

Introduction

The City of Spokane Parks & Recreation Department manages the athletic field scheduling for the City of Spokane to assure quality, maintenance, equitable distribution and maximum use by the public, and when necessary, protection of fields from overuse.

The following guidelines are intended to assist USER GROUPS when making facility reservations and to guide City staff in resolving conflict that arises with scheduling fields. However, City staff may deviate from these guidelines as determined necessary and appropriate.

Athletic Fields

SPRD manages and schedules play at *Dwight Merkel Sports Complex, Franklin Park Softball Complex, and Southeast Sports Complex, with elementary schools belonging to Spokane Public School District and field areas that are typically used for athletic activities.*

Facility Contact Information

Field Scheduling and Allocations

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Facilities Operations and Questions

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WHO NEEDS TO RESERVE FIELDS?

Sports Associations

Non-Profit Organizations

Businesses

HOW ARE ATHLETIC FIELDS ALLOCATED?

Groups requesting rental of athletic fields for games or practices must complete an [Athletic Field Use Application](#). All USER GROUPS must meet all application requirements as outlined within this document.

An annual Athletic Field Allocation Application is due by the 2nd week of September.

The Park Board has authorized SPRD staff to use Park Board Policies to be the *final authority* with sole discretion to *assign and schedule fields*; *approve or deny* specific requests and to *reassign fields* due to extenuating circumstances.

SPRD will do its best to assign fields to USER GROUPS in order to offer the *broadest opportunity for participation to City of Spokane residents.*

Field Allocation Priorities

In general, tournament or league games will take priority over practices. National, State or Regional Tournament applications will be processed prior to league and practice requests. Past historical performance of the USER GROUP will go into the decision about new allocations (i.e. no outstanding bills...)

1. Guidelines:
 - a. SPRD has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
 - b. SPRD will set up meetings in which user groups who have conflicting bookings will meet to resolve issues amongst themselves with SPRD having final authority to resolve disputes
2. Field Allocation Priorities:
 - a. Tournaments-If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.
 1. Department sponsored programs
 2. National sanctioned tournaments
 3. Regional sanctioned tournaments
 4. State sanctioned tournaments
 5. Invitational sanctioned tournaments
 - b. SPRD Recreational Programs take precedence on Merkel Sports Complex locations. These programs will primarily be general adult and youth recreation sport programs and niche adult or youth recreational sports programs. Niche programs are not currently or historically offered in the community and it is the intention of SPRD to fill these programming voids when applicable.
 - c. Spokane Public School programs may supersede other organizations' facility requests on many fields in accordance with established joint facility usage agreement.
 - d. Recreational youth athletic programs –no participants get “cut”
 - e. Adult recreation athletic programs--no participants get “cut”
 - f. Select youth athletic programs—participation is by invitation or through a ‘try-out’ process.
 - g. Select adult athletic programs—participation is by invitation or through a ‘try-out’ process
 - h. Independent of national affiliate, sponsored youth or adult athletic programs.
 - i. New USER GROUP'S requests or “one-time” requests will be dealt with on an individual basis.
3. USER GROUPS must meet requirements as outlined within this document.
4. SPRD will allocate the majority of fields to user groups that offer the broadest opportunity for participation to the citizens of Spokane.
5. Number of field units assigned to USER GROUPS will be based on:
 - a. Priority outline
 - b. Number of participants within user groups
 - c. Total number of requests received
 - d. Field availability.
6. Field Scheduling Process
 - a. Once the initial field allocation process is completed and groups have been allocated fields per the above priorities all fields are allocated on a first come first serve bases regardless of where a particular group originally was placed on the priority scale
 - b. For cancellations or changes due to weather, user groups are responsible to re-request cancelled field space. User groups will be re-allocated field space according to where a particular group was originally placed on the priority scale.

Application Requirements

1. An example of an Athletic Field Use Application is included in this document. An application fee of \$50 will be charged to the User Group upon submitting the application.
2. Certificate of Insurance with proof of required coverage through duration of the reservation period must be provided at time of application.
Athletic Field Use Applications or other required documents that are incomplete, not received or received after the deadline will not be considered in the “priority-basis” but will be considered on a first-come first-served basis.
3. All applications must identify one person to contact and a secondary in case of an emergency.
4. User groups must sign and submit the Head Injury Concussion Law form sent out by SPRD.
5. Specific *Tournament requests* must be made through a separate Tournament Facility Use Application. (see additional “tournament requirements”)

Insurance Requirements

1. USER GROUPS shall secure and maintain, at no expense to the City of Spokane, a comprehensive general liability policy issued by one or more companies authorized to provide insurance in the State of Washington. Under such insurance:
 - a. The City of Spokane shall be identified as an additional named insured;
 - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
2. Field Use Agreements require insurance verification at the time of application submittal. The USER GROUP shall, at the time of application submittal, file with the City of Spokane certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
3. The SPRD reserves the right to require additional insurance and/or additional fees depending on type of activity planned.

Tentative Timeline for Field Allocations:

1. SPRD Proposes Next Year’s Fees to Park Board Recreation Committee at first June Recreation Committee Meeting (User groups encouraged to attend).
2. SPRD Proposes/Reviews Next Year’s Fees to Park Board at July Park Board Meeting (User groups encouraged to attend).
3. Park Board Approves Next Year’s Fees at August Park Board Meeting (User Groups encouraged to attend).
4. Field Use Applications/Matrices are due by the end of September.
5. USER GROUPS meet with SPRD to resolve requests where a conflict exists. These meetings will be held within the first two weeks of October and will be organized based on field quadrants (SE, SW, NE, and NW) and Sports Complexes.
6. Initial field allocations will be sent to each USER GROUP by the end of October.
7. USER GROUPS must return final changes by the first week of November.
8. SPRD may hold an allocation meeting with USER GROUPS to assist in determining final allocation.
9. SPRD will assign FINAL field allocations by issuing a Field Use agreement to each USER GROUP the first week of December.
10. Field Use Agreements must be signed and returned by the end of January.

Field Scheduling Policies

1. Each USER GROUP will schedule their own games & practices according to the number of field units they have been assigned.
2. USER GROUP schedulers are required to give 14 days notice when requesting any changes for field use. Any change in the schedule requested by the USER GROUP will result in a \$5.00 fee to be charged to the USER GROUP for each change. The exception is in the case of inclement weather conditions.
3. If the change results in a cancelled slot(s) and cannot be filled, the original USER GROUP assigned to the slot will be charged if 14 days notice is not given.
4. All Field allocations will be charged to the USER GROUP, if proper 14 day notice is not given, whether used or not. This means if a group does not use the entire length of their requested

booking, they will be charged for the entire length of the original booking, plus any additional time over that original booking that is used.

5. Field Closure Re-Scheduling/RAINOUTS/Cancellations: Fees will be waived for games/practices that are rained out or cancelled by SPRD in the following cases:
 - a. The USER GROUP contacts the SPRD within TWO working days after a field closure to reschedule a game(s) or practice(s).
 - b. The USER GROUP contacts SPRD and cancels 14 days prior to the allocated time.
6. Trading between USER GROUPS is not allowed.
7. USER GROUPS may not “sub-lease” their approved fields.
8. Grass athletic fields will be available for use, weather permitting, approximately March 1st through October 31st. Synthetic turf fields may be available year-round depending on the ability of SPRD to ensure adequate field safety and performance of proper turf & facility maintenance.
9. Winter use of fields will be limited to Dwight Merkel’s two artificial turf fields.
10. USER GROUPS will be required to supply their own portable restrooms in areas a restroom is not available or pay for the cost of the portable restrooms. Facility restrooms are open full time Memorial Day through Labor Day. If the allocated athletic field is on school property, Spokane Public Schools must be contacted for placement approval. If on City Park property; SPRD must be contacted for placement approval.

Application / Deposit / Payment Policies

1. All applications must be accompanied by a non-refundable application fee of \$50.00. (All checks sent to: 808 W. Spokane Falls Blvd. Spokane, WA 99201)
2. Field Use Agreements must be accompanied by a deposit equal to or greater than 25% of all field use fees.
3. Payment via check must have the rental number of the contract the check is to be assigned to.
4. The final payments for field use are due according the monthly invoice sent out. Payments will be due on last day of the month for prior month’s usage.
5. Payments not received within the allotted time will affect requests for the following year.
6. Fees are subject to change based on increased field maintenance costs.

Athletic Field Use Fees

Revenues from individual events at the Dwight Merkel Sports Complex, Southeast Sports Complex, and Franklin Park Complex are shared between the City and the Promoter or Tournament Director.

The City retains:

- 100% of parking revenues (less parking tax)
- 100% of food, beverage concession sales on complex grounds
- 7% of gross admissions
- 30% of artist or team merchandise

The Promoter may retain:

- 100% of ticket revenues (less 7% of the gate revenue and less admission tax)
- 70% of any merchandise revenues
- 100% of any event-day sponsorship revenues

2012 Soccer/Grass Field Fees

Dwight Merkel Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$35/hour	\$25/hour	\$15/hr
<i>200+ hours rented</i>	\$32/hour	\$22/hour	N/A
Artificial Turf Fields 8am – 11pm	\$55/hour	\$45/hour	\$45/hr w/lights \$35/hr w/o lights
<i>200+ hours rented</i>	\$52/hour	\$42/hour	N/A
Southeast Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$25/hour	\$20/hour	N/A
<i>(200+ hours rented</i>	\$22/hour	\$17/hour	N/A
Franklin Park Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$15/hour	\$10/hour	N/A
Underhill Cricket Pitch	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$15/hour	\$10/hour	N/A
All Other Soccer Fields	Adult	Youth	Spokane Schools (#81)
<i>Reservation Fee-Covers Portion of *Admin Costs and Field Use</i>	\$10/field reservation (N/A)	\$8/field reservation (N/A)	N/A

***All fees are on a per hour bases. A minimum of one hour is required per rental. Time will be billed on the ¼ hour (15 minutes). Reminder, the ability to extend play is limited. Please reserve enough time to finish your game/practice. You will be billed for an amount of time, not a number of games.**

2012 Softball/Baseball Fees

Dwight Merkel Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$35/hour	\$25/hour	\$25/hr w/lights \$15/hr w/o lights
<i>200+ hours rented</i>	\$32/hour	\$22/hour	\$22/hr w/lights \$12/hr w/o lights
<i>Adult/Youth Co-Fee</i>	\$33.50	N/A	N/A
Franklin Park Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$25/hour	\$15/hour	\$15/hr
<i>200+ hours rented</i>	\$23/hour	\$13/hour	N/A
<i>Adult/Youth Co-Fee</i>	\$23.50	N/A	N/A
Southeast Complex	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$25/hour	\$15/hour	\$15/hr
<i>200+ hours rented</i>	\$23/hour	\$13/hour	N/A
New Youth Baseball Fields *BA Clark, Chief Gary, Liberty, Underhill	Adult	Youth	Spokane Schools (#81)
<i>*Liberty is only one w/ lights(\$10/hr) * User groups doing own maintenance based on SPRD maintenance plan</i>	\$50/100 Hours	\$50/100 Hours	\$15/hr
Dwight Merkel Baseball Field	Adult	Youth	Spokane Schools (#81)
<i>Per Hour-prorated to ¼ Hour</i>	\$25/hour	\$15/hour	\$15/hr
All Other Baseball fields	Adult	Youth	Spokane Schools (#81)
<i>Reservation Fee-Covers Portion of *Admin Costs and Field Use</i>	\$10/field reservation	\$8/field reservation	N/A

***All fees are on a per hour bases. A minimum of one hour is required per rental. Time will be billed on the ¼ hour (15 minutes). Reminder, the ability to extend play is limited. Please reserve enough time to finish your game/practice. You will be billed for an amount of time, not a number of games.**

2012 Tournament Fees

2012 Soccer Tournament Fee

Dwight Merkel Complex	Full Day (8 am-11pm)	Half Day (8am-3pm or 3pm-11pm)
Adult	\$3,500	\$1,800
Youth	\$2,400	\$1,300
Southeast Complex	Full Day (8 am-11pm)	Half Day (8am-3pm or 3pm-11pm)
Adult	\$1,500	\$800
Youth	\$1,200	\$700

2012 Softball/Baseball Tournament Fee

Dwight Merkel Complex	Full Day (8 am-11pm)	Half Day (8am-3pm or 3pm-11pm)
Adult	\$2,100	\$1,200
Youth	\$1,500	\$800
Franklin Park Complex	Full Day (8 am-11pm)	Half Day (8am-3pm or 3pm-11pm)
Adult	\$1,500	\$800
Youth	\$900	\$500
Additional Field Preps <i>*Game fees include 1 field prep every three games</i>	\$52.50	\$52.50

2012 "Other Fees"

Description	Fee
Application Fee <i>*Non-refundable</i>	\$50
Tournament Deposit <i>*deposit applies toward tournament *Non-refundable</i>	\$350/tournament
Light Fee	\$10/hour
Extended Tournament Fee	\$50/quarter hour over
Turface <i>*This is beyond our minimum standard (5 bags/field)</i>	\$12/bag
Fence Rental	\$50/field
Fence Setup	\$87.23/field
Reservation Change Fee	\$5/change
Tennis Courts	\$10/hr/court

Tournament Field Use Fees

****A non-refundable field reservation fee of \$350 is required with each tournament application. This fee must be paid to the City of Spokane at the time of applying for your tournament(s), which will be applied towards final tournament cost. If the tournament is cancelled for any reason, the \$350 reservation fee is not refundable.***

All tournaments that run over the allotted time by the SPRD may not have the ability to finish the tournament, depending on prior allocations. All tournaments running past the allocated time will be charged additional fees.

In order for future tournaments to be considered, the tournament organizer must meet the following requirements:

- All fees for your concluded tournament within 14 days of receiving billing from the SPRD.
- Maintenance must have at least 15 -30 minutes (1/2 prep and full prep, respectively) per field between games.
- You performed within the scope of your tournament application and did not cancel the tournament. Cancellations decided by the SPRD will be allowed to roll forward the field reservation fee.

Tournament Requirements / Fees / Payment

In addition to the General Rules and Regulations, USER GROUPS sponsoring tournaments must adhere to specific tournament policies.

If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.

Tournament Field Maintenance

Ball fields will be maintained throughout the tournament to the best of the field maintenance staff's capabilities. Tournament directors are required to work with the field maintenance staff to schedule maintenance breaks throughout the day. Infield play or practice is prohibited during maintenance breaks for the safety of employees and participants.

- ½ prep is defined as work done on pitcher's mound and batter's box along with any unsafe areas to include a quick racking, water spray and chalking.
- Full Prep is machine dragging the entire infield, watering, and re-chalking.

Park maintenance personnel have the final authority regarding the play-ability of the fields. Park staff will consult with the umpire-in-chief and the tournament director regarding the playability of fields during inclement weather. When innings are in progress, the umpire will make the decision to continue or stop play. Maintenance personnel will be scheduled to staff the fields during the course of the tournament at department-established levels.

The tournament director is responsible for assisting field maintenance personnel to keep participants off the playing field when the maintenance is taking place.

Field maintenance standards include, but are not limited to:

- Dragging the infield and raking around the bases
- Watering the infield
- Chalking lines and boxes
- Resetting bases and pitching rubbers

The tournament director will be charged for using more than 5 bags of field conditioner per field, per day to continue field playability. The tournament director will be charged \$12 per additional bag of field conditioner used at the request of the tournament director.

Facility maintenance will be provided during the course of the tournament. Facility standards include, but are not limited to:

- a. Restocking and cleaning rest rooms every two hours or as needed
- b. Empty garbage cans when full or as needed
- c. Pick up litter and trash around grounds every two hours

Tournament Game Schedule

A game schedule must be submitted to Callie Byrne by noon seven days prior to the starting date or a \$50 fee will be charged. You are required to provide this schedule in writing. Changes after this deadline will result in other fees, charged to the Tournament Director(s). You may email your schedule to: cbyrne@spokanecity.org

- Games will not be scheduled to start earlier than 8 a.m.
- Games must be completed no later than 11:00 PM. There are no exceptions due to a City of Spokane Park Ordinance.
- Admission fees may be charged. You must request, in writing, the dates of the tournaments when you wish to charge a gate fee. SPRD will then issue a written approval for your tournament(s). You must have the written approval with you at the tournament(s) to provide verification. All persons must be allowed access to the concession stand, even if they refuse to pay the admission fee.
- The Spokane Parks & Recreation administrates food concession sales. All concessionaires must have a signed contract in order to sell food in the parks. **Tournament directors may not sell any consumables. Tournament directors may sell T-shirts, sweatshirts and hats promoting their tournament (Please refer to “Athletic Field Use Fees” Section on p.4).**
- SPRD reserves the right to charge for parking where applicable at any and all tournaments. Tournament organizers have the option of paying an additional car fee to SPRD in order to secure free parking. This includes fee for RV parking.
- Tournament directors are responsible for informing all teams, coaches, officials and participants of City of Spokane policies, procedures, rules and Park regulations.
- The tournament director/sponsor will provide each team with the tournament procedures to include the rules and regulations as well as any associated policies and procedures as required by the Parks Department. Failure to comply may result in the denial of further use of facilities or the cancellation of schedules event.

Recreational Vehicle/ Over-Night Parking

Overnight parking is prohibited without a permit. Over-night RV parking is available at some of the sites. Users of this service must contact the on-site personnel at 509-742-0837 or email: tbuckley@spokanecity.org. Upon payment of \$40, each RV will receive a permit that is valid through the remainder of the tournament, at which they are attending.

Anyone who does not adhere to these guidelines may be towed at the owner's expense, or may be locked within the complex during normal closed hours.

Field Playability

SPRD will also reserve the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. Fields heavily used will be rested a minimum of 8 hours for every 40 hours of use.

Field Closure/Rainouts – During periods of inclement weather, field closures will be determined by maintenance personnel. Closures may result from poor playing conditions that could cause safety hazards for the public. Damaged property that could result in excessive repair work to bring the field back to a playable condition may result in a field closure.

It is the USER GROUP'S responsibility to obtain field closure information. Call (509) 625-6950 for an up-to-date report on field closures. Anyone may text "fieldreport" to 25827 to obtain instant up-to-date information regarding field closures.

If a field is closed, no practice is allowed.

General Rules and Regulations

The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. SPRD reserves the right to immediately terminate the use of fields and the USER GROUP agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations. Failure to comply with these rules and regulations may jeopardize USER GROUP'S future use of SPRD Athletic Fields.

Authorized USER GROUP representatives are directly responsible for informing their team coaches/representatives of all SPRD policies regarding use of athletic fields.

SPRD reserves the right to require police or other security supervision for any event booked. Security requirements must be met and confirmed prior to the event date. Cost of police or other security supervision will be charged to field user.

SPRD is not responsible for any personal property loss, damage to vehicles, etc.

- USER GROUPS must check soccer goals to make sure they are secure before they are used. If they are unsecure, they must bring it to the attention of SPRD Operations staff immediately.
- Alcoholic beverages are not allowed in any SPRD athletic field or facility except by special license.
- All forms of tobacco, shelled seeds (sun flower seeds) are strictly prohibited.
- Users, its members, guests and invitees will show respect and sportsmanship towards Parks Department staff, officials, opposing team(s) and spectators.
- USER GROUPS may not use athletic fields unless pre-scheduled.
- There is to be no scheduled play at SPRD sports complexes before 6:00 am or after dusk on unlighted fields and no use after 11:00 p.m. on lighted fields.
- USER GROUPS should make necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations.
- Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made with the Recreation Facility Coordinator in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.
- Batting practice is allowed only in the softball complex. Whiffle balls may be used in the outfield if the maintenance staff is prepping the infield.
- No hitting into fences with baseballs or softballs (whiffle-balls and/or tennis balls are allowed).
- Climbing on fences is prohibited.
- Standing on dugout benches is prohibited.
- Golf is prohibited from being played on all athletic fields at all times.
- Baseball/Softball fields WILL NOT be lined for practices, bases may be provided. (Must inform Callie Byrne which allocations are practices and which are games)

- Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.
- Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from SPRD.
- USER GROUPS must inform SPRD of any special equipment (dunk tanks, horse rides, concession stands, music stages, etc.) that might be used during your event.
- USER GROUPS requiring use of electrical power/water (if available) will be assessed an additional fee. Electrical hook-up for amplification of music (of any kind) requires permission from the SPRD.
- The SPRD maintenance contractors will complete all field maintenance. USER GROUPS will not be allowed to drag, rake, add field drying agent ("Turface") or line any part of athletic fields unless assigned under the terms of the Athletic Field Use Agreement.
- USER GROUPS must vacate fields and dugouts upon the conclusion of their scheduled play.
- USER GROUPS must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. USER GROUPS damaging city property will be held responsible for the cost of repair, replacement, or clean up.
- USER GROUPS need approval for any tents, signs, banners, posters etc. they would like put up from the SPRD. Nailing or stapling of schedules, banners, posters, etc. to any part of facility is prohibited. USER GROUPS may use tape, string, rope, or other approved items. Items must be removed at the conclusion of event.
- USER GROUPS may not store items on SPRD property during or after your event, unless approved by the SPRD. Any unauthorized items may be assessed a storage fee.
- Other users during your scheduled event may share event parking.
- Additional rules and regulations may be required for a specific athletic field or facility.
- All other *Standard Park Rules and/or City of Spokane* regulations apply while on park property. These can be found on our web page at: <http://spokaneparks.org/Parks/page/96/>