

2024 Field Scheduling Notes, Reminders, and Tips UPDATED 11/1/2023

Included in this File:

Contact Information

Changes for 2024 - Fee Increases, Revised Forms, Updated Information, & Other Changes

Other Helpful Information – Reminders & Tips

CONTACT INFORMATION

Athletic Field Reservations webpage - BellevueWA.gov/field-reservations

- All files have been updated for 2024 and are now available online.
- Forms, fees, process, guidelines, and everything about field scheduling, EXCEPT Availability.
- For now, our website now includes reference information for 2024 & 2023.

Still have Questions? Please contact us at the Parks Scheduling Office.

- **Email:** BallfieldRental@bellevuewa.gov

Keep in Mind:

- Requests and Changes must be made in writing, usually on a form.
- Including the group name in the subject line helps us keep track of discussions.
- When following up, replying to the previous email helps us track pending issues.
- When starting a new conversation by replying to a previous email, it helps us if the subject line is revised based on the new topic.
- When referring to a field, please use the park and field name. Most parks have more than one field. Without clarification, processing may be delayed.
- We typically print information in black & white, so colored or highlighted text can easily be lost in printing.

- **Phone: 425-452-6914**

Phone Hours: Mon-Fri, 9 am-4pm

- **In Person:** Bellevue City Hall, 450 – 110th Ave NE, Bellevue, 98004

City Hall is currently open to the public, Mon-Fri, 8 am-4 pm

In-Person Office Staff Hours – Vary from day-to-day since staff are working a hybrid schedule.

Keep in Mind:

- Check-in at the “Service First” desk for meeting or to drop-off payment.
- If meeting with staff, we recommend making an appointment.

CHANGES FOR 2024

Fees

- All field fees have been reviewed against market averages and a few increased \$1-3/hour.
- Increases for 2024:
 - Hidden Valley Field 1 for all Bellevue Resident Youth use.
 - Hidden Valley Fields 2-4 & Newport Hills Ballfield for all use.
 - Non-Synthetic Turf Fields for Bellevue Resident Youth use.
- See the [Rental Fees 2024](#) and [Fees by Field 2024](#) files for more information.

Revised Forms

- [Field Use Request Form](#)– Groups don't have a User Code in our new scheduling system, so a signature is now required on the Terms & Conditions section (pg 2). Also, the verbiage on pg 2 has been revised. (We are also working on a Web Form version for the future.)
- Concussion Compliance Forms – There is now a [COB Concussion Compliance Form](#) which is required from all groups. This is in addition to the [BSD Concussion Compliance Form](#) already required from youth sports groups requesting Bannerwood, Ivanhoe, or North Robinswood.
- [Update Field Reservations Form](#)– updated information above the chart.

Updated Information - Found online in the Athletic Field Reference Information section on the webpage.

[Request Submission Deadlines](#) – Submission deadlines for field request forms, based on when the fields are wanted. We are now accepting field requests for all 2024 field use. **The file also includes the due dates for 2025 field use to assist with your planning, even though we aren't accepting 2025 requests, yet.**

DUE DATE (by 2 pm)	MONTHS AND TYPE OF USE
September 15, 2023	Jan-Feb 2024 Seasonal, Tournament, & Camp Use
November 15, 2023	March-July 2024 Seasonal, Tournament, & Camp Use
	August 2024 Camp & Tournament Use
	March-October 2024 North Robinswood Cricket Field Use
April 15, 2024	August 2024 Other Seasonal Use
	Sept-Dec 2024 Seasonal, Tournament, & Camp Use

List of Fields –

- [List of Fields Alphabetical 2024](#) - Includes address, field surface, seasonal dates, sizes, and if the field has lights.
- [List of Fields By Sport/Basepath](#) – A separate file for those that know the sport wanted but unsure which fields can accommodate it.

[Lights and Darkness Schedule 2024](#) – Time of dusk for fields without lights, time for light billing on City fields, and time for light billing on the King County Marymoor fields, based on the date of use.

Other Changes for 2024

- Revised Cancellation Policy – More notice is now needed when cancelling field time.
 - Full Credit - Cancel within two weeks of receiving the initial Rental Confirmation.
 - Admin Fee only - Cancel with at least **21** days’ notice.
 - 50% Field Credit – Cancel with **10 to 20** days’ notice.
 - No Field Credit – Cancel with less than **10** days’ notice.
 - Full credit for light fees may be possible with notification.
- Revised Rescheduling Policy – More notice is now needed when changing dates, but it no longer matters if the new date will be in a different month.
 - No Fee Applied – Provide at least **21** days’ notice.
 - Admin Fee Applied – Provide **3 to 20** days’ notice.
 - Change Not Possible – Less than 3 days’ notice.
- Light Programming ending time – Lights will turn off **at the end of** the reservation time.

REMINDERS & TIPS

Amount of Notice – Please submit paperwork with as much notice as possible. If received by 2 pm, we will consider it received on that day. If received after 2 pm, it will be considered received on the following day.

Last Minute Additions/Changes

- **For Requests/Additions** – Submit forms with at least 8 days’ notice.

Day of the Week Being Requested	Submit Form by 2 pm, no later than:
Saturday	Friday a week prior
Sunday	Saturday a week prior
Monday	Sunday a week prior
Tuesday	Monday a week prior
Wednesday	Tuesday a week prior
Thursday	Wednesday a week prior
Friday	Thursday a week prior

- **For Changes** – Like changing the date, field, or timeslot.
 - Changing field time will not be considered with less than 3 days’ notice. For weekend changes, this means that the paperwork needs to be submitted no later than 2 pm on Wednesday.
 - **Rescheduling Policy** - When not in INITIAL status, the Admin Fee – Field Reschedule fee will apply IF changing a reserved date with less than **21** days’ notice. When rescheduling part of a reservation, the Admin Fee – Field Reschedule will still be applied.
 - It is helpful to provide the Permit number(s) involved with a change. For example, if March use is being rescheduled to April, we would like to get the March & April Permit numbers.
- **For Returns** – Cancelling field time in advance when no longer needed.
 - The amount of cancellation credit varies primarily on the amount of notice provided.
 - **Cancellation Policy** – To get full credit, cancel within two weeks of receiving the initial Rental Confirmation. To be charged just the Admin Fee, cancel with at least **21** days’ notice. To get 50% field credit, cancel with **10 to 20** days’ notice. No field credit possible when cancelling with less than **10** days’ notice. Full credit for light fees may be possible with notification. When cancelling part of a reservation with at least **21** days’ notice, the Admin Fee – Field Cancellation will still be applied.
 - Reservations cancelled with less than **10** days’ notice may NOT be removed from the confirmation. Any light programming involved will still be cancelled. (It should save us time over removing the reservations and adding in the cancellation fees.)
 - Camp, tournament, & weather cancellations follow a different policy.
 - **General Cancellation Policy** Chart:

Amount Of	INITIAL Status*	Admin Fee Only	Partial Credit	Short Notice	Same Day
Notice Needed	Up to 2 weeks’ after Agreement Sent*	Until 21 days’ prior	10-21 Days’ prior	Less than 10 Days’ prior	Day of Use
Credit Available	Full Credit	Admin Fee per Resv	50% field credit. Additional Items# full credit.	\$0 field credit. Additional Items# full credit.	Credit for light fees only. Leave message at PSO After-Hours number.

* Initial Status lasts for 2 weeks after it was sent (unless noted on the confirmation email).

Additional Items are Light Fees and Game Prep Fees, when applicable.

For Tournaments or Camps cancelling use with less than 2 months’ notice, the cancellation fees will be a minimum of the Initial Payment Amount.

Cancelling Field Time for Tournament (AKA Playoff) Teams -

If you have a team involved in a multi-week tournament or playoffs, we can treat late cancellations as though we had at least **21** days' notice.

This **ONLY** applies when both conditions are met:

- 1) contact us with at least **21** days' notice to let us know WHICH reservations might be cancelled.
- 2) provide at least 3 days' notice if the field time needs to be cancelled.

Light Programming – For 2024, the lights will turn off **at the end of** the reservation.

The **Parks Scheduling Office After-Hours number is 425-452-2864**. Leave a message.

If the light programming needs to be adjusted, call and leave a short, but detailed voicemail message. FYI: We usually don't return the call unless we need clarification.

Sample Message: "This is NAME from GROUP. We are at NAME OF FIELD. WHAT IS ISSUE? (i.e. - need lights now or done with field). Our group's timeslot is START TIME to FINISH TIME. If you have any questions, please call me at NUMBER."

Reasons to Call the Parks Scheduling Office After-Hours Number:

- If it is getting dark during reserved field time.
- If lights aren't on within 10 minutes of a reservation start time after dark.
- If an evening reservation won't be used, especially on a weekday after 4 pm or on a weekend.
- This is the **ONLY** way to get credit for light fees.

EXAMPLE:

Timeslot Reserved	Time of Sunset	Light Programming
5:30-7 pm	4:06 pm	5:15-7:00 pm
	6:06 pm	6:06-7:00 pm

Certificate of Insurance – Required for field use by organizations/companies.

Verbiage Requirements: The City of Bellevue, its officials, employees, and volunteers must be named as Additional Insureds on the commercial general liability policy, and the Certificate Holder must be listed as City of Bellevue, PO Box 90012, Bellevue WA, 98009-9012. Minimum amount of general liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

Non-Peak Rate – We offer a Non-Peak Rate on our full turf fields, which applies to weekday, daytime use (prior to 3:30 pm), when the Bellevue School District is in session. The Non-Peak Rate is the Bellevue Resident Youth Rate for all use, regardless of age group or Residency Percentage

Payments -

- 1) Online payments – Please let us know when an online payment has been made.
- 2) Mailing payments – Payable to the City of Bellevue and mailed to City of Bellevue, Attn: Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009. Please allow extra time for mailing, even within Bellevue.
- 3) Want a Visa/MasterCard on file, so that your group can respond to invoices with “Charge my card”? Submit a [Credit Card Authorization Form](#).
- 4) Payment Reminders – Even though invoices include a future due date, payments are due when an invoice is sent out. If your group wants a payment reminder, please request one.

Allocation Process:

Step 1 – Availability – What field time is available for community use? This can vary based on City programs and planned maintenance projects.

Step 2 – Demand – What groups are requesting the field time? How many participants do these groups have? What is the Bellevue Residency Percentage for each group? The demand for a single season can change multiple times based on the date ranges wanted by each group.

Step 3 – Fair Share – What is the fair share of field time for each Bellevue Resident participant that is requesting field time? This number is then multiplied by number of Bellevue Resident participants for each group to determine each groups’ fair share of the total amount of field time.

Step 4 – Allocation – The Parks Scheduling Office then decides WHAT field, days, and times to offer to each group. This is NOT based on historical use.

Step 5 – Proposals – The Parks Scheduling Office offers each group field time that they CAN reserve and gives them the opportunity to respond regarding how much or little of the offered field time gets reserved.

Miscellaneous Topics -

- 1) **Asking for credit due to an unusable field** (smoke, rainout, snow, field conditions, etc...) – If lights might be programmed, please contact us immediately (Parks Scheduling Office After-Hours number 425-452-2864), so that we can cancel the light programming. For field credit, submit an Update file no later than the first day of the following month (AKA by April 1 for March field time). **NOTE:** We expect groups to enforce their own reservations, so field time not used due to conflict at field isn’t guaranteed credit.
- 2) Bannerwood – Once use is reserved, please make sure that any warm-up time wanted is coordinated. Arrivals earlier than the prearranged time are not allowed.
- 3) Providing services at a park – At City of Bellevue parks, anyone being paid to be present, provide service, or selling items must have prior approval. For example, private lesson instructors, food concessions, catering, vendors, entertainers, equipment providers, etc... all need to meet requirements prior to being approved. Please ask for the requirements and paperwork based on the specific scenario.

FIELD SCHEDULING TIPS

Checking Field Availability: New requests must be submitted with at least 8 days' notice. The best way to check availability is to provide the following information:

- a. Which Field(s) or Type of Field – (remember that several parks have more than 1 field)
- b. Date or Date Range Wanted -
- c. Day(s) of the Week -
- d. Time of Day -
- e. Length of Time -
- f. Sport/Activity -
- g. Adults and/or Youth -
- h. Number of People anticipated -

When checking availability, if parameters are very specific (only one date/time will work or is preferred), please consider attaching the request form to the email. We can then start discussing the field schedule and immediately reserve, if available.

Hints on Completing Forms

Field Use Request Form

- Are there some dates within the requested date range that aren't wanted? Add a comment at the bottom of the Field Use Requested page.
- When several individual dates are wanted, feel free to just add a note to the bottom of page 3 that says "See attached list" and then provide a separate list of dates & times.

When making changes to your reservations (add or update), if you want the updated confirmation to be sent out to multiple people, please include the email addresses to use on the form. This is especially helpful when the Secondary Contact submits a change, but the updated confirmation is wanted by the Primary and Secondary Contact.

Add-Update Field Reservations Spreadsheet – Excel file that can be used to add more reservations and/or to ask for updates to current reservations. Please list each timeslot to add, change, or cancel. Updates could be adjusting the timeslot, changing the field, rescheduling the date, cancelling, asking for unable to use credit, or requesting prep.

Additional Field Reservations Form - Please include all the information above the chart for easier processing and the Permit number from the Field Confirmation with the current reservation(s) for the month involved. Please list each timeslot wanted.

Update Field Reservations Form - Use the first 4 columns to provide details about the reservations ALREADY booked. The right column is to let us know HOW you want each of those reservations changed. Please list each timeslot to change or cancel. **EXAMPLE:**

Information Needed Regarding Current Reservation				Type of Update and Details, when needed: Change, Cancel, Credit, Other
Permit #	Date	Field	Timeslot	
Sample 4444	3/5/24	Robinswood Soccer 1 East	9-11 am	Change to 3/12/24, Wilburton Soccer, 3-5 pm
4567	5/18/24	Robinswood Soccer 1 East	12:30-2:30 pm	Change to 12:30-3 pm
4567	5/25/24	Wilburton Soccer	3-5 pm	Return
4578	5/17/24	Newport Hills Ballfield	4:30-7 pm	Reschedule to May 24
4578	5/7/24	Ivanhoe Ballfield	5-7:30 pm	Rainout Credit
4585	6/4/24	Lake Hills Park Field 1	5-7:30 pm	Game Prep