



Burien

Parks, Recreation & Cultural Services

2016 Athletic Field Scheduling Information

Parks, Recreation and Cultural Services Department 14700 6th Ave SW Burien, WA 98166
(206) 812-4723 or gabbig@burienwa.gov

Available Athletic Fields

Athletic complex	Baseball/softball	Availability	Lights
Moshier Park 430 S 156 th	Moshier 1 60' – 90' with mound	March – November	Yes
	Moshier 2 60' – 90 no mound	March – September	Yes
	Moshier 3 60' – 80 no mound	March – September	Yes
	Moshier 4 60' – 80 no mound	March - September	Yes
Chelsea Park SW 136 th & 8 th Ave SW	Chelsea 60' – 65 no mound	March - September	No
Athletic complex	Soccer / Open Field	Availability	Lights
Moshier Park 430 S 156 th	North Soccer	May – November	Yes
	South Soccer	May - November	Yes
Chelsea Park SW 136 th & 8 th Ave SW	Chelsea Field	May - November	No

How to Schedule a Field

- **When do you start accepting field reservations for 2016?**
 1. Spring and Summer Users
 - Highline High School
 - ◆ December 6, 2015
 - Other Field Users
 - ◆ December 20, 2015
 2. Late Summer and Fall Use
 - Highline High School
 - ◆ May 23, 2016
 - Other Field Users
 - ◆ June 1, 2016
- **How do I schedule fields for Leagues, Tournaments or camps?**
 1. Requests must be made 10 business days prior to 1st requested use.

2. Fill out a Field Application and return to gabbig@burienwa.gov or 14700 6th Ave SW Burien, WA 98166 Attention: Field Scheduler
 3. Field Scheduler will get back to you within 2 business days.
 4. If approved the field scheduler will create a field contract with the approved dates and require a signature from the user group's main contact.
 5. Group must provide the insurance requirements 10 business days prior to the 1st scheduled use. For groups that only have one schedule use, they will not need to provide insurance.
 6. See Scheduling and Priority Use.
- **When do I need to turn my game schedule in for League play?**
Must provide game schedule 10 business days prior to the first use.
 - **How can I add new dates, change times or type of use to my current field contract?**
New bookings or change in type of use must be made 5:00pm by Monday of that week to be considered for that week.

Scheduling and Priority Use

- **City of Burien Parks, Recreation and Cultural Services Department uses the following priority and ranking when determining field allocations:**

Per the State of Washington 's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, passed on July 26, 2009) that prohibits discrimination against any person on the basis of sex in the operation, conduct or administration of community athletic programs, the City of Burien's athletic facilities will be allocated and scheduled in a manner that provides equal access. Third parties who contract with or receive leases or permits from the City of Burien for a community athletic program are also prohibited from discriminating on the basis of sex.

Along with adherence to the Fair Play in Community Sports Act, Burien Parks, Recreation, & Cultural Services uses the following priorities and ranking with determining field allocations.

1. City of Burien Parks and Recreation programs.
2. Highline High School-sponsored programs.
Weekdays Practices: Priority until 5:30 pm during school year.
Weekday Games: Priority until 5:45 pm for afternoon games and 8:30 pm for evening games during school year.
3. Resident Youth Groups (51% of players reside in Burien).
Youth groups shall be defined as any groups where players are 18 years of age or younger. Youth groups will be limited to 65% of prime time use (defined as Monday-Friday, 6:00-8:00 pm).
4. Resident Adult Groups (51% of players residing in Burien).
5. Non-Resident Youth Groups (with 51% of players residing within Highline School District #401 boundaries).
6. Historic (Previous) Users of Fields.
7. Any Remaining Groups.

- **Tie Between Two Groups:**
Historic Users: Group with longest consecutive use will have their requests processed first.
New Users: Group accommodated on a “first-come, first-served” basis.

- Please Note: League games and tournaments receive priority for scheduling. Individual games and/or practices may be scheduled if space permits.

Payment

League Play and One Time User Groups

Processing fee of \$25 must be paid at the time of booking. Full payment is required to be paid in full a minimum of 10 business days **prior** to 1st date of scheduled use. For League Play a payment plan can be scheduled if user group is not able to make full payment 10 business days prior to first date of scheduled use.

Tournaments

Deposit of \$200 plus processing fee of \$25 must be made at the time of booking. Deposit will go towards the tournament field rental fees. Initial payment and formal schedules for your use must be submitted to the City of Burien Parks, Recreation & Cultural Services Department office at least 10 business days prior to your first requested date of use. Additional fees may be required. Tournament application will need to be completed. See Tournaments packet for additional information.

Clinics and Camps

Deposit of \$200 plus \$25 processing fee must be made at the time of booking. Deposit will go towards the camp field rental fees. Full payment is required to be paid in full a minimum of 10 business days **prior** to 1st date of scheduled use. Applicant understands and agrees they are required to pay the City of Burien **10% of all registration fees collected from participants** in addition to hourly field rental fee. The 10% payment is due 5 working days after your last scheduled field usage. Camp application will need to be completed. See Clinics and Camps packet for additional information.

Insurance Requirements

Documentation must accompany field request forms.

- **What is required for insurance?**
Commercial General Liability Insurance in the amount of \$1,000,000 with the City of Burien named as additional insured.
 - **You will be required to submit a CG 2026 form. Listing the City of Burien as additional insured.**

Things you should know

Supplemental Maintenance

Sign up for a Supplemental Maintenance Certification. Once trained your group will be allowed to rake, line, wet down infield and move bases. Cards will be issued to those that attend a mandatory training

session. All others will not be allowed to do any maintenance on the city fields. If you interested call the Scheduling Supervisor for dates and times of training.

➤ **What is Supplemental Maintenance?**

Supplemental Maintenance Agreements are seasonal/short-term agreements with a volunteer group that authorize the volunteer group to perform limited maintenance consistent with the maintenance that City of Burien staff provides. All volunteers must attend a training session and will be issued a card authorizing the volunteers to perform only those duties specified in the agreement. No one many perform maintenance related work on the City of Burien athletic fields without prior permission and training.

Seasonal Field Lining

We consider the soccer season August – December and will line the fields at Moshier and Chelsea free of charge during those months.

➤ **What if I would like to use a soccer field during the spring season?**

Because of spring usage at Chelsea we are unable to accommodate by lining a soccer field. We will allow users to line their own soccer, lacrosse, or rugby field at Moshier Park on the North or South Soccer fields after they have received approval for the type of paint they plan to use.

Lights

Lights are scheduled to come on 15 minutes before scheduled use and to go off 15 minutes after to assure safety leaving the fields. Do not use this ingress/egress time for your scheduled field use.

➤ **What do I do if the lights don't come on?**

When you have a problem with the scheduled field lights, call **(206) 414-9275**. Leave your name, your group name and phone so we can call you back. Lights come on 15 minutes before your scheduled use. Please do not call us before that time.

Rainouts

When Park maintenance has designated a rainout out for 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 a safe condition.

➤ **Rainout field phone number (206) 439-3169**

➤ Monday through Friday after 4:00 p.m.

➤ On weekends and holidays the information will be updated periodically as needed.

Infield Soil

Do not add any foreign material to the infield mix such as bark, sand, dirt, kitty litter, diamond dry, etc. This causes substantial maintenance issues and cost to city.

Designated Parking Areas

Only city or contract landscaping vehicles are allowed on parks property other than in designated parking areas. Do not remove locks 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. Your vehicle may be cited by police or towed.

Field Conditions

Fields will be dragged and bases set each morning for practices and games. For games the field will be prepped (chalk line and set bases) in the morning. After every 3rd game the city will do a quick prep on the field (hand ranked and new chalk line) up until 8:00pm.

Base Length and Base Type (Standard and Break Away Bases)

User groups scheduled for field use after 8:00 pm. will be required to adjust bases to the appropriate base distances and base type that is required for their group.

- **When does the Base Type get changed?**
 1. If there is a **base length change**, City representative will come in and change **Bases Type** (if there's a need) and change **bases length** before 8:00 pm
 2. If there is **no base length change** the user will be required to change the **Base Type**.
 3. If prep (quick or full) City representative will be required to change base type if necessary.

The user group's **field scheduler** will be responsible to make sure all their coaches know the procedure of how to change out **Base Type**.

- **If the group needs a base change type they will be allowed to:**
 1. Pull the existing bases
 2. Bring bases from Field 1 to the job box that is located by the south entrance to the field and bring the bases from Field 2, 3, and 4 to the job box located between field 2 and 3.
 3. Unlock box with combination (you will give each coach the combination)
 4. Exchange base type
 5. Lock the job box
 6. Set new base type on the field at the correct base length.

Lock Combination:

Refunds for Rainouts, Light failure or Onsite Rainouts

- **Who do I contact?**

Contact information: gabbig@burienwa.gov (**Subject Heading "Field Scheduler"**) or **(206) 812-4723**. For onsite rainouts or light failure the users group's field scheduler must e-mail or call within 2 business days of a light failure or an on-site game cancellation. Other changes will not be credited.
- **Do I get a refund for rainouts or light failure?**

Rainouts made by the Parks Department and light failures, the field fee and the light fee will be credited to your account during your contract period. For onsite game cancellations the light fee will be credited to your account.
- **When will I get the refund?**

After your last use, a refund will be issued.

Giving Back Time

- **Can I give back field time that I don't need?**

For groups that want to give back field time they must email dates within 10 business days of the **first field time** they are returning.

- Contact information: gabbig@burienwa.gov (Subject Heading "Field Scheduler") or (206) 812-4723 to receive a full refund.

Concessions

➤ Requirements for a Concession Permit

1. Concession Application must be submitted within 10 business days in advance of requested dates.
2. A non-refundable performance guarantee of \$40 per day is required at the time the concession application is submitted. The performance guarantee is applied to the total amount owed by the applicant. The performance guarantee for 1 – 4 day events is as follows:
 - ❖ 1 day event - \$40.00
 - ❖ 2 day event - \$80.00
 - ❖ 3 day event - \$120.00
 - ❖ 4 day event - \$160.00
3. The applicant agrees to pay the City of Burien 10% of gross receipts if the applicant sells more than:
 - \$400.00 gross receipts for one-day event
 - \$800.00 gross receipts for two-day event
 - \$1200.00 gross receipts for three-day event
 - \$1600.00 gross receipts for four-day event
4. The user group is responsible for obtaining all applicable licenses and permits associated with operation of concessions. These permits could be, but are not limited to the Seattle-King County Public Health Department and all applicable taxing agencies. Failure to comply with these regulations will be grounds for cancellation of the group's field use.
5. The user group is responsible for renting a dumpster at the users groups cost.
6. Washington State Leasehold Excise tax is not applicable to concession contracts that are less than thirty (30) consecutive days.

Athletic Field Policies:

1. In order to ensure that fields are safe and maintained properly for the benefit of the public, all teams or organizations wishing to use City of Burien athletic fields are required to secure a properly scheduled reservation and obtain a Fields Rental Contract in advance. The appropriate paperwork should be filled out and submitted to the Burien Parks, Recreation and Cultural Services Department.
2. Each user group shall appoint one contact person for communication and field scheduling purposes. Informal communications between members of the Parks & Recreation staff other than the Recreation Field Scheduler and members of the user group other than the designated contact person shall be regarded as informal and are not authorized as Agreements.

3. No vehicles are allowed on any athletic fields, except for authorized equipment for repair or field preparation.
4. Minimum length of use for practices shall be 1 hour. Fields that cannot accommodate the minimum one-hour policy due to daylight savings, etc. will not be scheduled for use.
5. During soccer/football practice, please rotate drill areas to minimize turf wear and damage.
6. RESIDENCY USER: Groups who wish to be considered as a resident user in spring of the coming year are required to have field application turned in by Dec. 31st of the previous year.
 - ❖ Historic Groups: Rosters must be submitted showing residency and (address of employer, in the case of adult users) by the last day of March of current year.
 - ❖ Groups shall be required to attach residency percentages to rosters.
 - ❖ Groups falsifying roster and percentage information will be subject to loss of field use privileges.
7. Groups reserving more field time than actually needed may receive reduced field time the following year, regardless of priority. This is to ensure that during peak times, fields are used to the optimum.
8. The City of Burien reserves the right to limit the amount of play permitted on athletic fields during any program period to prevent excessive damage to turf. Wear factors include:
 - ❖ size and number of uses
 - ❖ type of use
 - ❖ frequency of use
 - ❖ weather conditions
 - ❖ type of sports equipment used
9. All fields are subject to rotational rest and maintenance periods which may change without notice.
10. If the type of use results in large crowds, it will be the responsibility of the user group to provide additional services such as portable restrooms and additional garbage pickup. This can be arranged by the Parks, Recreation & Cultural Services Department for an additional fee.
11. Field Maintenance Personnel:
 - ❖ Maintenance personnel will have final determination of field playability and safety during and following inclement weather.
 - ❖ Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping fields.
 - ❖ Harsh/abusive treatment and use of foul language towards field maintenance personnel may result in group's loss of field use privileges for the season.
12. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ARE ALLOWED in any area under the ownership, management or control of the City of Burien Parks, Recreation & Cultural Services Department. Any person who fails to comply with the law may be subject to arrest and applicable fines. In addition, said person may be ejected from the park facility and barred from the use of any park facility in the future. The use or possession of any alcohol or controlled substance in connection with any event or other authorized use shall be sufficient cause for revoking the Field Use Request.
13. The City of Burien has a Tobacco-Free Policy to help protect the health, safety and welfare of the citizens of our city. The use of tobacco products is discouraged in all city parks and outdoor recreational facilities at all times. Athletic associations that utilized the city-owned parks and facilities will be asked to commit to enforcing this policy during all scheduled events.
14. Children must be supervised at all times.

15. Designated field schedulers for each organization who fail to respond in a timely manner to Parks & Recreation Staff's requests for information, paperwork, fees, etc. may result in a group's loss of field use privileges. The City reserves the right to ask an organization to appoint a different field scheduler before resorting to cancellation of the groups' use.
16. Any organization which damages or destroys property through misuse (including lining of fields) will be responsible for reimbursing the City of Burien for the cost of repair or replacement. They may also be prohibited from future field use.
17. At all events/activities, a responsible league representative for the organization must be present throughout the entire function.