Exhibit "A"
Updated 8/16/10

SPOKANE PARKS & RECREATION DEPARTMENT
DWIGHT MERKEL SPORTS COMPLEX ATHLETIC FIELD USE POLICIES & PROCEDURES 2010

A. Purpose

1. Manage City of Spokane, Parks & Recreation Department's Dwight Merkel Sports Complex athletic fields in a manner to assure quality maintenance, equitable distribution and maximum use by the public.

2. This will be accomplished by means of the following:
    a. Outline available fields and dates of usage.
    b. Outline facility-scheduling, maintenance & operating procedures and policies.
    c. Define fees and charges for use of facilities to cover operational costs and equipment replacement to ensure quality field maintenance.
    d. Define rules and regulations regarding use.
    e. Manage the limited number of Merkel Sports Complex athletic fields in a fair and equitable manner.

B. Definitions

1. SPRD – City of Spokane Parks and Recreation Department
2. *Recreational Youth Athletic Programs* –Programs that offer all participants the opportunity to actively participate on an athletic team (no cuts). The focus of the program is developmental and participatory. .
3. *Select Youth Athletic Programs* – Programs that offer a limited number of participants the opportunity for play. Generally, select teams use try-outs, skill levels, and special invitations to form teams.
4. *Recreational Adult Athletic Programs* – Programs that offer adults the opportunity to continue recreational sports.
5. *Scheduled Play* – Fee-based reservations for either games or practices
6. *Non-scheduled Play* – First-come/First-serve use of athletic fields at times without reservations.
7. *Organization* – Any group applying for field-use allocation.
8. *USER GROUP* – Any organization that has been allocated SPRD athletic field units for scheduled play.
9. *Field Units* –Field use times in hour increments assigned to each user group. Individual field units will be assigned by each user group for their own scheduled play.
10. *Primary Use*- Athletic fields that are designated for a specific sport.

C. Merkel Sports Complex Athletic Fields

1. The SPRD is responsible for scheduling play on these athletic fields:
    Merkel Softball Fields # 1- #5
    Merkel Baseball Field # 6
    Merkel eight (8) Soccer Fields (Six grass fields; two artificial turf fields)

D. Policies for Athletic Field Allocations

1. SPRD complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009)which
    a. Prohibits discrimination against any person in a community athletics program on the basis of gender or sexual orientation.
    b. *In addition*, 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 race, color, creed, national origin, age (except minimum age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap.

2. Field Allocation Priorities:
    a. All SPRD recreational programs take precedence on Merkel Sports Complex locations. These programs will primarily be general adult recreation sport programs and niche adult or youth recreational sports programs. Niche programs are programs that are not currently or historically offered in the community and it is the intention of SPRD to fill these programming voids when applicable.
    b. In accordance with established joint facility usage agreements with the Spokane Public Schools, school programs may supersede other organizations' facility requests on many fields.
    c. USER GROUP with past historical use follows in priority and in order of priorities listed in items d. through h. below. New USER GROUP'S requests will be dealt with on an individual basis.
    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, sponsored youth or adult athletic programs.
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3. Field use requests associated with an athletic activity other than the designated *primary use* of that particular field will be considered based upon field availability.

4. 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.

5. USER GROUPS must meet requirements as outlined within this document.

6. SPRD will allocate the majority of fields to user groups that offer the broadest opportunity for participation to the citizens of Spokane.

7. 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.

E. Scheduling Procedures and Requirements

1. Each USER GROUP shall submit a Facility Use Application, Certificate of Insurance and field schedule requests to the Recreation Facility Coordinator by the appropriate deadlines given below.

2. Applications are available at www.spokaneparks.org.

3. Applications can be emailed to :

    Recreation Facility Coordinator
    Carl Strong
    Email: cstrong@spokanecity.org

4. Any application that is received after the deadline will not be considered in the "priority-basis" but will be considered on a first-come first served basis.

5. Applications submitted by the deadline and are of the same priority basis will be prioritized based on historical use.

6. Each USER GROUP will identify a main person of contact & secondary back up on the facility use application.

Organizations Contacted by SPRD	**Application for Field Use Deadline**	**Review completed by SPRD**	**Field units confirmed**
September, 2010	October, 2010	October 15, 2010	November, 2010

7. Specific Tournament request must be made through a separate Facility Use Application

8. A single Facility Use Application can be used for multiple field unit requests. Additional pages may be added onto the same application.

9. Each USER GROUP is required to remove unwanted assigned dates/times and return a list of deletion within 5 working days of delivery.

10. The Recreation Facility Coordinator will assign field units to USER GROUPS.

11. Each USER GROUP will schedule their own games & practices according to the number of field units they have been assigned.

12. Field allocations accepted will be charged to the USER GROUP whether used or not. No response will be considered acceptance by the USER GROUPS of the allocation.

13. Trading between USER GROUPS is not allowed.

14. USER GROUP may not “sub-lease” their approved dates.

15. When possible, openings will be offered to other USER GROUPS on a priority basis as defined within the Priority definitions listed above.

16. Confirmation of field unit assignments will be available to USER GROUPS according to the schedule listed above.

17. USER GROUP schedulers are required to give five working days notice when requesting in-season changes in a request for field usage time. If the change results in a cancelled slot(s) and cannot be filled, the original USER GROUP assigned to the slot may be charged.

F. Insurance Requirements

1. USER GROUP 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. Permits require insurance verification at the time of application submittal. The organization, league coordinator or president 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.

G. Tournaments

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

1. Sponsoring group must turn in a Tournament Check List at five working days before scheduled event.

2. Tournaments that may choose to charge admission or accept donations at the athletic field must receive authorization from SPRD five working days prior to the scheduled event. Additionally, those spectators not wishing to make donations are to be admitted free.

3. SPRD reserves the right to charge for parking where applicable at any and all tournaments or other events. Tournament/event organizers have the option of paying an additional car fee to SPRD in order to secure free parking.

4. Schedules are due five days before the start of the tournament and may be emailed to aeva@spokanecity.org or delivered in person to Adriano Eva

5. Schedules received past 12:00 (noon) deadline may be assessed a $50.00 per day late fee.

6. SPRD must approve tournament schedules prior to the start of the event.

7. A field maintenance crew will be assigned to the softball/baseball tournament to do field prep maintenance. Field preps will occur every other game. Additional field preps are $52.50 per field.

8. Sponsoring group will be directly responsible for entry fees, invitations, and all public relations in regards to tournament/special event information.

9. Sponsoring group will provide to SPRD news releases, flyers, layout of equipment, and results of tournament/special events.

10. Sponsoring group will provide proper supervision throughout scheduled event (i.e.: a person designated as "Tournament Director" at the park facility at all times).

H. * Fees / Charges / Payment

Field *All fees are for games or practices*	**Adult with Lights**	**Adult**	**Youth with Lights**	**Youth**
Merkel Grass Fields (6 fields)		$30/hr.		$20/hr.
Merkel Artificial Turf Fields (2 fields)	$65/hr	$55/hr	$55/hr	$45/hr.
*Merkel Softball/baseball fields (5 fields) *includes limited field preps*	$17.50/hr	$12.50/hr	$15./hr.	$10/hr.

*** For August & September, 2010; Fees through 12/31 TBD**

1. Fees are subject to change based on increased field maintenance costs per the field maintenance contract. Fees may also be adjusted to cover sports equipment replacement, increases in utilities or any other maintenance costs.

2. SPRD reserves the right to increase field usage fees when the Department may incur additional cost.

3. SPRD and Spokane Public Schools have a joint-use agreement and rental fees are subject to conditions within the joint use agreement.

4. Final payment for field use is due within 30 days of billing. A statement of charges will define when payment is due. Payment not received within a timely fashion will affect requests for the following year.

5. Credits/Deposits on account will be applied at this time.

6. RAINOUTS: Fees will be waived for games that are rained out by SPRD or appropriately cancelled by the USER GROUP prior to field prep. Games that have already been prepped and are then cancelled by the USER GROUP will be charged.

7. Field Closure Rescheduling – It is the organization's responsibility to contact the Recreation Facility Coordinator within two (2) working days after a field closure to confirm a credit or arrange for possible rescheduling.

8. *Tournament fees will be separate from the regular fee structure.

I. Field Playability

1. 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. Wear factors include:

    a. Size and number of users
    b. Type of use
    c. Frequency of use

d. Weather conditions
e. Type of sports equipment used

2. Field Closure/Rainouts – During periods of inclement weather, ball field closures may result as determined by SPRD personnel. Closures may also result from poor playing conditions or damage which could cause hazardous safety consideration for the public and/or excessive repair work to bring the field back to a playable condition. It is the organization's responsibility to obtain field closure information. Call (509)742-0837 for an up-to date report on field closures. Field closed signs will be displayed at park sites when fields are not playable.

3. If a field is closed, no practice is allowed.

4. Maintenance personnel will have final say on field playability and safety during inclement weather conditions.

J. 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 a USER GROUP'S future use of SPRD Athletic Fields.

1. Alcoholic beverages are not allowed in any SPRD athletic field or facility except by special license at the Merkel Softball complex.

2. Smoking and/or the use or promotion of any kind of tobacco product shall be prohibited on or near all SPRD athletic fields.

3. Merkel Sports Complex athletic fields will not be available for any non-athletic event that could disrupt or displace field access to USER GROUPS.

4. Users, its members, guests and invitees will show respect and sportsmanship towards Parks Department staff, officials, opposing team(s) and spectators.

5. Tournaments that may choose to charge admission or accept donations at the athletic field must receive authorization from SPRD ten days prior to the scheduled event. Additionally, those spectators not wishing to make donations are to be admitted free.

6. 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.

7. Most grass athletic fields will be available for use, weather permitting, beginning approximately March 1.

8. Synthetic turf fields may be available year-round depending on the ability of SPRD to ensure adequate field safety and adequately perform proper synthetic turf & other facility maintenance.

9. USER GROUPS may not use Merkel Sports Complex athletic fields unless pre-scheduled.

10. Fields used for game use will be maintained at game standards.

11. Sufficient time slots are required between game uses to allow for maintenance requirements.

12. There is to be no scheduled play at SPRD sports complexes before 6:00 am.

13. There is to be no use after dusk on unlighted fields and no use after 11:00 p.m. on lighted fields.

14. USER GROUPS should make any necessary changes, amendments, or alterations to their rules and regulations concerning games stopped during an inning due to time regulations.

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

16. 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.

17. SPRD encourages coaches training in all programs utilizing SPRD facilities.

18. Batting practice is NOT allowed on the outfield grass or any field within the complex—only inside the softball complex

19. Golf is prohibited from being played on Merkel Sports Complex athletic fields at all times.

20. Baseball/Softball Use - Fields for practice sessions WILL NOT be lined, but bases may be provided.

21. Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.

22. In case of athletic field emergencies (such as no one present to turn lights on, sprinklers coming on, too many teams assigned to one field, etc.) on call (509)742-0837.

23. USER GROUP representatives are required to carry their approved field usage request to the field for practices.

24. Observe all park rules when driving through park parking lots, please be especially watchful for children.

25. SPRD is not responsible for any personal property loss, damage to vehicles, etc. Be sure to park correctly, safely, and lock your car doors.

26. 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

27. USER GROUPS requiring special services and/or supervision, will be assessed an additional fee. Only facilities applied for may be used.

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

29. 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.

30. 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.

31. The SPRD maintenance contractors will complete all field maintenance. USER GROUPS will not be allowed to drag, rake, or line any part of athletic fields unless assigned under the terms of the Athletic Field Use Agreement.

32. USER GROUPS will work with SPRD to make decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions. SPRD will have the final decision.

33. Failure to refrain from organized play or practice on a closed field may result in the loss of future field use privileges.

34. USER GROUPS must vacate fields and dugouts upon the conclusion of their scheduled play. Fields may be reserved for further use by other USER GROUPS immediately following. Please use your best judgment and courtesy when entering and exiting the fields.

35. 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.

36. USER GROUPS must have prior approval for any signs, banners, etc. 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.

37. 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. The SPRD is not responsible for lost or stolen property.

38. All vehicles improperly parked at athletic facilities are subject to towing at owner's expense.

39. Other users during your scheduled event may share event parking.

40. Overnight parking or camping is prohibited.

41. SPRD is not responsible for loss, theft or damage to vehicles.

42. Animals must be on a leash at all times but will not be allowed in the player/spectator areas during large tournaments or events because of crowding and safety concerns

43. Participants, children and spectators must be under supervision of USER GROUP'S representative throughout the entire scheduled event.

44. No hitting into fences with baseballs or softballs (whiffle-balls and/or tennis balls are allowed).

45. Climbing on fences prohibited.

46. Standing on dugout benches prohibited.

47. Additional rules and regulations may be required for a specific athletic field or facility.

48. All other rules and regulations as stated in the *Standard Park Rules and/or City of Spokane* on our web page: http://spokaneparks.org/Parks/page/96/ and must be followed by all USER GROUPS.

49. The SPRD has the authority to update or add rules and regulations as necessary. For further assistance and field reservations, call the SPRD at 509-625-6625. All calls pertaining to scheduling should be made between 8:00 a.m. – 5:00 p.m., Monday through Friday.

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K. Athletic field Descriptions

Dwight Merkel Sports Complex – five Softball/Baseball fields; one youth baseball field; 8 soccer fields

Primary Uses:

Ball Fields 1-5:

1. Adult Softball
2. Youth/high-School Softball
3. Youth Baseball

Field 6: (under construction)

1. Youth baseball

Eight (8) soccer fields

1. Youth Soccer
2. Youth Football
3. Adult soccer, Lacrosse, Rugby
4. Other approved recreational sports