

Athletic Field Use and Reservation Policy

City of Edmonds Parks, Recreation & Human Services Department

A. Introduction

The Athletic Field Use and Reservation Policy (“policy”) was created to manage the City of Edmonds Parks, Recreation and Human Service Department’s athletic fields in a manner that will ensure reasonably equitable distribution and maximum use of facilities by the public.

The policy is intended to provide clear rules and guidelines to define allowable athletic field uses consistent with facility design and intent, and to establish priorities for scheduling and types of use.

City-owned athletic fields are designed to meet a wide range of community recreation interests beyond organized athletic competition. Athletic field use and reservation policies and fees for use are necessary to effectively and efficiently schedule these community assets to the greatest extent possible while balancing competing uses, priorities, and ensuring their long-term sustainability. A City-issued permit is required for all athletic field use that is arranged, monitored and/or run by an organization or its representatives and must be scheduled through the Parks, Recreation and Human Services Department per this policy. Drop-in use of an available, unprepped field by individuals not in association with an organized sport program is allowed without a permit. Organizations seeking to rent additional park amenities or an entire park for a special event should complete a special event application found on the City’s website www.edmondswa.gov.

The City of Edmonds reserves the right to limit or suspend field access seasonally and during periods of inclement weather, poor playing conditions, damage, unsafe or hazardous conditions and for necessary field rest and maintenance requirements.

[The City of Edmonds Park Regulations Chapter 5.32 of Edmonds City Code](#) shall govern all use of City owned parks and facilities.

B. Definitions

Adult – Participants aged 18 and older (excluding participants eligible to participate in high school sponsored sports).

Allocation – The distribution of available time between groups and programs requesting field use. The process involves evaluating field use requests and distributing field assignments fairly and impartially, per this policy.

Application – A form that can be found on the City’s website that is to be filled out consistent with the scheduling procedures listed in this policy to request field use.

Athletic Field Use Coordinator – The staff member within the recreation division responsible for athletic field allocation, fee collection and enforcement of this policy.

City Sponsored Programs & Events – Programming sponsored or co-sponsored by the City has priority for use of City-owned fields and will be prioritized in the scheduling procedures outlined in this policy. Examples of these include City day camps, classes, movie nights, festivals, and special events.

Commercial – Any activity conducted in or on a City facility where monies are collected for the specific purpose of financially benefiting an individual, business or organization (non-profit organizations excluded).

Edmonds Resident Organizations – An organization is considered local when at least 65% of registered participants are Edmonds Residents. Rosters are required and may be audited.

Field Use Permit – A document issued by the Parks, Recreation and Human Services Department to the requesting organization outlining the approved schedule and fee's that are due. The Permit should be accessible throughout field use to verify approval of use.

League Schedule – A document submitted by an organization that includes all game dates, times and locations.

Non-Resident Organizations – An organized group is considered non-local when less than 65% of registered participants are Edmonds residents. Rosters are required and may be audited.

Organization – An entity established to carry out a particular purpose, such as providing opportunities for individuals to participate in athletic activities or other recreational pursuits. For purposes of this policy, Organizations may include schools, churches, sports associations, community associations and the like. Organizations must carry insurance coverage for their activities.

Organized Use – Any use of an athletic field for an organized gathering, program, or event, such as those conducted by a city, school, league/organization, church, association/group, or company.

Organizer – Individual responsible for the application submittal, identified as the primary point of contact and responsible for the conduct of the Organization.

Sports Camp / Clinic – A program organized to provide registered participants with skill building instruction in one or multiple sports, typically lasting less than a week.

Tax-exempt Nonprofit Organization (Non-Profit) – An organization that has obtained a non-profit status and is registered as a non-profit business or corporation with the State of Washington and has maintained good standing with the State of Washington.

Youth – Participants aged 17 and under or participants eligible to participate in high school sponsored sports.

C. Field Scheduling and Allocation

The athletic field allocation process is designed for organized groups (Edmonds Resident Organizations, Non-Resident Organizations, Non-Profits, Sports Camps & Clinics and others seeking organized use) seeking permitted use of an athletic field. Athletic Field allocations happen three times annually with three seasons.

- Spring/Summer Season (March, April, May, June, July & August)
- Fall Season (September, October & November) – subject to weather and field conditions
- Winter Season (December, January & February) – subject to weather and field conditions

To request permitted use, organized groups must complete a field use application and provide proof of insurance (detailed in section D below). Applications for the Summer Season are accepted in January and February. Applications for the Fall Season are accepted in July and August. Applications for the Winter Season are accepted in November and December.

To be considered in the allocation process, applicants must follow all requirements outlined in this Athletic Field Use and Reservation Policy, including submission deadlines.

Once the application submittal deadline closes, the City's Athletic Field Use Coordinator will consider all applications based on scheduling priority classifications, as explained below. In recognition that there are limited multi-use fields, the following criteria will be taken into consideration to establish fair and reliable allocations: Safety of participants and general park users, field conditions (fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of severe damage to the fields), users in good standing (payments up to date in accordance with the applicable payment schedule and requests received according to allocation timeline), and historic use (two (2) years of consistent use where permit conditions have consistently been met). The Athletic Field Use Coordinator has discretion to determine if additional criteria should be taken into consideration at the time of field allocation. All applications submitted for the scheduling season will be evaluated at the same time and will not be evaluated on a first-come first-served basis.

Late applications will be considered after the allocation process is complete, on a first-come, first-served basis.

Scheduling Priorities

Field allocations will be established based on the following priority classifications. Classifications are listed in the order they will be allocated. After the allocation process is complete, new applications do not supersede others, even if they fall into a higher classification.

Field use applicant priority is as follows:

1. City of Edmonds sponsored or co-sponsored events and programs
2. Edmonds Resident Youth Leagues
3. Edmonds Resident Adult Leagues
4. Non-Resident Youth Leagues
5. Non-Resident Adult Leagues
6. Non-Profit, non-league use (such as camps, clinics, events, etc.)
7. For-Profit, non-league use / commercial groups

City-sponsored or co-sponsored programs have priority for use of City-owned fields and athletic facilities. City programs and activities have the right to preempt other users upon giving as much notice as is practical, except in extraordinary circumstances when advanced notice is not possible.

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 basis of sex, gender identity, gender expression, race, color, religion (creed), national origin, age (except minimum age) and retirement provisions, marital status, sexual orientation, military status, or the presence of any sensory, mental, or physical disability.

While every effort will be made to schedule field use at the fields, times and dates requested, there is no guarantee all requests will be accommodated.

The City of Edmonds does not operate a multi-athletic field sports complex. Requests for tournaments on any of the City's athletic fields should be submitted per the field scheduling and allocation policy outlined above.

D. Insurance

In addition to the Field Rental Application, all applicants must submit a certificate of comprehensive general liability insurance issued by one or more companies authorized to do business in the State of Washington. Insurance coverage must provide protection from claims arising from injuries to people and damage to property in the amounts set forth below. Proof of insurance must be submitted at least 30 days prior to start of field use.

The following items are required on the insurance documents:

1. The insured's name must be the same as the Organization listed on the Athletic Field Use Application.
2. The policy must name the City of Edmonds, 700 Main St, Edmonds WA, 98020 as an "additional insured" by Endorsement.
3. Minimum of \$1,000,000 General Liability Insurance and \$2,000,000 General Aggregate Insurance for personal injury, bodily injury, and property damage.

E. General Field Use Policies

All organizations must submit their League Schedule to the Field Coordinator at least one week prior to the program start date. Failure to do so may result in cancellation of the field use permit.

If a field is double booked, scheduled league games shall have field priority over practice. Maximum scheduled time per game is two (2) hours and maximum scheduled time for practices is ninety (90) minutes. Practice locations may rotate to support maintenance and field conditions.

The person listed as primary contact on the application will serve as the sole contact person with the City staff. The primary contact person is responsible for informing team coaches and/or managers of City of Edmonds policies regarding field usage and of individual team schedules.

Full sized soccer goals will be provided by the City on the Civic Center Playfield main field, Organizers must provide bases and goals for all other athletic fields. Equipment storage is not allowed without written permission from the City. The City is not liable for any loss or damage to the field user group's property.

City staff will complete initial field maintenance in preparation for the beginning of the season on the athletic fields. The City will paint the full-sized soccer field lines on the main field at Civic Center Playfield. Organizers are responsible for lines on all other fields throughout their usage. Access to fields for lining must be scheduled in advance with the Athletic Field Use Coordinator. Fields must be lined with approved athletic marking paint only, paint shall not be dispensed into the storm drain, lining must not "overline" other prepared lines without prior approval from the Athletic Field Use Coordinator.

The City provides garbage receptacles at all sports field locations. All Organizers are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the Organizer or their affiliated field users will be picked up by City staff with labor costs charged to the Organizer. Organizers must pack-out their trash from locations where the City-provided garbage receptacle is not large enough to accommodate their use. The City may require Organizers to bring in additional approved receptacles/dumpsters if the size or scope of the Organizer's activity compels it.

Fields may be accessed at 8:00 am for warm-ups, but practices and games may not begin until 9:00 am. All play must end at the time listed on the field use permit for all rentals. Civic Center Playfield main field will be available until 9:45 pm year-round. See the fee schedule for fees associated with using the field lights. Teams and players may not be on the field at any time during field preparations or maintenance. Organizers must notify the Athletic Field Use Coordinator to report any reserved times that can be released for general public use or other field use groups. Continued non-use of a reserved, permitted field may result in revocation of the Field Use Permit of the allocated field.

Animals must be leashed at all times in City of Edmonds Parks and are PROHIBITED from being on athletic fields and playgrounds. Owners are responsible for picking up after their animals while in parks.

Rainout decisions are left to the Organizer, referee, or umpire to make on-site. The Athletic Field Use Coordinator will make a good faith effort to reschedule games that are rained out; refunds are not available for cancellations due to inclement weather.

When Field Use Permits are issued, a specific field is reserved for the Organizer to the exclusion of others. Organizers may not assign or sublease their scheduled time to other field users. Any such action will result in the loss of field use and/or allocation privileges. Recognizing this exclusivity, Organizers should only reserve the fields they intend to use.

Sale of goods or services on public property is strictly prohibited. To apply for the authorization to utilize a public park space for profit, an individual or organization must submit a proposal pursuant to the City of Edmonds Concessions Request for Proposals found on the City of Edmonds website. Submissions will be evaluated on a first come, first served basis, however historic use will be taken into consideration.

To ensure the long-term health of City sports fields, the number of games/hours of use may be limited on a weekly or seasonal basis. Without such limitations, the impact to the City fields could be negative and long-lasting. Field closures may occur if staff determines fields have deteriorated due to wear and tear or in cases of inclement weather such as rain, frost, or snow. It is the responsibility of all field users to protect the turf from excessive wear and tear. Organizers should rotate locations of training and of equipment, including but

not limited to ladders, cones, and pitching practice. Additionally, field users shall not use fences, bleachers, or other amenities as targets for practice or warm-ups.

Motor vehicles are to be parked only in designated parking areas and are not permitted on athletic fields.

Fields may not be improved, dug into, repaired, used outside of this policy, or modified in any way without prior written permission from the City. Pop up tents must be anchored with sandbags and NOT field stakes to avoid costly repairs to the irrigation systems. The cost of repairs to correct damage caused by an Organizer or their affiliated field users will be the responsibility of the Organizer. It is the responsibility of the Organizer to educate staff, volunteers, umpires, coaches, parents and visitors about monitoring players and their actions while using City fields.

F. Rules of Conduct

1. Please be a good neighbor. Arrive quietly and depart in the same manner to avoid disrupting neighboring residents, especially after late games. Games shall not begin prior to 9:00 am. Artificial noisemakers such as car horns, sirens, air horns, portable music players, microphones, radios, and the like are prohibited.
2. All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented and may result in disciplinary action to the Organizer. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.
3. Adult supervision is required at all times.
4. Balls and/or equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of the property owner. Do not climb walls or fences or enter gates to gain access onto private property.
5. Tobacco Use, Smoking, E-Cigarettes and Vaping - [Per section 5.32.045 of Edmonds City Code](#), the use of all tobacco products, including chewing tobacco, smoking, and e-cigarettes/vaping, is prohibited in all public parks including parking lots.
6. Alcohol Consumption, Marijuana/Cannabis Use, Public Intoxication – Washington State law (RCW 66.44.100 and 69.50.445) prohibits the consumption or use of alcohol or marijuana products in any form in public places, which includes all City of Edmonds Park facilities and parking lots. It also prohibits the opening of packages containing alcohol or marijuana products in any form. A person who violates these sections is considered guilty of a class 3 civil infraction under Chapter 7.80 RCW.
7. Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind, including but not limited to foul or offensive language, shall not be used at any time during field use. The Edmonds Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

8. If an Organizer refuses to comply with the City's field use policies or to follow the directive of a City staff member, the Edmonds Police Department will be notified for assistance. In cases of emergency or any matter requiring police response, field users should call 911.

G. Damages

The Organizer agrees to reimburse the City for all costs incurred by damages, including but not limited to damages to the facility, furnishings, fixtures, and any additional cleaning required outside of the normal use for said facility which occurred in connection with the permitted activity and caused by the Organizer, sponsoring organization(s) and/or attendees.

H. Youth Program Concussion & Head Injury Protocol, Sudden Cardiac Arrest, Equity and Non-Discrimination

The City of Edmonds Parks, Recreation and Human Services Department has a vested interest in ensuring not only that the City's programs operate within the following laws, but also that athletic organizations using City facilities are operating within the same laws in their organizational practices. Annually, all Organizations must agree to meet the City's requirements as outlined below. Copies of the Zackery Lystedt Law and Gender Equity Act are available on the City's website.

1. Zackery Lystedt Law (Youth Sports Concussion and Head Injury Law)

In 2009, the Washington State Legislature passed the Zackery Lystedt Law (Youth Sports Concussion and Head Injury Law) RCW 28A.600.190. In 2015 the law was modified to include Sudden Cardiac Arrest, RCW 28A.600.195.

All youth programs that use publicly owned facilities must be in compliance with policies for the management of concussions, head injuries, and sudden cardiac arrest in youth sports. Each youth sports group will need to comply with the following requirements:

- A. All coaches, athletes and their parents/legal guardians must comply with mandated notification and education for the management of concussions, head injuries and sudden cardiac arrest. All coaches (paid and volunteer) are required to be educated in the nature and risk of concussions, head injuries and sudden cardiac arrest prior to the first practice/competition.
- B. Athletes and their parents/legal guardians within organizations are required to annually be informed about the nature and risk of concussions, head injuries and sudden cardiac arrest.
- C. Leagues, coaches and parents/legal guardians are responsible to immediately remove any athlete from return to play until written clearance has been received by the league from a licensed health care provider trained in the evaluation and management of concussion/head injury.

2. Gender Equality for Community Athletics Programs

In 2009, the Washington State Legislature passed the Gender Equality Bill for Community Athletics programs, RCW 49.60.505. This law states that no city, town, county, or district may discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. A third party receiving a lease or permit from a city, town, county, district or a school district for a community athletics program also 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. Organizers are required to comply with the City's Gender Equality Policy in the conduct and administration of community athletics programs for youth and adults.

3. Title IV, Civil Rights Act / Non-Discrimination

It is the City of Edmonds' policy to ensure full compliance with Title IV of the Civil Rights Act of 1964 by prohibiting discrimination. 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 application age) and retirement provisions, marital status, or the presence of any sensory, mental or physical handicap. Any person who believes his/her Title IV protection has been violated may file a complaint with the City of Edmonds.

I. Field Use Fees and Charges

- All rentals are minimum 2-hours.
- Rental Fees are \$15 per hour for resident organizations and \$20 per hour for non-resident organizations.
- A one-time \$30 administrative fee will be charged for each field use permit to help offset administrative expenses.
- Lights are available at Civic Center Playfield on the full-sized field. Lights are an additional \$20 per hour and will be charged after the following times:

January	4:00 pm	May	7:00 pm	September	7:00 pm
February	5:00 pm	June	8:00 pm	October	6:00 pm
March	6:00 pm	July	9:00 pm	November	4:00 pm
April	6:00 pm	August	9:00 pm	December	4:00 pm

Collection of Fees

When the final field allocation is approved and a facility use permit has been issued **50% of field rental fees are due**. The balance of the field rental fee is due within 30 days of final billing. **Payments not received within a timely manner may result in the termination of existing permit mid-season and/or affect an Organization's or applicant's standing for the following year.** Payment can be made via check payable to the City of Edmonds; via credit card in person or over the phone (425-771-0230); or via cashier's check or cash at the Frances Anderson Center (700 Main St. Edmonds, WA 98020). Checks returned to the City will be charged a return check fee as per the City's Non-Sufficient Fund (NSF) Fee policy.

J. Cancellation, Rescheduling and Refund Policy

If City staff cancels or declares a field unsafe for use and is not able to provide an alternate location, the Organizer will receive a credit or refund of the rental fee on the final billing statement at the conclusion of permit use. Credits are not issued for weather related cancellations (rainouts) and Organizers are encouraged to schedule additional time to accommodate make-up games at the time of their field use application.

K. Field Locations & Details

Frances Anderson Center Fields, 700 Main St, Edmonds

- Multi-purpose grass field – primary use is youth soccer, football, lacrosse practice/games and events. The field is not lined and does not include goals.

- Youth softball/baseball field – primary use is youth baseball/softball practice. There are no dugouts, bases, lines, or a home run fence.
- Restrooms located in Frances Anderson Center during operating hours with portable restroom for all other times.

City Park, 3rd and Howell, Edmonds

- Youth softball/baseball field – primary use is youth baseball/softball practice. There are no dugouts, bases, lines, or a home run fence.
- Multi-purpose grass field - primary use is youth soccer, football, lacrosse practice and events. The field is not lined and does not include goals.
- Restrooms available in the park.

Civic Center Playfield, 310 6th Avenue N, Edmonds

- Full-sized grass soccer field (300' x 150') - primary use is soccer, football, lacrosse games and practice. The field is lined and includes full sized soccer goals and lights.
- Mini grass soccer field (160' x 100') - primary use is youth soccer games/practice and warmups. The field is lined and does not include goals.
- Restrooms available in the park.

Hickman Park, 23700 104th Ave. W Edmonds Grass field - primary use is soccer, football, lacrosse practice. The field is not lined and does not include goals.

- Youth Baseball / Soccer Field – primary use is t-ball, coach pitch baseball/softball. There are no dugouts, bases, lines, or a home run fence.
- Two portable restrooms.

Pine Street Playfield, 6th and Pine Street, Edmonds

- Youth baseball / softball field - primary use is youth baseball and softball for ages 10 and under. Playfield has covered dugouts, home run fence at 170' and limited spectator seating; user must provide bases.
- One portable restroom.

Seaview Park, 80th Ave W and 186th St SW, Edmonds

- Grass field - primary use is youth soccer, football, and lacrosse. The field is not lined and does not include goals.
- Youth baseball / softball field – primary use is youth baseball and softball. There are no dugouts, bases, lines, or a home run fence.
- Restrooms available in the park.

Sierra Park, 80th Ave W and 191st St SW, Edmonds

- Youth baseball / softball field – primary use is youth baseball/softball and adult softball. The field has a homerun fence at 240' and team benches. There are no dugouts, the field is not lined, and user must provide bases.
- One portable restroom.