

# Woodinville

## Sport Fields Rental Manual

Facility Rental Policies and Procedures



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## INTRODUCTION

The City of Woodinville manages the scheduling for all the City sport fields in a manner that helps ensure equitable distribution, achieves maximum use of the facilities, and maintains a safe and quality environment. When necessary, the City may close certain fields for safety or maintenance issues.

## DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply in this manual:

- **City** means the City of Woodinville.
- **Commercial Groups** means for profit groups that charge admission and/or participation fees and/or have as a purpose, the generation of income for the host group or individual(s).
- **Department** means the City of Woodinville Parks & Recreation Department.
- **Historical Use** means organizations who have scheduled sport fields during the most recent prior season for a particular sport.
- **Incidental** use means a non-organized, non-league use such as informal “pick up” games or public drop in time.
- **Maintenance Staff** means the City of Woodinville Parks Maintenance and Operations Staff.
- **Non-Commercial Groups** means non-profit groups that have as their primary focus the needs of the youth and/or adults of the community.
- **Organization** means any entity requesting use of an sport field whether it is a league, group, organization, association or individual team.
- **Rental Customer** means any organization or individual that has rented the Sport Fields.
- **Resident** means someone who resides within the city limits of Woodinville. A Woodinville mailing address (zip codes 98072 or 98077) does not indicate a person is a resident.
- **Sport Fields** means fields located at Carol Edwards Center 17401 133rd Ave NE.

## OUTLINE OF APPLICATION AND RENTAL PROCESS

- To rent a field the Sport Fields Application form must be completed and submitted to City Hall. A separate application must be used for each activity type (i.e. soccer, baseball, etc.). Incomplete and/or unsigned Sport Fields Application forms cannot be processed.
- The rental customer (League, Organization, Group, etc.) applying for a field rental must be in good financial standing with the City of Woodinville.
- A rental application for more than 10 field time slots or for a tournament is considered a Block Booking Sport Fields Application. If a rental customer is requesting the discounted Youth Resident Rate a league roster must be submitted at least 15 days prior to the first day of field use. If the roster is requested please omit youth player NAMES from the roster to protect sensitive information.
- Any field use request that requires field prep (lining, special equipment access, etc.) must be submitted at least seven (7) business days in advance. Requests are considered on a case-by-case basis and are considered based on available resources.
- A Certificate of Insurance is required with all Block Booking Applications or General Field Applications that are considered higher risk use. A current Certificate of Insurance listing the City of Woodinville as additionally insured must be on file with the City of Woodinville in order for a permit to be issued.
- Once an application is received by the City:

1. Field availability will be confirmed and the approved schedule times will be held. An invoice will be sent to the applicant showing the applicant's approved schedule and the payment due to lock in the schedule.
2. **Block Bookers:** The invoice must be paid in full for the entire application period to the City of Woodinville within 15 business days of invoicing or the scheduled times will be released. **Payment must be received prior to use of the fields.**

The Rental Customer may request to be invoiced monthly for the for the application period. On approval of such a request, the first invoice must be paid in full to the City within 15 business days of invoicing or the scheduled times will be released. A monthly invoice will be sent on the first working Monday of each month for remaining months of the application period. Payment will be due within 15 days of the invoice date. Failure to pay timely may result in revoking and/or denying of the monthly invoicing option. **Payment must be received prior to use of the fields.**

**General Bookings:** The invoice must be paid in full to the City of Woodinville within 15 business days of invoicing or the scheduled time will be released. **Payment must be received prior to the use of the fields.**

The Finance Director has the authority to modify field rental payment terms including accepting payments after the rental period, provided that:

- Exceptions are evaluated on a case-by-case basis.
- The rental customer has a history of field rentals with timely payments.
- The exception is in the best interest of the City and maximizes the use of the fields.

3. Once full payment and the insurance certification (if required) are received, a permit will be issued to the applicant by email or US mail.
- The Rental Customer must provide copies of the permit to the coaches or teams using the fields. The permits should be available for inspection by City officials and to resolve field scheduling issues at the time of field use.
  - Coaches/Field users must use the issued permit for only the activity and field that is identified on their permit. Unscheduled use may result in removal from the fields, forfeit of payment and may impact future use.
  - After a permit is issued, it may be cancelled or revoked by the City or the Rental Customer for any reason. Refunds are subject to the rules outlined on the back of the Sport Fields Application form and noted in the Cancellation/Change to Permits section of this manual.

# WOODINVILLE SPORT FIELDS USE REGULATIONS AND RULES

See the Sport Fields Regulations and Rules on the Sport Fields Application.

## SCHEDULING:

Priority scheduling is established by resolution. Please refer to [www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us) for the current resolution.

## **BLOCK FIELD BOOKINGS (LEAGUES WITH MORE THAN 10 DAYS OF BOOKINGS):**

- Application Period (for 2013)-
  - June 1<sup>st</sup>: Accept Woodinville Sport Fields Applications for September 1<sup>st</sup> through December 31<sup>st</sup>.
- Application Period (for 2014 and beyond) -
  - October 1<sup>st</sup> (starting in 2013): Accept Woodinville Sport Fields Applications for January 1<sup>st</sup> through June 30<sup>th</sup>.
  - April 1<sup>st</sup>: Accept Woodinville Sport Fields Applications for July 1<sup>st</sup> through December 31<sup>st</sup>.
- Sport Leagues are required to provide a league roster to verify residency. The roster must include the address for each player in the league. The players that reside within city limits must be highlighted or denoted by some other means.
- Resident Block Field Booking applications have a higher scheduling priority than non-resident applications. Resident status is determined if league meets the following conditions:
  - Must have at least 50 members or 10% of the organization roster be Woodinville residents (live within Woodinville City limits); and meet at least three of the following criteria:
    - Official mailing address or place of business within Woodinville City limits.
    - "Woodinville" is included in the official name of the Organization.
    - Legally formed and existing Non-Profit Status.
    - Rental event must be non-commercial in nature.

On the Sport Fields Application the rental customer will declare its residential status, certify it to be accurate, and agree to provide documentation to support its status to City staff.

## **GENERAL FIELD BOOKING APPLICATIONS**

- Application Period (for 2013)-
  - June 1<sup>st</sup>: Accept Woodinville Sport Fields Applications for September 1<sup>st</sup> through December 31<sup>st</sup>.
- Application Period (for 2014 and beyond) -
  - October 1<sup>st</sup> (starting in 2013): Accept Woodinville Sport Fields Applications for January 1<sup>st</sup> through June 30<sup>th</sup>.
  - April 1<sup>st</sup>: Accept Woodinville Sport Fields Applications for July 1<sup>st</sup> through December 31<sup>st</sup>.
- Block Field Bookings applications will be processed prior to General Field Booking applications.
- General Field Booking applications cannot exceed 10 days of use. If the rental customer is applying for more than 10 dates during the application period, the Block Field Booking requirements apply.

## **ENFORCEMENT / SUPERVISION**

The Director or his/her designee shall enforce, or cause to have enforced, the provisions herein; and shall have the authority to deny use of any facility to an individual or group who refused to comply with the rules and regulations. The City reserves the right to full access of the rented space during a rental to ensure rental rules and regulations are being followed.

## **UNSCHEDULED/INCIDENTAL USE**

Unscheduled use may occur at the Sport Fields if no user is on either Field 1 or Field 2 and such use does not interfere with scheduled uses, city events or field maintenance. Unscheduled use is limited to the synthetic turf areas and for acceptable sport activities only. No baseball (for anyone over the age of 12), golf, kite flying, remote control activities, or any other activity for

which the Sport Fields are not design will be permitted without written permission from the City. No field equipment is available during unscheduled use.

The City of Woodinville reserves the right to limit the amount of play permitted on all fields throughout the year.

## FIELD CLOSURE INFORMATION

The new synthetic turf Woodinville Sport Fields allows for play in most types of weather. It is up to the league's umpires/referees/coaches/league officials to determine if the fields are safe for play under certain weather conditions. The City reserves the right to close the fields due to extreme weather conditions or field maintenance needs. City closure information is obtained from the Field Information Line 425-984-2345.

**Individual coaches, players and parents should not call City staff for field closure information. Please call your league contact.**

## SPORT FIELDS LIGHTS

Woodinville Sport Fields has field lights. Sport Field lights may only be scheduled until 11:00 PM. NO EXCEPTIONS. Lights are scheduled for each use based on the sunset schedule. Lights will come on approximately 15 minutes prior to the scheduled rental time. This lighting system does not make adjustments for any approaching weather that may darken the skies sooner. Woodinville Sport Fields staff will not make lighting adjustments due to weather. Lights must be booked for a minimum of a ½ hour. If a rental customer has booked both Field 1 and Field 2 then two lighting fees will be assessed.

**The current lighting schedule is on our website, [www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us).**

## CERTIFICATE OF INSURANCE

Block Field Booking applicants must submit a Certificate of Insurance naming the City of Woodinville as an additionally insured before the City will issue the permit. General liability limits must be at least \$1,000,000 per occurrence. The Certificate shall also include a 30 day cancellation notice provided to the City. Failure to provide acceptable insurance coverage will result in the denial of the application or forfeiture of any scheduled field use.

## PARKING

Sport Fields parking is located at the south parking lot (south of the fields). All participants park at their own risk. The City is not responsible for theft or damage to vehicles. There is absolutely no vehicle access beyond the marked parking areas. Supplies must be carried on to the fields.

## RENTAL CUSTOMER CONTACTS

Each rental customer shall appoint one contact person for communication purposes. Decisions made by the contact person are binding and fees will apply. Communications between City staff and individuals other than the designated contact person shall be regarded as informal discussions and are not considered binding agreements.

## FIELD USE

**SPECTATORS ARE NOT ALLOWED ON TURF FIELDS!** Use the bleachers for spectator seating. Special approval may be permitted depending on the sport. If spectators are allowed on the field, the field permit will identify this special seating waiver. Rental Customers that permit spectators on field without this seating waiver may forfeit future field rental time.

Users are not allowed to warm up or practice on the field prior to the time specified on the permit. Warm up and set up time should be planned for in the schedule listed on the permit. The 50 ft. center section of the sport fields is not a warm up area or

drop in play area. Whether it is in use or not the center section included in the permit and is not available for non-permit or drop in use.

Any signage intended to be used by the Rental Customer must be approved at least fourteen (14) days prior to the rental period by the City's Development Services Department.

Organizations shall NOT dig ditches or otherwise penetrate the synthetic turf or apply foreign materials to the Sport Fields in an attempt to "dry out" a field. Organizations found to be non-compliant with this rule will forfeit current reserved field time as well as future consideration for field use and will be charged for any costs incurred to repair the Sport Fields.

Organizations shall **NOT** make any modifications (such as but not limited to field markings or striping) to City Sport Fields or facilities. A request for a change should be made directly to City Hall.

Vehicles are not allowed on Woodinville Sport Fields, or the adjacent pathways, except by written approval from the City.

No participant shall intentionally throw, hit or kick balls into or over the fences, backstops or buildings.

Turf shoes, tennis shoes, and rubber cleats are permitted on the turf. METAL CLEATS ARE NOT PERMITTED ANYWHERE ON THE TURF FIELDS.

City of Woodinville-owned bases, pitching rubbers, soccer goals, pitching mounds, etc. are not to be removed from or relocated on any Sport Fields. Please return any field equipment used to the location you found it and secure it in locked boxes or to the fencing.

Power outlets are available upon request and located at Field 1 West or Field 2 East backstops. Combination locks provide access to these outlets and are provided at the time the permit is issued. Combinations are changed frequently, so be sure to request access to power on the application form.

Field restrooms are located adjacent to the northeast side of the Sport Fields on the lower level of the D building of the Carol Edwards Center. Bathrooms are opened when field permit time is booked.

Water is not provided on the fields. A drinking fountain is located next to the field restrooms. Water to fill water bottles is located within the restrooms.

Trash must be removed and deposited in the appropriate receptacle. No sweeping out of dugout is needed. Field maintenance staff will blow this out and sweep up as needed. All renters must follow all field and dugout rules for usage as posted on the field signs and listed in the Sport Fields Rental Manual and the Sport Fields Application.

## BASEBALL/SOFTBALL

- Fields are designed to accommodate Little League and Softball.
- Bases are 60' (pegged). First base on Field 1 West and Field 2 East can accommodate a pegged double-first base.
- There are pitching rubber pegs on all 4 diamonds at 35' and 40'.
- There is a painted pitching mark at 46'.
- The City provides pitching mounds for renters upon request (not for each diamond).
- Two (2) pitching mounds are available for the complex (stored in Field 1 West and Field 2 East dugouts.)
- Tick marks can be requested to be painted on the field (the request must accompany the field application and be received no later than seven (7) days prior to use. Requests are subject to available resources of the City):
  - Field 1 West and Field 2 East typically will have tick marks placed at 200'.
  - Field 1 East and Field 2 West typically will have tick marks placed at 160'.
- Bases are provided and stored in the dugouts lock boxes. The combination will be changed seasonally.

## SOCCER

- Soccer Field dimension is 225' x 360'.
- Soccer lines are a part of the turf.
- Four (4) full size soccer goals (wheeled) are provided and are stored along the fence line.
- Rental customers setup and remove goals as needed.
- Sandbags must weight the back support bar of the soccer goal and are provided in dugouts adjacent to the goal box. Rental Customers are responsible for securing the soccer goals properly with sand bags and for returning the sand bags to the dugouts.

## SOCCER SEATING WAIVER

- A seating waiver must be requested on the field application, so that it appears on the permit. A seating waiver is permitted for soccer games/tournaments, if the following conditions are met:
  - If both fields are scheduled (times must match) for soccer, then player benches can be placed in 50' center section of the field complex for a player area.
  - Spectators will be allowed onto the turf and can sit on the opposite side (next to fence line) to watch the game, provided they bring camping chairs (triangular base) and no food/beverage is brought onto the turf.
  - Those who wish to have food/beverage or do not have appropriate chair bases can utilize the bleacher systems located on outside of the fence.
  - Absolutely **NO** tent stakes or other anchoring devices are allowed on fields.
  - No pets/dogs allowed on the fields.

## LACROSSE

- Lacrosse lines are not provided on the turf.
- The rental customer may request painted attack circles (18 ft.), painted by City staff. (Request must accompany field application and be received no later than 14 days prior to use. Requests are subject to available resources of the City.) Tick marks vs. lines will be used to identify sidelines.
- Lacrosse goals or other equipment are not provided.

## FOOTBALL

- Goal posts and football lines are not provided.
- Field dimension is 225' x 360'.

## SPORTS CAMPS

The number of participants must be limited to meet the Rental Customers intended use of the field rented. Use of space other than the field(s) rented is not permitted.

## ADULT SOFTBALL

- Adult Softball must be scheduled on either Field 1 West or Field 2 East.
- If Adult softball is scheduled, Soccer, Lacrosse, or Football cannot be scheduled on the other field.
- If Adult softball is scheduled on Field 1 West or Field 2 East, then only T-ball (160' field), Minors or Majors Little League or Girls Softball (200' field) can be scheduled on the other unused field (North or South).
- Maximum outfield during simultaneous play in Field 1 West or Field 2 East is 300':
  - Allows female (280') and Co-Ed (300') play.
  - Too short for male (320')
- Rental Customers may request homerun lines. (Request must accompany field application and be received no later than 14 days prior to use. Requests are subject to available resources of the City.)

## NON-SPORTING EVENTS

Fields may be scheduled for non-sporting events based on availability. Groups requesting non-sporting events must submit a written plan, including site layout, with their Sport Fields Application form. City staff will review and either approve, modify or deny the plan. In the event that the plan is modified or denied, staff will meet with a group representative to work towards meeting the group's needs. No food or beverage is allowed on the synthetic turf fields.

## FEES AND CHARGES

Fees and charges are assessed for the use of City Sport Fields to help partially offset administrative and operational costs. Sport Field rental fees and charges are established by resolution. Please refer to [www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us) for the current resolution.

All field use fees are due per the terms of the invoice issued by the City and must be paid in full to receive a permit. Any refunds/credits, due to field closures or return of field timeslots, will be processed at the end of the organization's scheduled permit for that season. Failure to make payments by the specified due date may result in a delay or denial of the permit.

## CHARGING ADMISSION

Organizations charging admissions at any City Sport Field must notify the field scheduler 15 days prior to the scheduled event and may be charged admission taxes. The organization will be required to provide a financial record of the event five business days after the completion of the event.

## CANCELLATION/CHANGES TO PERMITS

All cancellations/changes must be submitted using the Return of Inventory form (see Appendix A). Rental customers must give a minimum of 10 business days notice in order to receive a refund/credit. This form can be sent via email (PDF) or dropped off at Woodinville City Hall, 17401 133rd Avenue NE, Woodinville. If the cancellation/change is not received 10 days prior to the use the rental customer will not receive a refund or credit for the unused Sport Fields' time.

Lighting fees can be refunded if the field cancellation/change is made at least two (2) business days prior to rental date. The rental customer must email and identify the permit # and specific field timeslots when notifying the City of request for a field cancellation.

# MAINTENANCE GUIDELINES

## FIELD CLOSURES

The Maintenance Staff will have final say on field playability and safety at the City Sport Fields. If a field closure is posted by field maintenance staff, field users will be notified, and the field update line will be updated. Due to the new synthetic turf fields, the City will rarely close fields due to weather. Please contact your league contact to determine if the league has approved the fields for play that day.

## CITY OF WOODINVILLE CONTACT INFORMATION

Field Update Line	425.984.2345
Police and Fire Emergency	9-1-1
Field Scheduling - Nancy Brandt	425.489.2700
Field - <b>Lighting Issues ONLY</b>	206.255.5088

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# OUTDOOR PARK AND RECREATIONAL FACILITIES

(Except the Sport Fields)

Rentals that charge on site admission are subject to the City's Admission Tax as described in Ordinance 177.

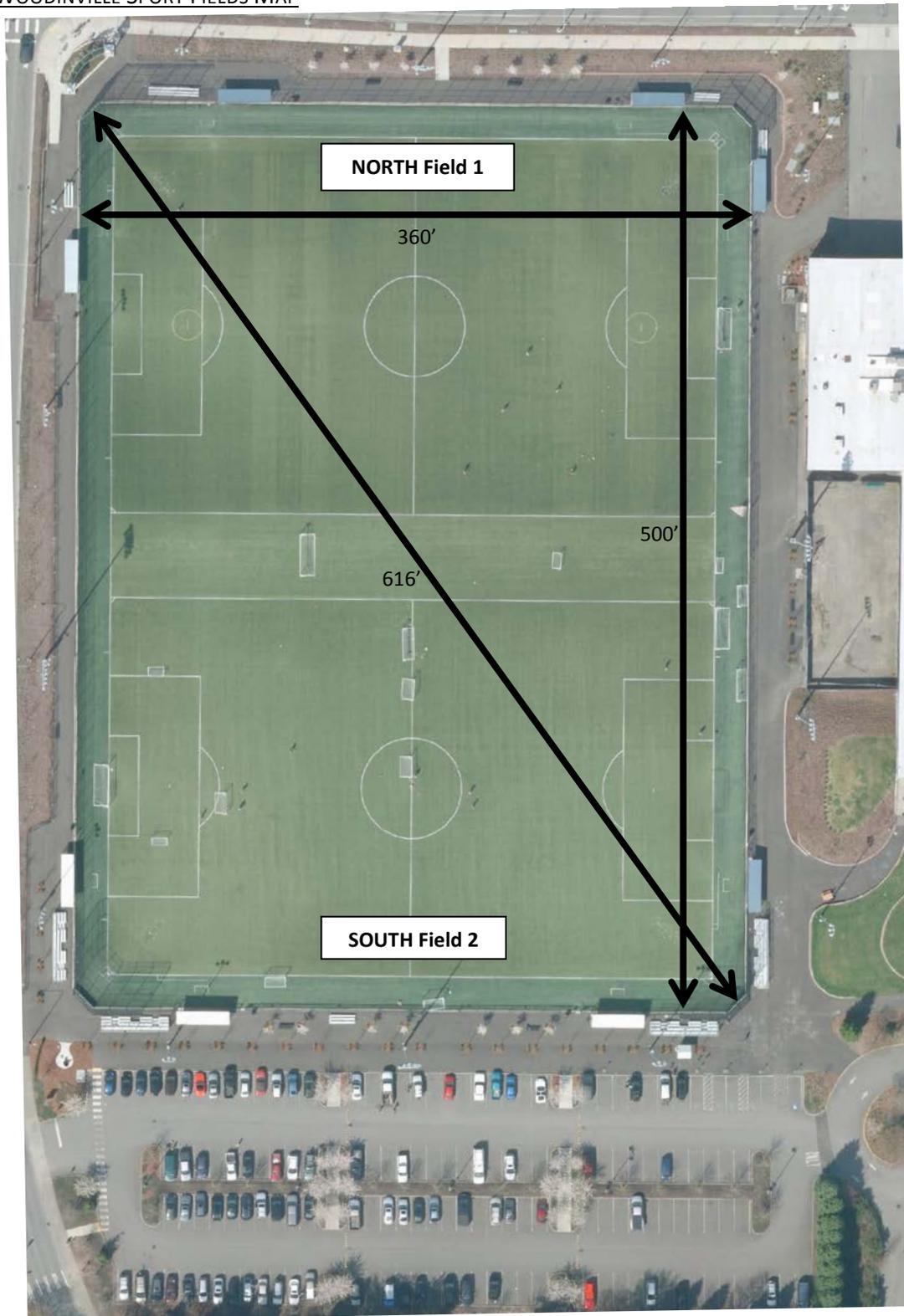
- A. Renters collecting admission to their events held on city facilities will submit 5% of the admission ticket revenue to the City of Woodinville within 30 days of the event.
- B. Payment not received within 30 days will be sent to the Finance Department to be assessed late fees and to begin the collection process.
- C. Revenues from admissions will be placed in the Admission Tax Park Capital Fund (110.316.20.00.00).
- D. City sponsored events and non-profit activities are exempt from Admission Tax.

The Parks & Recreation Director or his/her designee reserves the right to request additional security or chaperones for large rentals, if it is deemed necessary.

The Parks & Recreation Director may designate an individual to oversee the review of rental applications, collections of fees, scheduling of rentals, and record keeping associated with these tasks.



## WOODINVILLE SPORT FIELDS MAP



### Field Overview

Field is synthetic turf with permanent lines for soccer.

Field Complex dimensions = 500'. x 360'

There is a 50' "buffer" between field 1 and field 2.

25' "buffer" is permitted with each field rental

Field 1 has 25' of the "buffer", and Field 2 has the other 25'.