2007 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	206-205-3890
Duvall Park	10am	206-296-1420
East Norway Hill Park	9am	206-296-1420
Enumclaw Park	10am	206-205-7529
Evergreen Athletic fields	10am	206 205-6722
Fall City Park	10am	206-296-1420
Five Mile Lake Park	9am	206-205-3891
Kentlake High School	9am	206-205-9187
Klahanie Park	10am	206-296-1420
Lake Francis Park	10am	206-205-9187
Levdansky Park	10am	206-205-9187
Maple Valley Heights Park	10am	206-205-3890
Marymoor Park	9am	206-205-3892
North Meridian Park	10am	206-205-3891
Petrovitsky Park	9am	206-205-3890
Ravensdale Park	9am	206-205-9187
Skyway Park	10am	206-205-3890
South King County Ball fields	9am	206-205-3891
Tolt-MacDonald Park/Mariner	9am	206-296-1420
White Center Park	9am	206-205-6722

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

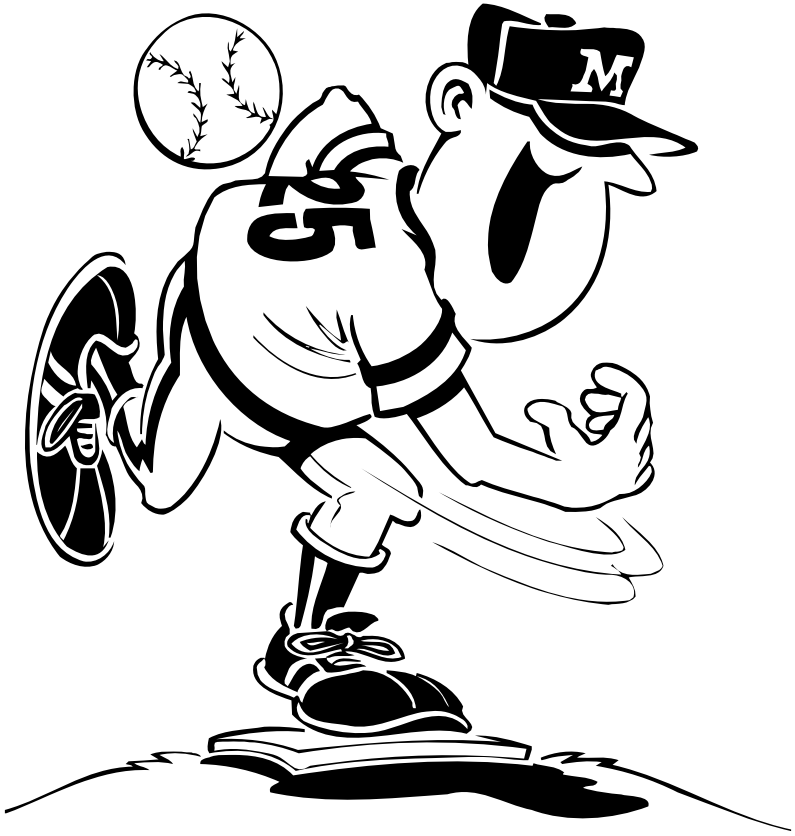
King County

King County Parks Your Big Backyard

2007 ATHLETIC FIELD SCHEDULING

Policies and Procedures

This information is available in alternate fomats upon request.



2007 LIGHT FEE SCHEDULE

INCLUSIVE DATES	LIGHT FEES BEGIN AT:
JANUARY 1 - JANUARY 21	4:30 PM
JANUARY 22 - FEBRUARY 11	5:00 PM
FEBRUARY 12 - MARCH 4	5:30 PM
MARCH 5 - MARCH 10	6:00 PM
MARCH 11 – MARCH 25	7:00 PM
MARCH 26 - APRIL 15	7:30 PM
APRIL 16 - MAY 6	8:00 PM
MAY 7 - MAY 27	8:30 PM
MAY 28 - JULY 15	9:00 PM
JULY 16 - AUGUST 5	8:30 PM
AUGUST 6 - AUGUST 26	8:00 PM
AUGUST 27 - SEPTEMBER 9	7:30 PM
SEPTEMBER 10 - SEPTEMBER 23	7:00 PM
SEPTEMBER 24 - OCTOBER 7	6:30 PM
OCTOBER 8 - OCTOBER 21	6:00 PM
OCTOBER 22 – NOVEMBER 3	5:30 PM
NOVEMBER 4 - NOVEMBER 11	4:30 PM
NOVEMBER 12 - JANUARY 20, 2008	4:00 PM

LIGHTS ARE SCHEDULED TO COME ON 10 MINUTES BEFORE SCHEDULED USE AND TO GO OFF 10 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 8.

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 - 206-540-7197 (pager)
Be sure to enter your phone number so we can call you back. Lights come on 10 minutes before your scheduled use. Please do not page us before that time.

RAINOUTS
When maintenance has rained out a field, **stay off the 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.

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SCHEDULING CONTACT INFORMATION

Regional Scheduling Office (all fields except Marymoor)
P.O. Box 3517
Redmond, WA 98073 - 3517
Ph: 206-205-5275
Fax: 206-205-6781

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

Marymoor Park Scheduling Office
P.O. Box 3517
Redmond, WA 98073 - 3517
Ph: 206-205-3661
Fax: 206-296-4341

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

If you have questions after reading this booklet, please contact the regional scheduling office at 206-205-5275. 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.

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:

Weekdays by 3:00 P.M.

Weekends by 7:00 A.M.
If weekend weather conditions change, updates may also be made at

Noon and 3:00 pm.

See the list of Field Rainout Phone Numbers on page 19

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: $50.00 per hour
Repeat offenses may result in revocation of field use privileges.

FIELD LIGHTING PROBLEMS:
Please see page 9 for information on reporting problems with scheduled field lighting at the following fields:

Marymoor Park	Evergreen High School	Kentlake High School
Petrovitsky Park	Ravensdale Park	White Center 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.

CHANGES FOR 2007

NEW!

Fees:
King County Parks has made changes for 2007 to accommodate the new Park's business plan and levy funding. These changes include an increase in youth field use fees as shown on the Field Use Fee Schedule, page 7. **All fees are to be paid in advance of field use.** All adjustments will be billed or credited within 30 days of your last use. ***1.5% late fee per month will be charged on all balances 30 days past due ($25.00 minimum late fee per month).***

Field Assignments:
In order to maximize available field use time, some field assignments within given parks may differ from last year.

Application Deadline: January 19, 2007

Please return the following by January 19, 2007 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

Your 2007 field use Permit # _____

Your Insurance documents expire on _____

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:

A. To accept the permit without changes, sign, date and return it to the scheduling office. Please make a copy for your records.

B. 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.

C. 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.

D. Return the signed permit with your $200.00 field use application fee. This fee will be applied toward your final balance. *The application fee is non-refundable after March 1, 2007.*

We accept Visa, MC, Discover Card and checks.

Permits with totals less than $200.00 must pay in full.

An invoice will be issued with a copy of your approved permit after your signed tentative permit and insurance documents have been received.

The CPG Program has 3 goals:

- Address unmet regional/rural public parks, sports, and recreation facility needs by creating new or enhanced facilities without adding new tax funded operations and maintenance costs.
- Empower user groups, sports associations, and other community-based organizations to leverage their commitment, passion, and resources into new long-term, high quality, self-sustaining County parks, sports, and recreation facilities.
- Develop a region-wide network of partners consisting of user groups, sports organizations, and citizens, in general, whose success is interconnected with the political, financial, and operational success of the County parks, sports, and recreation system.

Key CPG Proposal Requirements:

- Proposed new or enhanced facility must address an identified regional or rural sports, park, or recreation need per Active Sports and Youth Recreation Commission recommendations and/or mapping and inventory data; partner's mission and community outreach must compliment and support the Division's mission; partner must demonstrate that they have the financial, administrative, programmatic, logistical, and technical wherewithal to complete the project; matching funds and/or other resources are required for capital grant funds; project proposals must address environmental requirements, neighborhood impacts, design restrictions, and all other technical, legal, and permitting issues that may apply.

For more information about the CPG Program contact: T.J. Davis at (206)263-6214 or tj.davis@metrokc.gov

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.

King County Parks entered into several SMA's in 2005. If your organization is interested in performing specific maintenance tasks specified in the agreement for the 2007 season, please contact the scheduling office for the appropriate staff member and telephone number for your region. One of the benefits of SMA's is the partnership County staff and the volunteer groups have in helping keep the fields in top shape. **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.

Community Partnerships and Grants (CPG) Program

- CPG is a public/private partnership program for sports associations, community partners, and other non-profit organizations to develop, program, and operate new and/or enhanced public recreation facilities on County-owned land in a manner that does not create new King County operation and maintenance costs. Applicants must either utilize their volunteer resources or provide additional funding to contract with King County staff.

- Capital grants available up to $100,000 for approved partnerships for capital improvements only.

- Recommended in 2002 by the Active Sports and Youth Recreation Commission and the Metropolitan Parks Task Force. Adopted by Council in April 2003 as a tool for creation of new or enhanced sports and recreation facilities to meet identified recreation facility needs.

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

January 19, 2007.

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 2007, 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.

   See page 8 for l*ate fee charges.*

FIELD USE 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, 2007

LEAGUE APPLICATION FEE	$200.00
TOURNAMENT APPLICATION FEE (per tournament)	$200.00

FIELD USE FEES

ADULT SOCCER Games/Tournament	$40.00/hr
ADULT SOFTBALL/BASEBALL Games/Tournament	$45.00/hr
SINGLE TEAM RESERVATION	$20.00/hr

NEW!

SYNTHETIC TURF FIELDS (All Groups)	**$45.00/hr**
YOUTH/SENIOR League Organized Games & Practices	$12.00/hr
YOUTH/SENIOR Tournament	$19.00/hr
BALLFIELD LIGHTS - All groups	$19.00/hr

Single Team Reservations (formerly TRS)

Single teams may now book in advance throughout the season. The STR fee is $20.00 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.

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 above.
- 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.

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. See page 7. For more information, 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 an 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).

OTHER USER FEES

Non-scheduled or supplemental field prep	Quick Prep	$25.00
	Full Prep	$50.00

*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, fencing or mound installation will be billed on a case-by-case basis.

CANCELLATION and LATE FEES

All league games, practices & tournaments are subject to the following cancellation fees:

Cancelled 14 days or more before use date…… $5.00 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).*

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

Credits and Cancellations

- **Credit Adjustments**
  Your scheduling representative must contact the scheduling office within five working days of a light failure or an on-site game cancellation to confirm a credit. *Unconfirmed schedule changes will not be credited to your organization.*

- **Cancellations**
  Non-Tournament Play - All cancellations must be submitted in writing or email. After March 1st, a $5.00 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	Evergreen High School	Kentlake High School
Petrovitsky Park	Ravensdale Park	White Center 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 pager number:

  Pager for Lights at: All parks listed above except Marymoor – 206-540-7197.
  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 contract #. Please enter your phone number after the beep 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 $200.00 application fee for each tournament must be submitted to the scheduling office by the due date on your packet. The application fee will apply toward your field use balance, however,
  this application fee is non- refundable after March 1, 2007

- **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.

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

- **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.

- **Cancellations**
  Field use cancelled before receipt of the final schedule will be charged a $5.00 per hr cancellation fee after March 1, 2007. 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 additionally 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)