance.

- A sample certificate page and endorsement page are included in this mailing.
- King County Code, chapter 7.12 paragraph 110

7.12.110 Liability Insurance. During all periods of use, persons using facilities by permit shall obtain and maintain public liability insurance acceptable to the County and/or other insurance necessary to protect the public and the County on premises to be used, with limits of liability no less than:

\$500,000 each person personal injury  
\$500,000 each occurrence personal injury  
\$250,000 each occurrence property damage

or

a combined single limit personal injury and/or property damage liability of \$1,000,000 per occurrence

*and*

general aggregate of \$2,000,000.

Persons shall provide a certificate of insurance or upon written request of the County, a **duplicate of the policy**, as evidence of the insurance protection provided. This insurance shall not be cancelled or reduced without prior written notice to the County at least thirty days in advance of the cancellation. (Ord. 6798 11, 1984).

**Your Application for Field Use or permit will not be considered valid until your Certificate of Insurance plus an Endorsement Document are on file in our office.**

**SPECIFIC REQUIREMENTS ARE:**

- Limits of liability will meet requirements listed in the King County Code as stated on page 8.
- Certificate and Endorsement may be mailed or faxed to the appropriate scheduling office.
- This process must be completed two weeks prior to first scheduled usage or you do not have permission to use King County Park's athletic fields.

If you have any questions concerning insurance requirements, please contact the scheduling office.

**SUPPLEMENTAL MAINTENANCE AGREEMENTS**

Supplemental Maintenance Agreements (SMA's) are seasonal/short-term agreements with a volunteer group that authorize the volunteer group to perform limited maintenance tasks on athletic ball fields above the level/or in addition to the level of maintenance that King County Park's maintenance staff provides. All volunteers must attend a training session and will be issued a card authorizing the volunteer to perform only those duties specified in the agreement.

If your organization is interested in performing specific maintenance tasks specified in the agreement for the 2024 season, please contact the scheduling office for the appropriate staff member and telephone number for your region. **No one has authorization to do any maintenance related work on King County athletic fields without prior permission and training.**

If you have questions about SMA's or wish to view a sample copy of a Supplemental Maintenance Agreement, please contact the scheduling office.

## FIELD USE RULES AND GUIDELINES

We welcome your use of King County Park's facilities and appreciate your cooperation in making our parks a safe, positive environment for all users.

### FIELD CLOSURE INFORMATION – RAINOUTS

Field closures may result from inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repair work to bring the field back to a playable condition. It is the organization's responsibility to obtain field closure and rainout information by calling the rainout message line which will be updated by field staff.

**See the list of Field Rainout Phone Numbers and times field information will be updated on back cover.**

**IMPORTANT:** If the field has been rained out by Park's staff, **STAY OFF THE FIELD!** You are not allowed to try to prep the field to get it into playing condition even if the field has dried out since the rainout was posted. Any foreign materials such as bark, sand, dirt, kitty litter, diamond dry, etc are strictly prohibited. **Field repair fee: \$65 per hour.** Repeat offenses may result in revocation of field use privileges.

### SYNTHETIC TURF FIELD RULES

- Food, soda, juice and other drinks must be consumed off the field surface. Drinking water is permitted in all areas.
- Sunflower seeds, gum and tobacco products are prohibited in all areas
- Metal Cleats are prohibited
- Pets are not allowed
- Bicycles, skateboards, rollerblades and scooters are prohibited
- Fireworks, model rockets and other explosive devices are prohibited in the park
- Alcoholic beverages are prohibited in all areas
- Authorized motor vehicles only

### FIELD LIGHTING PROBLEMS

Please see page 6 for information on reporting problems with scheduled field lighting at the following fields:

- Big Finn
- Marymoor Park
- Petrovitsky Park
- Ravensdale Park
- Hill Park
- Redmond Ridge
- Steve Cox Memorial Park
- Preston Park

These fields have remote controlled light timers which under normal circumstances may be adjusted after hours.

*Note: We do not send maintenance staff out to fix lighting problems after hours.*

## WE ARE SERIOUS ABOUT ENFORCING THE LAW.

- King County Sheriff and local police routinely patrol County parks.
- Parks personnel will report violators.
- Violations may result in citations and/or revocation of field use privileges



### TOBACCO PRODUCTS BANNED

In July 2012, the King County Council passed KC Ordinance 17375 banning the use of tobacco products in high-use areas of King County Parks facilities.

Athletic fields, sport courts, play areas, picnic shelters and parking lots are examples of high-use areas. Tobacco products such as chewing tobacco, cigarettes, cigars, and pipe tobacco are not allowed in these areas.

### ALCOHOLIC BEVERAGES

#### NO ALCOHOLIC BEVERAGES ARE ALLOWED IN KING COUNTY PARK FACILITIES

**WITHOUT A PERMIT.** County law prohibits the opening or consumption of alcoholic beverages in any area under the ownership, management, or control of the King County Parks Division without written permission. Consumption of alcoholic beverages is prohibited except in areas designated by the Manager or the Manager's designee. Violation of this law is a misdemeanor. Any person convicted of violating the law shall be fined up to \$500.00 or imprisoned in the County jail up to 90 days or both. In addition, any person who fails to comply with the law may be ejected from the park facility and barred from the use of any park facility in the future.

### LITTER CONTROL

#### Leagues will be held responsible for excessive litter left after games and practices.

We recommend that the home team be made responsible for cleaning up the area before they leave. Maintenance will monitor and report abuses of this policy and a clean-up fee will be imposed when excessive maintenance time is needed to clean the area. **Clean-up fee: \$65.00 per hour.** Repeat offenses may result in revocation of field use privileges.

## THINGS YOU SHOULD KNOW

### LATE PAYMENT PENALTY

Full payment is due upon confirmation of scheduling. Do not wait to pay. All fee adjustments will be billed or credited at the end of your season. 1.0% late fee per month will be charged on all balances 30 days past due (\$25.00 minimum late fee per month). See page 5.

### JAMBOREE, SPORTS CAMPS, AND TRYOUTS

Jamboree, sports camps, and tryout dates must be clearly outlined in your game schedule. These are not considered simply practices and maintenance staff needs to be alerted.

### LIGHT FAILURE

When you have a problem with scheduled field lights, call the number below:

**Marymoor Park Light Cell Ph: 206-225-8936**

**Regional Light Cell Ph: (All fields except Marymoor) 206-214-7548**

Lights come on 15 minutes before your scheduled use. **Please do not call us before that time.**

### RAINOUTS

When maintenance has rained out a field, **stay off the entire field**. Do not assume it is ok to practice because the field has dried out. The field may not be in safe condition or use may damage the field resulting in longer closure times. Field repair fee: \$65 per hour.

### SUPPLEMENTAL MAINTENANCE

Sign up for a Supplemental Maintenance Agreement. Once trained your group will be allowed to rake, line, and move bases. Training cards will be issued to those that attend a mandatory training session. All others are not allowed to do any manual labor on County fields.

### INFIELD SOIL

Do not add any foreign materials to the infield mix such as bark, sand, dirt, kitty litter, diamond dry, etc. This causes major maintenance problems that cost the County thousands of dollars each year.

## **DESIGNATED PARKING AREAS**

Only County vehicles are allowed on Parks property other than in designated parking areas. Do not remove bollards and drive onto park property to unload or park. You will need to carry all items from the parking area to the fields. Bring a wagon or cart for heavy items. Do not block roadways. Your vehicle may be cited by police or towed.

## **ANTI-DISCRIMINATION POLICY**

In all use, hiring or employment made possible or resulting from this permit, the Permittee agrees that:

A: There shall be no discrimination against any employee or applicant for employment because of sex, age, creed, national origin, marital status, sexual preference or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to but not be limited to the following: employment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

B: No person shall be denied, or subjected to discrimination to, receipt of the benefit of any services or activities made possible by or resulting from this permit on the ground of sex, race, color, creed, national origin, age, except minimum age and retirement provisions, marital status, sexual preference or the presence of any sensory, mental or physical handicap.

C: Any violation of this provision shall be considered a violation of a material provision of this permit and shall be grounds for cancellation, termination, or suspension in whole or in part, of the permit by the county and may result in ineligibility for further county permits.

D: The Permittee shall comply with all applicable anti-discrimination and affirmative action ordinances, laws and statutes, including but not limited to King County Ordinance 5983, 4258, and R.C.W. Chapter 49.60.

## **SINGLE TEAM RESERVATIONS (STR)**

Single teams may book 2-weeks in advance throughout the season. The STR fee is \$30.00 per hour for grass fields and \$60.00 per hour for Synthetic Turf. No bookings will be made for the week in which the call is received. Fees must be paid at the time of booking. Visa, MC, Discover Card and checks are accepted.

Refunds are not given for rain outs. You have the option to rebook (one time only) within a 2-week period. Lights are automatically credited if King County rains out the field or if the group cancels lights in advance by speaking directly to scheduling staff.

## **OTHER FEES**

Additional service - costs such as extra maintenance, preps, fencing or mound installation will be billed on a case-by-case basis and only if maintenance staff is available.

Fields are prepped after every 3rd game.

Extra field preps: \$25.00 - \$50.00

Quick Prep: Field hand raked around bases and relined

Full Prep: Field dragged and relined

Other services or repair fee: \$65 per hour

\*Concession Fees and Spectator Admission: 20% of Gross Revenue

**\*NOTE:** Before selling food, beverages, merchandise or spectator admission, groups must obtain a concession permit from the King County Parks and Recreation Division.

If you have questions regarding fees or need additional information, please contact the scheduling office.

## **FOOD, BEVERAGE & MERCHANDISE SALES**

If you would like to serve or sell any food items, or sell merchandise at an athletic event, **you must seek prior approval**. If your request is granted, you may need to provide a health permit from the King County Health Department and extra insurance. There is a concession fee paid to King County Parks of 20% of gross revenue; \$25 minimum. For more information, please contact the scheduling office.

**Concession information must appear on your facility use permit.** You are required to have your concession permit at your event or you will not be allowed to set up your concession stand.

# 2024 LIGHT FEE SCHEDULE

<b>INCLUSIVE DATES</b>	<b>LIGHT FEES BEGIN AT:</b>
NOVEMBER 20, 2023 – JANUARY 7, 2024	4:00 p.m.
JANUARY 8 – JANUARY 28	4:30 p.m.
JANUARY 29 – FEBRUARY 18	5:00 p.m.
FEBRUARY 19 - MARCH 3	5:30 p.m.
MARCH 4 – <b>MARCH 9</b>	6:00 p.m.
<b>*MARCH 10</b> – MARCH 24	7:00 p.m.
MARCH 25 – APRIL 14	7:30 p.m.
APRIL 15 – MAY 5	8:00 p.m.
MAY 6 – JUNE 2	8:30 p.m.
JUNE 3 – JULY 21	9:00 p.m.
JULY 22 – AUGUST 11	8:30 p.m.
AUGUST 12 – AUGUST 25	8:00 p.m.
AUGUST 26 - SEPTEMBER 8	7:30 p.m.
SEPTEMBER 9 – SEPTEMBER 22	7:00 p.m.
SEPTEMBER 23 – OCTOBER 6	6:30 p.m.
OCTOBER 7 – OCTOBER 27	6:00 p.m.
OCTOBER 28 – <b>NOVEMBER 2</b>	5:30 p.m.
<b>*NOVEMBER 3</b> – NOVEMBER 17	4:30 p.m.
NOVEMBER 18, 2024 – DECEMBER 31, 2024	4:00 p.m.



Lights are scheduled to come on 15 minutes before scheduled use and to go off 15 minutes after to assure safety leaving the fields. **DO NOT** use this ingress/egress time for your scheduled field use.



# 2024 FIELD RAINOUT CONTACT NUMBERS or use new app [statusfy.com](https://statusfy.com)

These phone numbers are rainout voicemail boxes only and you will not be able to leave a message. This line will be updated weekdays by 3:00 p.m. On weekends the line will be updated by 7:00 a.m. for early games and, if conditions change, also at 12:00 p.m. (noon) for late afternoon games and 3:00 p.m. for evening games. The rainout updates will announce the day and date.

<b>FIELD</b>	<b>START TIME</b>	<b>PHONE</b>
Big Finn Hill Park	9 a.m.	206-205-6722
Coalfield Park	10 a.m.	206-205-6722
Duvall Park	10 a.m.	206-205-6722
Fall City Park	10 a.m.	206-205-6722
Five Mile Lake Park	9 a.m.	206-205-6722
Lake Francis Park	10 a.m.	206-205-6722
Levdansky Park	10 a.m.	206-205-6722
Marymoor Park	9 a.m.	206-205-6722
Petrovitsky Park	9 a.m.	206-205-6722
Preston Athletic Fields	9 a.m.	206-205-4276
Ravensdale Park	9 a.m.	206-205-6722
Redmond Ridge	9 a.m.	206-205-6722
Skyway Park	9 a.m.	206-205-6722
South King County Ball fields	9 a.m.	206-205-6722
Tolt-MacDonald Park/Mariner	9 a.m.	206-205-6722
Steve Cox Memorial Park	9 a.m.	206-205-6722

**Please copy this information and share it with all coaches and players.**