2011 FIELD RAINOUT CONTACT NUMBERS

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 PM. On weekends the line will be updated by 7:00 AM for early games and, if conditions change, also at 12:00 PM (noon) for late afternoon games and 3:00 PM for evening games. The rainout updates will announce the day and date.

FIELD	START TIME	PHONE
132nd Square Park	10am	206-205-3893
Big Finn Hill Park	9am	206-205-3893
Coalfield Park	10am	206-205-6722
Duvall Park	10am	206-296-1420
Fall City Park	10am	206-296-1420
Five Mile Lake Park	9am	206-205-3891
Kentlake High School	9am	206-205-3891
Lake Francis Park	10am	206-205-9187
Levdansky Park	10am	206-205-9187
Maple Valley Heights Park	10am	206-205-9187
Marymoor Park	9am	206-205-3892
Petrovitsky Park	10am	206-205-9187
Ravensdale Park	9am	206-205-9187
Skyway Park	9am	206-205-9187
South King County Ball fields	10am	206-205-6722
Tolt-MacDonald Park/Mariner	9am	206-296-1420
Steve Cox Memorial Park	9am	206-205-6722

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

King County Parks 2011 ATHLETIC FIELD SCHEDULING

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2011 LIGHT FEE SCHEDULE

INCLUSIVE DATES	LIGHT FEES BEGIN AT:
NOVEMBER 22 - JANUARY 2	4:00 PM
JANUARY 3 - JANUARY 23	4:30 PM
JANUARY 24 – FEBRUARY 13	5:00 PM
FEBRUARY 14 - MARCH 6	5:30 PM
MARCH 7 – ***MARCH 12***	6:00 PM
****MARCH 13*** – MARCH 27	7:00 PM
MARCH 28 – APRIL 17	7:30 PM
APRIL 18 – MAY 8	8:00 PM
MAY 9 – June 5	8:30 PM
June 6 – JULY 17	9:00 PM
JULY 18 - AUGUST 7	8:30 PM
AUGUST 8 – AUGUST 28	8:00 PM
AUGUST 29 - SEPTEMBER 11	7:30 PM
SEPTEMBER 12 – SEPTEMBER 25	7:00 PM
SEPTEMBER 26 - OCTOBER 9	6:30 PM
OCTOBER 10 – OCTOBER 23	6:00 PM
OCTOBER 24 – ***NOVEMBER 05.***	5:30 PM
****NOVEMBER 6*** – NOVEMBER 20	4:30 PM
NOVEMBER 21, 2011 – JANUARY 1, 2012	4:00 PM

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.

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. ***1.5% 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 AND TRYOUTS
Jamboree 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:
For Marymoor Park - 206-225-8936 (cell phone)
For All King County Fields except Marymoor - 206-214-7548 (cell phone)
Lights come on 10 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.

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.

SCHEDULING CONTACT INFORMATION

Regional Scheduling Office (all fields except Marymoor)
P.O. Box 2798
Renton, WA 98056
Ph: 206-205-5275
Fax: 206-296-8891

Email the Regional Scheduling Office at
regional.scheduling@kingcounty.gov

Marymoor Park Scheduling Office
6046 West Lake Sammamish Pkwy NE
Redmond, WA 98052
Ph: 206-205-3661
Fax: 206-296-4341

Email the Marymoor Park Scheduling Office at
marymoorpark@kingcounty.gov

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.
For information on group sales call 206-205-3661.

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

Note:
You are responsible for reading the contents of this booklet in its entirety and familiarizing yourself with all King County athletic field scheduling policies and procedures. If you have questions contact the appropriate office above.

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, 2010.*

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

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Please return the following by January 21, 2011 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 2011 field use Permit # _____

Your Insurance documents expire on _____

We Are Serious About Enforcing the Law.
King County Police Officers routinely patrol County parks under a permit with the Parks Division. Park's maintenance and recreation staff will report violators to police as well. Violations may result in citations and/or revocation of field use privileges.

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.

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.

FIELD USE RULES AND GUIDELINES

We welcome your use of the County's park 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 page 15

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.

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.

FIELD LIGHTING PROBLEMS

Please see page 7 for information on reporting problems with scheduled field lighting at the following fields:

Marymoor Park	Kentlake High School	Petrovitsky Park
Ravensdale Park	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.

Your field packet must be completed, signed, dated and returned by:

January 21, 2011

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 2010, 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 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 checks.
   Make checks payable to King County Parks

   See page 5 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, 2011

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	$30.00/hr
Synthetic Turf Fields (All age Groups)	$55.00/hr
Youth/Senior League Organized Games & Practices	$16.00/hr
Youth/Senior Tournament	$23.00/hr
Ballfield Lights - All groups	$23.00/hr
Cancellation Fees	$10.00/hr
Tournament Cancellation Fees	$15.00/hr

*Fees above include field prep after every 3rd game

CANCELLATION AND LATE FEES

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 1.5% late fee per month will be charged on all balances 30 days past due ($25.00 minimum late fee per month).*

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 9.
- 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 2011 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

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).

SINGLE TEAM RESERVATIONS (STR)

Single teams may now book in advance throughout the season. The STR fee is $30.00 per hour. 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 USER FEES

*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.

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

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

HEALTH PERMITS & VENDOR CONTRACTS

King County Parks has food vendor contracts for many of our active parks. If you would like to serve any food items or provide food concessions 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. There is a concession fee paid to King County Parks for all concessions. 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.

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	Kentlake High School	Petrovitsky Park
Ravensdale Park	Steve Cox Memorial 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:

  All parks listed above except Marymoor – 206-214-7548 (cell phone)
  Marymoor Park only – 206-225-8936 (cell phone)

  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.

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, 2010**

- **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.

- **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 6 for field prep information.

- **Cancellations**
  Field use cancelled before receipt of the final schedule will be charged a $15.00 per hr cancellation fee after March 1, 2010. 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)