

City of Stanwood Parks Department Field Use Guide and Park Use Fee Schedule

Updated August 2017



Parks Department
10220 270th Street NW
Stanwood, WA 98292
Phone: 360-629-9781
www.ci.stanwood.wa.us

**Athletic Field Policies and Procedures
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Outline of Scheduling Process

- Completed Field Use Request forms must be submitted to the Parks Department (10220 270th Street NW, Stanwood, WA 98292) no later than the applicable dates listed in the Field Scheduling Timeline (section 9.2).
- The League/Organization/Renter requesting fields must be in good financial standing with the City.
- All requests for field use must be submitted no less than seven business days in advance of requested use.
- Submit Field Use Request form, Statement of Concussion and Head Injury form, Certificate of Insurance, 50% of anticipated use fees and deposits if required. Incomplete and unsigned Field Use Request forms will be returned to sender.
- Be sure to consider the following things when planning your request:
 1. Try-outs
 2. Pre-Season
 3. Jamborees
 4. Play-Offs
 5. Practices
 6. Games
 7. Pre-Game Warm Ups
- Certificate of Insurance **AND** Endorsement form CG 20 11 listing the City as additionally insured must be on file with the Parks Department 10 days prior to the first day of scheduled use. The following terminology must appear on the description and Endorsement: “The City of Stanwood, including its Officer, Elected Officials, Agents and Employees are named Additional Insured.”
- Once the Field Use Request Form has been accepted and approved by the City, a Rental Contract/Permit will be sent to the requestor via regular mail or email. The Contract/Permit will show all scheduled use and the total owed for that use.

Athletic Field Policies and Procedures

1.0 PURPOSE

Manage City of Stanwood Athletic Fields in a manner to assure equitable distribution, achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by overuse.

2.0 NON-DISCRIMINATION POLICY

2.1 The City of Stanwood shall not discriminate in the use of City Park and Recreation facilities on the basis of race, creed, color, national origin, sexual orientation, sex, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate on the basis of sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact the City’s Mayor or the City Administrator at 360-629-2181 or the Public Works Director at 360-629-9782. Persons requiring a reasonable accommodation for a disability may contact the City’s Human Resources Manager at 360-629-2181.

2.2 Gender Equity – Fair Play in Community Sports: Washington State Senate Bill 5967 law requires cities and counties to ensure equal access to sports facilities for all athletes, regardless of sex.

A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program may not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.

3.0 DEFINITIONS

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

- A. **Athletic Field** means all types of athletic fields including, but not limited to; baseball, softball, soccer, football, lacrosse, etc.
- B. **Commercial Groups** means 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).
- C. **Historical Use** means organizations who have scheduled athletic fields during the most recent prior season for a particular sport.
- D. **Incidental use** means non-organized, non-league use with no coach(s) and or officials present. E.g. informal “sand lot / backyard” games among friends or neighborhood children.
- E. **Recreational Programs** – Programs that offer all participants the opportunity to actively participate on a team (no cuts), have no gender requirements and ensure equal play time regardless of skill or ability. The focus of recreational programs is developmental and participatory.
- F. **Independent/Select Programs** – Programs that offer a limited number of participants the opportunity for play. Generally, select teams use try-outs, skill levels, and special invitation to form teams.
- G. **Resident** - The City of Stanwood has identified the following as its boundaries:
Church Creek Park = Stanwood Camano School District (SCSD) boundaries
Heritage Park = Snohomish County and Camano Island Residents
- H. **Resident Based Team** – A team that carries a minimum of 70% City Residents on the team (rosters maybe verified).
- I. **Maintenance Staff** means the City’s Parks Maintenance and Operations Staff.
- J. **Renter** means any entity requesting use of an athletic field whether it is a league, group, organization, association or individual team.
- K. **Parks Supervisor** means the City’s Parks Department Supervisor.
- L. **Tournament** means a request for a minimum of two fields for one or more consecutive days with an ultimate “winner.”
- M. **League/Program/Group** means the National, State or Local organization which governs or sanctions the sport.
- N. **Youth** means participants 17 years of age and under.
- O. **Adult** means participants 18 years of age and over.

4.0 GENERAL RULES AND REGULATIONS

- 4.1 The City’s Park Department is responsible for the scheduling and maintenance of City Athletic Fields.
- 4.2 Alcoholic beverages, Marijuana, and illegal drugs: Alcoholic beverages, including unopened containers, marijuana and other illegal drugs are not permitted on City property.
- 4.3 Smoking and Vaping: Smoking and Vaping are not allowed on or within 25’ of any athletic field, fence or group seating area.
- 4.4 Gum, wrapped candy, peanuts and sunflower seeds are not allowed on fields, bleachers or adjacent dugouts.
- 4.5 Teams may not use athletic fields unless pre-scheduled.
- 4.6 Scheduled league games will have priority over practices.
- 4.7 Field Closure Information
 - 4.7.1 During periods of inclement weather, the Parks Department may close Athletic Fields as determined by the Maintenance Staff. Closures may also result from poor playing conditions, which could cause hazardous conditions for the public and/or excessive (wear/tear) repair work to bring the field back to playable condition. Although Fields may not be posted with “Field Closed” signs, it is the organization’s responsibility to obtain Field closure information and stay off of the fields during those times.

- 4.7.2 Rainout and Field Closures will be posted on the city's website at: <http://www.ci.stanwood.wa.us/parksrec/page/field-conditionsclosures> Closures will be posted by 3:00 PM Monday through Friday.
- 4.7.3 On occasion, field rainouts may be required at the start of a scheduled game or practice. When this occurs, it is the responsibility of the umpire, referee and or coach to make the field closure determination on location and to notify all participants. If a user group cancels field use due to unsafe playing conditions the group must fill out at Credit Request Form to request the missed time be credited to their account.
- 4.7.4 It is the responsibility of the organization to communicate to coaches and participants if the fields are unplayable, not only during periods of inclement weather, but also when fields are in poor playing condition and/or may cause hazardous playing conditions and/or excessive repair work to bring the field back to playable condition.
- 4.7.5 Any team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.
- 4.8 After Hours Contact: In case of problems at the fields (sprinkler issues, etc.) contact the Parks Department on-call employee directly at 360-629-9781 x8.
- 4.9 Renters are required to maintain Participant Liability and Liability Insurance for persons using city fields under the applicant's sponsorship. General liability limits must be at least \$1,000,000 per occurrence. Proof of such insurance in the form of a Certificate of Insurance with the city named as an Additional Insured is required before the Field Use Agreement can be approved. An additional Insured Certificate naming the City of Stanwood as an additional insured can be obtained through your insurance provider. If you are an individual applying for use of city fields, you can obtain the necessary certificate through your homeowner's insurance provider.

Certificate of Insurance: Renters must submit a Certificate of Insurance AND Endorsement [form CG 20 11] naming the City of Stanwood as an additionally insured ten business days prior to scheduled field use. 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 field request or forfeiture of any scheduled field use.

4.10 Parking

4.10.1 Cars improperly parked may be towed and violating organizations may forfeit field time. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

4.10.2 Organizations will be responsible for the cost to repair grassy areas that are damaged due to improperly parked cars.

4.11 Concessions

4.11.1 Sale of concessions at City Athletic Fields requires advanced approval and is subject to fees based on percentage of sales or other negotiated schedule.

4.11.2 Organizations that intend to sell concessions must contact the Parks Department at 360-629-9781. Concessions include, but are not limited to, food, beverages, T-shirt sales, souvenirs, programs, etc. Concession permits must be requested ten business days in advance of the event.

4.11.3 All concessions must meet Snohomish County health requirements and appropriate health permits must be obtained in advance.

4.11.4 A \$100 refundable damage/clean up deposit will be required of all organizations selling concessions. Deposit shall be paid at the time the concession permit is requested.

- 4.12 Pets and/or Animals, except service animals are not allowed on Athletic Fields at any time.
- 4.13 Litter-Garbage Control: Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators. Park's maintenance staff 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 \$50.00 per hour**
- 4.14 The organization shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented.
- 4.15 Disputes arising from implementation of these policies and procedures shall be appealed in writing to the Director of Public Works for resolution.

5.0 GUIDELINES FOR ALLOCATING FIELDS

- 5.1 Field Use Requests: To assure proper scheduling, all requests for field use and/or changes must be submitted in writing, on the proper forms. Field Use Request and Return to Inventory forms can be found in this guide, online at www.ci.stanwood.wa.us, or by calling the Parks Department at 360-629-9781. Incomplete forms will not be processed and will be returned to sender.
- 5.2 The League/Organization/Renter requesting fields must be in good financial standing with the City.
- 5.3 Field Use Request forms for leagues; tournaments and sports camps must be submitted no later than the applicable dates listed in the Field Scheduling Timeline (section 9.2).
- 5.4 Organization Contacts
 - 5.4.1 Each user group shall appoint one contact person for communication purposes. Informal communications between Parks staff and members of the user groups, other than the designated representative, shall be regarded as informal discussions and are not considered binding agreements.
 - 5.4.2 A pre-season meeting may be scheduled by the City to discuss the policies and procedures outlined in this guide as well as address any questions or concerns before field use begins. It is mandatory that the designated representative attend this meeting. Failure to attend may result in a delay of the issuing of permits.
 - 5.4.3 The Parks Supervisor may call a scheduling meeting if multiple requests for the same dates, time and fields are made by organizations of the same priority level.
- 5.5 Allocation Priorities
 - Church Creek Park** - resident = Stanwood Camano School District Boundaries
 - Heritage Park** - resident = Snohomish County Residents including Camano Island
 - 5.5.1
 - A Resident Recreational Youth – Non-profit groups serving youth must have open enrollment and open participation of all ability levels, i.e. SCJAA, recreational soccer leagues, recreational Little League, recreational lacrosse leagues, etc.
 - B Resident Select Youth – Non-profit groups serving youth, who do not have open participation of all ability levels.
 - C Resident Adult Leagues
 - D Non-resident Leagues – groups with majority of members outside the City's identified boundaries.
 - E Commercial Groups or For-profit Organizations
 - 5.5.2 If two groups are equal, historical identified needs or use will be used as a factor when determining priority.

- 5.5.3 Priority for Youth Recreational Sports during the “Traditional Season” applies.

Baseball/Softball	Mid Feb – June w/post season tournament in July
Lacrosse	Mid Feb – May w/post season tournaments in June
Soccer	Mid August – Mid November
Football	Mid August – Mid November

5.5.4 All organizations must adhere to all policies and procedures set forth in this document. Failure to do so may result in forfeiture of current reserved field time as well as future consideration for field use.

5.6 Field Use

5.6.1 Athletic field use may not begin until 8:00 AM on weekends to allow sufficient time for initial field prep. Exceptions may be made for tournaments, subject to approval by the City.

5.6.2 All field use must be completed by Sunset.

5.6.3 Organizations are responsible for returning to inventory any scheduled field time they will not be using.

5.7 Practices

5.7.1 Priority is given to games over practices.

5.7.2 Individual coaches for any youth organization must contact their Organization/field scheduler for practice dates and times.

5.8 Tournaments

5.8.1 A Tournament Field Use Request form is available for tournaments. The Tournament Field Use Request form must be filled out completely or it will be returned to sender. The same timeline is used for tournaments as with other field requests.

5.8.2 Tournament dates will be considered separate from league dates and will be set prior to scheduling play for leagues and individual groups.

5.8.3 All tournament requests must be submitted with a **non-refundable** \$200 tournament deposit AND a **refundable** \$200 damage deposit. The tournament deposit will be applied to field rental fees, but is non-refundable if the tournament is cancelled by the applicant. Tournaments will not be considered without both deposits.

5.9 Sports Camps – Call 360-629-9781 for information.

5.10 Non-Sporting Events

5.10.1 Based on availability, fields may be scheduled for non-sporting events. Refer to the Field Scheduling Timeline (section 9.2).

5.10.2 Groups requesting non-sporting events must submit Parks Special Event Application including a written plan and site layout. First priority is preserving and protecting the athletic field resource.

6.0 FEES AND CHARGES

6.1 Fees and charges are assessed for the use of City Athletic Fields to help partially offset maintenance and operational costs.

6.2 Payment Due Dates: All field use fees are due, in full, Thirty [30] days prior to the start of scheduled field use unless otherwise negotiated with the City. Any refunds/credits, because of field closures, will be processed at the end of the organization’s scheduled use.

6.3 Failure to make payments by specified due date may result in termination of approved permit(s).

- 6.4 Groups requesting fields for individual events must pay in full at the time of request.
- 6.5 Organizations charging admissions at any City Athletic Field must notify the Department ten [10] business days prior to the scheduled event and will be charged 10 percent of the gross income received in addition to any admission taxes the city may require. The organization will be required to provide a financial record of the event five business days after the completion of the event.
- 6.6 Cancellation Fees: A 20 day notice is required to receive a cancellation credit at the end of the use permit.

7.0 MAINTENANCE GUIDELINES

- 7.1 Field Closures: City's Park Maintenance Staff will have final say on field playability and safety at City Athletic Fields following inclement weather, field maintenance or any emergencies that may occur.
- 7.2 Organizations shall NOT dig ditches, push water, apply foreign materials including soil conditioners or use powered blowers in an attempt to "dry out" a field. Organizations found to be non-compliant with this rule may forfeit current reserved field time as well as future consideration for field use and may be charged for any costs incurred to repair the Athletic Fields.
- 7.3 Organizations shall not make any modifications to City Athletic Fields.
- 7.4 Organizations, Tournament and Sports Camp Directors are responsible to ensure the facility is clean after each use, including respective dugouts, athletic field, and surrounding areas.
- 7.5.1 Vehicles are not allowed on City Athletic Fields, or adjacent pathways, except by approval from the City's Park Department.
- 7.5.2 Vehicles that have been approved by the City's Park Department to drive on Athletic Fields, or adjacent pathways must provide proof of Auto Liability Insurance (naming the city as an additional insured).
- 7.6 Throwing, Hitting, Kicking Balls into the Fencing, Backstops, or the side of the Silo is prohibited.

8.0 RESPONSIBILITIES

- 8.1 It is the responsibility of the Parks Supervisor to give a copy of the Athletic Field Scheduling Guide to each organization's scheduler at the beginning of each season.
- 8.2 It is the responsibility of the Parks Supervisor to administer policies and procedures in an equitable and fair manner.
- 8.3 It is the responsibility of the Parks Department to update the Field Closure line daily as needed.
- 8.4 It is the responsibility of each organization to provide the Park Supervisor with accurate, timely and truthful information.
- 8.5 It is the responsibility of each organization to ensure that all team coaches and managers know, understand and abide by these policies and procedures.
- 8.6 It is the responsibility of each organization to only request the Athletic Field time they will need and to return to inventory any field time they have requested, but is not needed.

9.0 2013 Athletic Field Rental Fees and Charges (City park fees are updated annually)

Church Creek Park *resident = Stanwood Camano School District Boundaries*

Heritage Park *resident = Snohomish County Residents including Camano Island*

FIELD USE RATE: REGULAR SEASON – GAMES and PRACTICES		
ATHLETIC FIELD	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Baseball/Softball Fields	\$5.00 per hour	\$15.00 per hour
Soccer Field*	\$5.00 per hour	\$15.00 per hour
Lacrosse Field*	\$5.00 per hour	\$15.00 per hour

* 2 teams on 1 field max for hourly rate, if scheduling 3 or more teams on 1 field add either \$5 or \$15 per additional team.

FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL		
	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENTS
Reservations	\$300 per day \$200 Refundable Damage Deposit	\$450 per day \$200 Refundable Damage Deposit
Cancellation Refund	\$100 of the Field Use Fee \$200 damage deposit	\$250 of the Field Use Fee \$200 damage deposit

Other Fees		
Energy Rate	\$ 5.00 per hour	
PW Crew <i>i.e. open park early, clean up, and repairs</i>	\$50.00 per hour with 2 hr minimum	
Litter-Garbage Control	\$50.00 per hour <i>Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.</i>	
Church Creek Park Covered Picnic Area	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close
* To reserve the picnic shelter visit the city's website at http://www.ci.stanwood.wa.us/reservations		

*Fees subject to change

*City sponsored events may have all or partial fees waived

Priority for Youth Recreational Sports during the "Traditional Season" applies.

Baseball/Softball	Mid Feb – June w/post season tournament in July
Lacrosse	Mid Feb – May w/post season tournaments in June
Soccer	Mid Aug – Mid November
Football	Mid Aug – Mid November

9.1 CANCELLATION FEES

Regular Season:

- 20 days or more Full Refund
- 19 days or less No Refund

Tournament, Camps, and Commercial:

- See section 9.0 for refund amount for tournaments, camps and commercial reservations

9.2 SCHEDULING TIMELINE

Feb – July	Application deadline = Third Friday of January* Allocation Draft Schedules Posted = 1 st Tuesday of February
Aug – Nov	Application deadline = 2 nd Friday of May* Allocation Draft Schedules Posted = 3 rd Friday of May
Nov – Feb	Fields Closed for Rest and Renovation

10.0 BREAKDOWN OF CITY OF STANWOOD PARKS ATHLETIC FIELDS 2013 INVENTORY

Park Name and Address	Field Name	Field Type	Base Distance(s)	Pitching Rubber	Outfield or Approx Dimensions
Church Creek Park 27211 72 nd Ave Stanwood 98292	Baseball Field	Youth Baseball		10" mound	
Heritage Park 9600 276 th Street Stanwood 98292 See map of Heritage	Field #1	Baseball and Softball	85ft	60ft 6" mound	Home plate to fence 382ft Total diameter 1,281ft
	Field #2	Baseball and Softball	60ft	46ft	Home plate to fence 392ft Total diameter 1,235ft
	Field #3	Little League Baseball	60ft	46ft	Home plate to fence 382ft Total diameter 888ft
	Soccer Field	All Weather Grass Field	N/A	N/A	203ft X 350ft
	Lacrosse Field	Grass Field	N/A	N/A	340ft X 200ft
	Soccer/Lacrosse Field #1	Grass Field	N/A	N/A	295ft X 200ft
	Soccer/Lacrosse Field #2	Grass Field	N/A	N/A	295ft X 200ft



Heritage Park

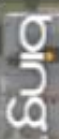


Image courtesy of USGS Earthstar Geographical Store AND

Date: 1/8/2014
Author: D.T.



Athletic Field Use Application

Date: _____ League/Program/Group Name: _____

User Type: Recreational Youth Select Youth Adult

Category: Resident Non-Resident Returning New

Sport: Soccer Baseball Softball Football Lacrosse Other: _____

Contact Name: _____ Email: _____ Phone #: _____

Address: _____

Number of participants: _____ Number of teams: _____

Please fill in the table below, remember to include time for warm up before games, we do not schedule on the ¼ hour.

Request Park & Field #	Day(s) of Week	Start Date	End Date	Start Time	End Time	Total Field Hours
Heritage or Church Creek Field #	M T W Th F Sa Su					
Heritage or Church Creek Field #	M T W Th F Sa Su					
Heritage or Church Creek Field #	M T W Th F Sa Su					

YOUTH:

Total Field Hours: _____ x \$5 /hr = \$ _____ x 9.1% tax = \$ _____ attach this this amount to application.

ADULT and NON-RESIDENT:

Total Field Hours: _____ x \$15 /hr = \$ _____ x 9.1% tax \$ _____ attach this this amount to application.

Refunds/credits due to field closers or rain outs will be processed at the end of the permit schedule. To be eligible for a refund/credit an Athletic Field Credit Request form must be submitted within 7-days of the field closer/rain out and be on file; this form can be found on the city's website at www.ci.stanwood.wa.us.

_____ Application _____ Concussion Form _____ Liability Insurance _____ Payment
 _____ Refund Check



Athletic Field Use Application Tournaments, Camps, & Commercial

Date: _____ League/Program/Group Name: _____

User Age Group: Recreational Youth Select Youth Adult

User Type: Camps Commercial Tournament Other

Category: Resident Non-Resident Returning New

Contact Name: _____ Email: _____

Phone Number(s): Day _____ Evening _____

Complete Address: _____

Number of teams: _____ Number of participants: _____ Number of Spectators: _____

Requesting What Park <i>Circle one</i>	Type of event	Date(s)	What time does park need to be opened?	What time will your event end?
Heritage Park Church Creek Park			<i>Did you remember to include time to set up?</i>	

Due to parking, reservations will be for the entire park.

√ FEES are to be paid with application, park is not reserved until fees are paid.

\$300.00	Youth
\$450.00	Select Youth and Adult
\$200.00	Refundable Damage Deposit
\$5/hr	Energy rate
\$50/hr 2 hr min	Park Crew – e.g. open park early, crew on site for clean-up & other issues

- Fees subject to change
- City sponsored events may have all or partial fees waived
- \$200.00 of the fee is non-refundable; remainder of fees collected will be refunded with a 30-day cancellation notice.
- \$200 damage deposit will be returned after park has been checked by parks crew
- 100% of fees collected will be refunded if **City** closes park due to poor field/park condition due to weather
- Fees can be paid with credit/debit for a 2% fee, call 360-629-2181 x4504.

Fees attached to this application: \$ _____

Application
 Concussion Form
 Liability Insurance
 Payment
 Refund Check



Return to Inventory

To receive credit for scheduled field time no longer needed, this form must be completed and submitted to the Parks Department subject to:

CANCELLATION FEES

20 days or more notice – Full refund 19 days or less – No Refund

Organization: _____ Contact: _____

Contact Address: _____ City: _____ Zip: _____

Day Phone: _____ Eve. Phone: _____

Email: _____

- If applicable, a credit will be applied to the organization account.
- Return to Inventory forms may be delivered via:

1. Mail or Hand Deliver City of Stanwood, Parks Department
10220 270th Street NW
Stanwood, WA 98292
2. Fax 360-629-0867
3. E-mail lisa.noonchester@ci.stanwood.wa.us

DAY	DATE	START TIME	END TIME	COMMENTS



Statement of Concussion and Head Injury Compliance

The undersigned office of _____, a non-profit Organization; hereby acknowledges that the organization has reviewed Engrossed House Bill 1824 which has been codified in RCW 4.24.660 (Zachary Lystedt Law) and RCW 28A.600 relating to management of concussions and head injuries in youth sports. The undersigned further agrees to comply with the rules identified in the bill as follows:

1. An annual concussion and head injury information sheet shall be signed by the athlete and parent/guardian and kept on file by the non-profit organization. If an athlete plays for multiple organizations, an information sheet shall be filled out for each organization.
2. Athletes with a suspected head injury or concussion shall be removed from play at that time.
3. An athlete who has been removed from play shall not return to play until he/she has been evaluated and released by a licensed healthcare provider.

Signature Date

Printed Name Title

Name of Organization