

RESOLUTION R- 3786

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE ATHLETIC FIELD USE POLICIES AS DEVELOPED BY THE KIRKLAND DEPARTMENT OF PARKS AND RECREATION.

Whereas, the City of Kirkland has a limited number of athletic fields available for public use and the demands made on those fields are high; and

Whereas, the City Council and the Department of Parks and Recreation wish to assure equitable distribution and maximum use of the facilities by the public; and

Whereas, the assessment of fees for the use of certain athletic field facilities is advisable to partially offset administrative and park operational expenses; and

Whereas, pursuant to Kirkland Municipal Code Section 3.68.030 the Department of Parks and Recreation has developed Athletic Field Use Policies and such policies were approved by the Parks Board, now, therefore;

Be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Council hereby approves the Athletic Field Use Policies developed by the Department of Parks and Recreation, a copy of which is attached as Exhibit A to the original of this Resolution, and authorizes the adjustment of these policies pursuant to Kirkland Municipal Code Section 3.68.030 to meet the changing demands on the use of athletic field facilities.

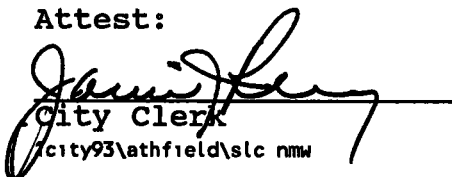
Passed by majority vote of the Kirkland City Council in regular, open meeting this 2nd day of February, 1993.

Signed in authentication thereof this 2nd day of February, 1993.



MAYOR

Attest:



City Clerk  
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## ATHLETIC FIELD USE POLICIES

### A Purpose

Manage City of Kirkland athletic fields in a manner to assure equitable distribution and maximum use of the facilities by the public.

This will be accomplished by means of the following

- 1 Outline available fields and dates of usage
- 2 Outline facility scheduling procedures
- 3 Define fees and charges for use of facilities
- 4 Define rules and regulations regarding use
- 5 Manage the limited number of City athletic fields in a fair and equitable manner

### B Available Athletic Fields

The Kirkland Parks and Recreation Department is responsible for scheduling the following fields

#### Park Sports Fields

<u>Sports Field</u>	<u>Type of Use</u>	<u>League Requested Seasons*</u>	<u>Lights</u>
Peter Kirk	80' & 90'	March 1 - July 31	Yes
	65'	July 31 - Oct. 31	Yes
	Multi-use	Sept 1 - Nov 30	Yes
Crestwoods I	65'	March 1 - Sept. 30	No
Crestwoods II	65'	March 1 - Sept. 30	No
Crestwoods III	Multi-use	Open	No
Crestwoods IV	60'	March 1 - Aug 31	No
Everest A	60'	March 15 - Aug 20	No
Everest B	60'	March 15 - Aug 20	No
Everest C	60'	March 15 - Aug 20	No
Everest D	60'	March 15 - Aug 20	No

\* Fields may be available on a limited basis after league season based upon maintenance resources and field conditions.

## NEIGHBORHOOD PARKS

The following park facilities are available for scheduled usage on a practice-only basis by organized sports groups. They are intended for immediate neighborhood use and are available to informal groups on a drop-in basis.

Spinney Homestead - soccer and Little League  
 Terrace - soccer and Little League  
 Highlands - soccer and Little League  
 Mark Twain - soccer and Little League

The City of Kirkland Parks and Recreation Department reserves the right to suspend field availability during periods of inclement weather, poor playing conditions, damage which would cause hazardous safety considerations, and opportunities for necessary field maintenance requirements

### C Scheduling Procedures (leagues, tournaments, games, and practices)

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

- 1 The City of Kirkland reserves the right to limit the amount of play permitted on sport field complexes
- 2 All organizations shall submit a copy of their formal league and practice schedules to the Maintenance Division at least three weeks prior to the program starting date
- 3 Scheduled league games shall have priority for use of the facility over practice. League play has priority over tournament games. Practice session locations will be rotated around the field playing surfaces in accordance with existing field conditions. Grounds maintenance staff will control use of the facility.
- 4 All requests for tournaments must be in writing and accompanied with a tentative tournament request form
- 5 There is to be no scheduled play at City of Kirkland sports complexes before 8:30 a.m. on Saturdays and 9:00 a.m. on Sundays.
- 6 There is to be no play after dusk on unlighted fields and 11:00 p.m. on lighted fields
- 7 Organizations should make any necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations
- 8 Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made in advance. Use of operation of any peripherals can be conducted by authorized and trained personnel only.

- 9 Teams or organizations scheduling the athlete fields in season are required to give two business days notice when requesting for additional field usage.
- 10 All organizations and leagues shall secure and maintain, at no expense to the City of Kirkland, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Washington Under such insurance
  - a. The City of Kirkland shall be identified as an additional named insured;
  - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage,
  - c. The insurer shall be placed with an insurer having no less than a Best rating of A-VII, and
  - d. Permits will require insurance verification. The organization or league coordinator or president shall, before commencing season practices and/or games, file with the City of Kirkland certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities
- 11 League coordinators, presidents, etc. are directly responsible for informing team coaches/representatives of City of Kirkland policies regarding field rentals and usage

The City of Kirkland will also reserve the right to limit the amount of scheduled and non-scheduled play on sportsfields during any given season to prevent excessive damage to turf Wear factors include.

- 1 Size and number of users
- 2 Type of use
- 3 Frequency of use
- 4 Weather conditions
- 5 Type of sports equipment used

#### D Fees and Charges

Fees and charges will be assessed for use of Peter Kirk, Everest, and Crestwoods sports complexes to help partially offset administrative and park operational costs Facility rental fees are outlined below Activities requiring additional field preparation will be assessed a maintenance fee Fees are subject to change based upon future sports equipment and maintenance needs

## Facility use fees include

	<u>Kirkland Area Youth (6-18)*</u>	<u>Kirkland Area Youth (13-18)</u>	<u>Kirkland Adult</u>	<u>Non-Kirkland Adult &amp; Youth</u>	<u>LWSD</u>
Field prep/games	=	10 00	20 00	30.00	reciprocal agreement
Special activity	=	35 00	35.00	35 00	reciprocal agreement
Light fees/hr	=	10 00	10 00	15 00	reciprocal agreement

\* Future fee under review for 6-18 year old Little League youth.

Teams or organizations with intention of charging an admission or accepting donations at the athletic field must receive authorization from the Department of Parks and Recreation ten days prior to the scheduled event. A charge of 10 percent of admission fee may be assessed from proceeds. Those spectators not wishing to make donations are to be admitted free.

E Rules and Regulations

- 1 *Teams may not use ballfields unless pre-scheduled.*
- 2 City ballfields will be available for use, weather permitting, beginning March 1
- 3 Fields for league games played at park fields will be maintained for league play
- 4 Fields for practice session *WILL NOT* be lined, but bases will be provided at park fields
- 5 ***ALCOHOLIC BEVERAGES ARE NOT ALLOWED AT CITY OF KIRKLAND SPORTS PARKS***
- 6 Confirmation of your field use will be mailed to you one week prior to league start date. Final payment for field use is due within 30 days of league completion. You will be informed on your statement of charges and when that payment is due.
- 7 The City of Kirkland encourages coach's training in all programs utilizing City facilities
- 8 Charges for playfield lights will be billed immediately following the last game of your season. Any final adjustment to your pre-paid field use fees will also be made at this time
- 9 *Forty-eight hours' notice* is required to add or cancel field usage. Field use fees, where applicable, will be forfeited if changes are made within 48 hours
- 10 *Field Closure Information* - During periods of inclement weather, field closures may result as determined by Kirkland Parks and Recreation Department personnel. Closures may also result from poor playing conditions or damages which will cause

hazardous safety consideration for the public and/or excessive repair work to bring the field back to a playable condition *It is the organization scheduler's responsibility to obtain field closure information* Call 828-1217 (Monday through Friday) for an up-to-date report on field closures Field closed signs will be displayed at park sites when fields are not playable

- 11 *Credits* - It is the organization's responsibility to contact the scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling Unconfirmed schedule changes will not be credited to your organization Field use fees will be forfeited.
- 12 In case of emergencies (such as no one present to turn lights on, sprinklers going, too many teams assigned to one field, etc) on weekends and after 5 p m during the week, contact the Kirkland Police Department at 828-1183, and they will contact the appropriate person in the Parks and Recreation Department.
- 13 The Kirkland Parks and Recreation Department reserves the right to increase ballfield usage fees when additional cost may be incurred by the Department.
- 14 Please respect our field maintenance personnel and get to know them
- 15 Teams playing the late game at Peter Kirk will take the field no later than 8 30 p m for baseball and 9 30 p m for softball unless arrangements are made otherwise
- 16 Ballfield lights at Peter Kirk Park will *not* remain on past 11 p m ***NO EXCEPTIONS! NO FIELD USE ACTIVITY WILL BE ALLOWED AFTER 11 P.M.***
- 17 Managers are required to carry their approved field usage request to the field for practices
- 18 Please observe all park rules. When driving through park parking lots, please be especially watchful for children
- 19 The City of Kirkland is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, and lock your car doors
- 20 Cars improperly parked will be towed!
- 21 Ball field requests associated with league, organized play, and community requests other than the primary use will be considered based upon field availability The City of Kirkland shall have the authority to deny specific requests based on maintenance resources and field conditions
- 22 For further assistance and field reservations, call the Kirkland Parks and Recreation Department, Maintenance Division, at 828-1217 All calls pertaining to scheduling should be made between 8 a m -<sup>\*</sup>6 p m , Monday through Friday

\*This indicates a typographical error which should be corrected to read 5:00 p.m.

## PETER KIRK

### Primary Usage

- 1 Hardball Leagues - 90' bases
- 2 Hardball Leagues - 80' bases
3. Hardball Tournaments - 80' and 90'

With the heavy use of Peter Kirk as a game and tournament facility practices on this site will be considered through written agreement with the City of Kirkland Maintenance Division only

### Secondary Usage

- 1 Softball Tournaments - 65' bases
- 2 Soccer
- 3 Football

### Scheduling

User groups, clubs, and organizations residing within the City of Kirkland boundaries with past historical use of the site may take precedence over other facility use requests. New uses will be dealt with on an individual basis. In accordance with established joint facility usage agreements with the Lake Washington School District, school programs may supersede other facility requests.

### User group priorities

- 1 Kirkland-based sports organizations/City-sponsored youth programs
- 2 Kirkland-based sports organizations/City-sponsored adult programs
- 3 Past field use of Kirkland-based sports organization (identified as primary use)
- 4 Independent resident sponsored programs (i.e., company, neighborhood activities, or picnics)
- 5 New Kirkland-based sports organization's needs
- 6 Independent non-resident sponsored programs

All facility maintenance shall be provided by City staff. Users shall not make any modifications to any facility without prior approval from the Parks and Recreation Department.

### Specific Field Use Guidelines:

- 1 Please respect our field maintenance personnel.
- 2 Maintenance personnel will have final say on field playability and safety following inclement weather.

- 3 Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield
4. Leagues and Tournament Directors are responsible to insure individual teams clean up their respective dugouts and assure scorers' booth is kept clean.
- 5 Concession stand operators are responsible for cleanliness - 15' surrounding their stand Operators must dispose of packing materials, boxes, containers, etc., in an approved dumpster site
- 6 Lights will be turned off at 11 00 p m. *No exceptions*
- 7 Please do not use fencing or backstops for pickle or batting practice
- 8 If games are not on the schedule, field will not be prepped

Schedules for league and tournaments must be reviewed by Park staff prior to acceptance to assure time slots are allotted for maintenance requirements



## EVEREST

### Primary Usage

- 1 Little League Boys and Girls - 60' bases
- 2 Tournament Play/Youth
3. Community/Neighborhood

Facility is designed to accommodate Little League and youth play. With the heavy use of Everest as a game and tournament facility, practices on this site will be considered through written agreement with the City of Kirkland Maintenance Division only.

All facility maintenance shall be provided by City staff. Users shall not make any modifications to any facility without prior approval from the Parks and Recreation Department.

### Scheduling

User groups, clubs, and organizations residing within the City of Kirkland boundaries with past historical use of the site may take precedence over other facility use requests. New uses will be dealt with on an individual basis.

### User group priorities

- 1 Kirkland-based sports organizations/City-sponsored youth programs
- 2 Kirkland-based sports organizations/City-sponsored adult programs
- 3 Past field use of organization (identified as primary user)
- 4 Independent resident sponsored programs (i.e., company, neighborhood activities, or picnics)
- 5 New Kirkland-based sports organization's needs and interests
- 6 Independent non-resident sponsored programs

### Specific Field Use Guidelines

- 1 Please respect our field maintenance personnel
2. Maintenance personnel will have final say on field playability and safety following inclement weather.
- 3 Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping infields
4. Leagues and Tournament Directors are responsible to insure individual teams clean up their respective dugouts and assure scorers' booths are kept clean.

5. Concession stand operators are responsible for cleanliness - 15' surrounding their stand  
Operators must dispose of packing materials, boxes, containers, etc , in an approved  
dumpster site
6. Please do not use fencing or backstops for pickle or batting practice
7. If games are not on the schedule, field will not be prepped

Schedules for league and tournaments must be reviewed by Park staff prior to acceptance to  
assure time slots are allotted for maintenance requirements.

## CRESTWOODS

### Primary Usage

- Field #1 Softball, 65' bases, league/tournament
- Field #2 Softball, 65' bases, league/tournament
- Field #3 Soccer/Football
- Field #4 Little League, 60' bases, league/tournament

### Secondary Usage

- Field #1 Soccer/Football practice
- Field #2 Soccer/Football practice

### Scheduling

User groups, clubs, and organizations residing within the City of Kirkland boundaries with past historical use of the site may take precedence over other facility use requests. New uses will be dealt with on an individual basis. In accordance with established joint facility usage agreements with the Lake Washington School District, school programs may supersede other facility requests.

### User group priorities

- 1 Kirkland-based sports organizations/City-sponsored adult programs
- 2 Kirkland-based sports organizations/City-sponsored youth programs
- 3 Past field use of organization (identified as primary user)
- 4 Independent resident sponsored programs (i.e., company, neighborhood activities, or picnics)
- 5 New Kirkland-based sports organization's needs and interests
- 6 Independent non-resident sponsored programs

All facility maintenance shall be provided by City staff. Users shall not make any modifications to any facility without prior approval from the Parks and Recreation Department.

### Specific Field Use Guidelines:

- 1 Please respect our field maintenance personnel.
- 2 Maintenance personnel will have final say on field playability and safety following inclement weather.
- 3 Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.

- 4 League and Tournament Directors are responsible to assure individual teams clean up their respective dugouts.
- 5 No batting practice is allowed on outfield grass
- 6 Please do not use fencing or backstops for pickle or batting practice
- 7 If games are not on the schedule, fields will not be prepped
- 8 If games are rained out, practice is not allowed
- 9 During soccer/football practice please rotate drill areas to minimize turf wear and damage.

Schedules for league and tournaments must be reviewed by park staff prior to acceptance to assure time slots are allotted for maintenance requirements