

2012 ATHLETIC FIELD SCHEDULING GUIDE

SOCCER • BASEBALL/SOFTBALL

LACROSSE • FOOTBALL



For Scheduling Contact:

Phone: (425) 452-6914 Fax: (425) 452-7221

Email: BallfieldRental@bellevuewa.gov

Website: www.bellevuewa.gov

City of Bellevue

Parks & Community Services Department

PO Box 90012, Bellevue, WA 98009-9012



Alternate formats available upon request. For accommodation requests, please provide two weeks notice. Assistance for the Deaf / Hard of Hearing can be provided through 711 Telecommunications Relay Service.

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All forms are available on the City’s website at www.Bellevuewa.gov.
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IMPORTANT CONTACT INFORMATION

For Field Scheduler and Board Members

Parks Scheduling Office:

Phone Number: (425) 452-6914
Email Address: BallfieldRental@bellevuewa.gov
Website Address: www.bellevuewa.gov
Upper Left Column – How Do I . . . Request . . . Parks Rentals & Reservations
Mailing Address: City of Bellevue
Attn: Parks Scheduling Office
PO Box 90012
Bellevue, WA 98009-9012
Fax Number: (425) 452-7221
Location: Bellevue City Hall, 450 - 110th Ave. NE, Bellevue, 98004

Scheduling Staff:

Paula Schoenrock, Facility Rental Coordinator (425) 452-6161
PSchoenrock@bellevuewa.gov
Jon Wilson, Community Services Supervisor (425) 452-4278
JSWilson@bellevuewa.gov

Resource Management Office: 16023 NE 8th St., Bellevue, 98008

Justin Wilkinson, Ballfield Maintenance Crew Leader: (425) 452-6044
Pat Harris, Grounds Maintenance Manager: (425) 452-6855

Bellevue School District Facilities Office:

Nancy Larson (425) 456-4500

For Coaches at the Field

Field Lights (for problems with lights at City fields): (425) 452-2864

Resource Management Answering Service
(for other problems at City fields): (425) 452-6855

Marymoor Lighting Failure/Trouble: (206) 225-8936

For Everyone, including Parents & Fans

Field Closure Lines:

City of Bellevue: (425) 452-4860
BSD HS Fields None - show up at the field
King County (For Marymoor fields): (206) 205-3892

Bellevue Police Department:

Non-Emergency Line: (425) 452-6917
Emergency Line: 9 – 1 – 1

2012 ATHLETIC FIELD SCHEDULING TIMELINE

Timeline subject to change, but deadlines are firm.

<u>DATE</u>	<u>SCHEDULING ACTIVITY (chronological)</u>	<u>MONTHS</u>
October 24, 2011	Deadline to submit requests for YOUTH WINTER/SPRING 2011 SOCCER/LACROSSE Begin accepting WINTER BASEBALL/SOFTBALL field requests	(Jan - Jun) (Nov - Feb)
November 7, 2011	Deadline to submit requests for ADULT WINTER 2011 SOCCER FIELDS	(Jan - Mar)
November 21, 2011	Deadline to submit requests for: YOUTH 60 FT SPRING BASEBALL/SOFTBALL	(Mar - July)
December 5, 2011	Deadline to submit requests for: YOUTH 80 FT SPRING BASEBALL/SOFTBALL	(Mar - July)
December 19, 2011	Deadline to submit requests for: TOURNAMENTS YOUTH 90 FT SPRING BASEBALL/SOFTBALL	2012 (Mar - July)
January 9, 2012	Deadline to submit requests for: ADULT SPRING BASEBALL/SOFTBALL ADULT SPRING SOCCER FIELDS	(Mar - July) (Mar - June)
January 17, 2012	SPORTS CAMP SUMMER field use	(June - Aug)
February 20-24, 2012	<i>Presidents' Day & Mid-Winter Break (Bellevue School District)</i>	
March 1, 2012	Begin accepting practice requests from INDIVIDUAL TEAM SPRING/SUMMER BASEBALL/SOFTBALL FIELDS	(Mar - July)
March 11, 2012	<i>Daylight Saving Time begins</i>	
March 12, 2012	Deadline to submit requests for YOUTH SUMMER SOCCER/FOOTBALL	(July - Aug)
March 26, 2012	Deadline to submit requests for ADULT SUMMER SOCCER FIELDS	(June - Aug)
April 9-13, 2012	<i>Bellevue School District Spring Break</i>	
April 15, 2012	<i>Easter Sunday</i>	
May 13, 2012	<i>Mother's Day</i>	
May 14, 2012	Deadline to submit requests for: YOUTH FALL SOCCER/FOOTBALL	(Sept - Dec)
May 28, 2012	<i>Memorial Day</i>	
June 4, 2012	Deadline to submit requests for FALL YOUTH BASEBALL/SOFTBALL FIELDS	(Aug - Oct)
June 17, 2012	<i>Father's Day</i>	
July 2, 2012	Begin accepting practice requests from INDIVIDUAL TEAM FALL BASEBALL/SOFTBALL FIELDS	(Aug - Oct)
July 4, 2012	<i>Independence Day (Wednesday)</i>	
July 9, 2012	Deadline to submit requests for ADULT FALL SOCCER FIELDS	(Sept - Dec)
September 3, 2012	<i>Labor Day</i>	
October 15, 2012	Deadline to submit requests for YOUTH WINTER/SPRING 2012 SOCCER/LACROSSE Begin accepting requests for WINTER BASEBALL/SOFTBALL FIELDS	(Jan - Jun) (Nov - Feb)
October 29, 2012	Deadline to submit requests for ADULT WINTER 2012 SOCCER FIELDS	(Jan - Mar)
October 31, 2012	<i>Halloween (Wednesday)</i>	
November 4, 2012	<i>Daylight Saving Time ends</i>	
November 5, 2012	Deadline to submit requests for: YOUTH 60 FT SPRING BASEBALL/SOFTBALL	(Mar - July)
November 19, 2012	Deadline to submit requests for: YOUTH 80 FT SPRING BASEBALL/SOFTBALL	(Mar - July)
November 22, 2012	<i>Thanksgiving Day</i>	
December 3, 2012	Deadline to submit requests for: TOURNAMENTS YOUTH 90 FT SPRING BASEBALL/SOFTBALL	2013 (Mar - July)
December 25, 2012	<i>Christmas Day (Tuesday)</i>	

INTRODUCTION

The Bellevue Parks & Community Service Department manages the field scheduling for City of Bellevue and most Bellevue School District athletic fields in order to assure equitable distribution, achieve maximum use of the facilities by the public, and, when necessary, protect fields from overuse.

These following scheduling guidelines are intended to assist the user when making facility reservations and to guide City staff in resolving conflicts that arise with scheduling fields. However, City staff may deviate from these guidelines as deemed necessary and appropriate.

The City of Bellevue prohibits sex discrimination in the operation, or administration of community athletics programs for youth or adults. Third parties who receive leases or confirmations from the City of Bellevue for a community athletic program are also prohibited from discriminating on the basis of sex. In addition, the City of Bellevue does not discriminate on any other basis protected by federal or state law. If you have questions or wish to file a complaint, contact Jon Wilson at jswilson@bellevuewa.gov or (425)452-4278. (See <http://www.hum.wa.gov/documents/Brochures/PA091407B.pdf> for a list of prohibited discrimination in public accommodations under state law.)

SUBMISSION GUIDELINES

When to Submit

Make sure that all requests are received prior to the submission deadline for the corresponding season for the best allocation. Please refer to the 2012 Athletic Field Scheduling Timeline (page 4). Please note that it includes several holiday dates for reference. Requests received by 2 pm will be considered as received that day. Sports camp/clinic requests will not be considered with less than 10 working days' notice. Other field requests will not be considered with less than 5 working days' notice.

What to Submit

- ✓ Field Use Request Form
 - One request form for each sport or basepath requested. If additional pages are needed, please include a Field Request Form – Overflow Page.
 - One request form for each tournament requested, separate from league play request form.
 - Terms & Conditions page with signature or Client ID#. Incomplete forms will be returned.
 - Request forms received from a League/Organization with a balance due from previous years will not be considered until the balance is paid in full.
 - The League/Organization/Manager requesting fields must be in good standing with the City of Bellevue, including a Post-Season League Report on file from 2011 for all returning organizations.
 - ✓ Certificate of Insurance
 - Naming the City of Bellevue as an additional insured
 - Including \$1 million General Liability Coverage
 - ✓ Acknowledgement of Receipt
 - ✓ Athletic Field User Organization Information
- Other items, if applicable:
- ✓ Return to Inventory Form – For any dates not wanted within date ranges requested.
 - ✓ Credit Card Authorization Form – To request that an account number be kept on file.
 - ✓ List of Board Members – Include names, addresses, phone numbers, and email addresses.
 - ✓ Initial Payment (for Tournaments and Sports Camps)
 - ✓ Proof of Non-Profit Status from IRS or State of Washington

Dates/Events to Consider

When planning your request, remember to consider the following dates or events:

- √ Try-outs for 2012
- √ Work Parties
- √ Pre-Season Games
- √ Opening Day Ceremonies
- √ Spring Break (BSD - April 9-13)
- √ Easter Sunday (April 15)
- √ Mother's Day (May 13)
- √ Memorial Day (May 28)
- √ Father's Day (June 17)
- √ July 4 (Wednesday)
- √ Labor Day (September 3)
- √ Post-Season Playoffs/Tournaments
- √ All-Stars (try-outs, practices, and games)
- √ Try-outs for 2013

How to Submit

Email: BallfieldRental@bellevuewa.gov
Mail: City of Bellevue, Attn: Parks Scheduling Office
PO Box 90012, Bellevue, WA 98009-9012
Fax : (425) 452-7221
Drop-off: Bellevue City Hall, 450 - 110th Ave. NE, Bellevue, 98004

FIELDS SCHEDULED

The Parks Scheduling Office coordinates use on all the fields owned by the City of Bellevue. In addition, the Bellevue Parks & Community Services Department and Bellevue School District have entered into a joint use agreement, which allows the Parks Department to schedule the District's athletic fields (except the 4 high school synthetic turf football stadiums). Each school is responsible for scheduling the rest of their campus, including parking lots, play areas, high school tracks, and batting cages.

About the City & District Closures

At times during the year, field availability is impacted by construction, improvements, or maintenance being done by the City of Bellevue or Bellevue School District. Please refer to the 2012 City & District Projects and Field Closures (page 17) for the most current information, including the proposed schedules for mid-season maintenance dates. Dates are subject to change as construction plans are finalized. The list will also be available on our website. Groups will be notified if any changes affect them.

About the Field List

Please refer to the Field List (pages 18-25) for the following information:

- Complete list of fields reserved through the Parks Scheduling Office with addresses.
- Level of Service: Find out which fields are maintained by City staff, including the upgraded District fields.
- Open & Close Dates for each field, including when baseball fields with soccer overlays switch from baseball to soccer use. Please note that the closing dates are subject to change depending on field conditions. The soccer fields at elementary schools can be used for spring soccer, based on demand.
- Field Specifics (basepath, pitching distance, lights)
- Quality:
 - Most City baseball/softball fields are dirt infield/grass outfield. The ballfield at Newport Hills Park has a synthetic infield/grass outfield.
 - Most of the City soccer fields are grass. However, Robinswood, Newport Hills, and Wilburton have synthetic turf.
 - District fields listed as "game" quality have grass outfields. The high school varsity baseball fields have synthetic turf infields.

Field Seasons & Use Times

City Softball/Baseball Fields:

Bannerwood:

March - September Game times:

Monday - Friday - 5 - 7:45 pm & 8 - 10:45 pm

Saturday & Sunday -

9 am - 12 pm, 12:30 - 3:30 pm, 4 - 7 pm, 7:30 - 10:30 pm

All others:

March - September, Every day – 9 or 10 am to 11 pm (or dusk)

City Soccer Fields:

Robinswood, & Wilburton:

January - December, Every day - 9 am to 11 pm

Newport Hills:

January - December, Every day - 9 am to 10 pm

All others: July - November, Every day - 9 am to 11 pm (or dusk)

District High School Fields:

Exception: Weekend start times at Sammamish HS softball fields will follow the City field schedule.

August 15 – Last Day of School:

Monday - Friday - 6 pm to dusk

Saturday & Sunday - 8 am to dusk

End of School – August 14: Every day - 8 am to dusk

District Middle School Fields:

Exception: Weekend start times at Highland MS Lower, Hyak/International School Lower, Odle MS Baseball, Robinswood North fields, & Tillicum MS Grass will follow the City field schedule.

Chinook, Ringdall, & Tyee:

September - June:

Wednesdays - 3 pm to dusk

Other weekdays - 5 pm to dusk

Saturday & Sunday - 8 am to dusk

July & August: Every day - 8 am to dusk

Highland, International, Odle, Robinswood, & Tillicum:

September - June:

Wednesdays - 3 pm to dusk

Other weekdays - 4 pm to dusk

Saturday & Sunday - 8 am to dusk

July & August: Every day - 8 am to dusk

District Elementary Schools:

September - June:

Monday - Friday - 4 pm to dusk

Saturday & Sunday - 8 am to dusk

July & August: Every day - 8 am to dusk

ALLOCATION PROCESS

All complete request forms from groups in good standing, received prior to the deadline will be considered in the initial allocation process.

Establishing Residency

Residency for field use is determined by the percentage of participants on roster that reside within the City of Bellevue limits or the boundaries of the Bellevue School District. Each organization is responsible for certifying the residency of each participant. Organizations comprised of 80% or more City of Bellevue residents or Bellevue School District students will be considered a Bellevue organization/team. Copies of the roster may be requested.

Scheduling Priorities

First Priority - City & District Use

City use of City fields and District use of District fields
District use of City fields and City use of District fields

In March, April, & May, KingCo league play shall take priority over all other use.

Other organizations may schedule athletic fields as time permits with the understanding that KingCo league play has priority and may bump others from field time if league games need to be rescheduled.

Second Priority - Community Use

Bellevue Youth Organizations
Bellevue Adult Organizations
Other Youth Organizations
Other Adult Organizations
Groups using fields for practices only

Weekly Field Allocation

Field Allocation Rate =

of available field slots ÷ # of Bellevue participants requesting field time

of weekly field slots per organization =

of total participants in organization X % of Bellevue Residents X field allocation rate

The number of weekly field slots are allocated by weekday, Saturday, and Sunday. Organizations not requesting fields on weekdays, Saturdays, and Sundays will not receive extra field slots on the days that are requested. For example, an organization not playing on Sunday cannot apply that allocation to the weekday or Saturday allocations. Refer to the Allocation Exhibit (page 25).

Field Assignments

The Parks Scheduling Office decides which field(s), day(s), and timeslot(s) to assign to each organization.

Considerations:

Field Configuration and Size – Based on the sports and age groups requesting time

Field Quality – Games have more priority on the higher quality fields, especially during the peak season (Field Quality is included on the Field List, pages 18-25).

Field Location - Geographic location and/or boundaries of the organizations, where practical.

Historical use – guideline only, not a guarantee. Field availability, demand, & demographics are subject to change annually.

CONFIRMATION PROCESS

Initial Availability

Once the allocation is determined, an email will be sent out with a summary of the field reservations for the first month requested and an invoice. Payment will be due immediately.

Rental Confirmations

Once payment is received, the Rental Confirmation will be sent out with the full details for the reservations and fees. Each organization will receive a Rental Confirmation for each month of use, with the reservations listed in chronological order. Please review the confirmations carefully and contact the Parks Scheduling Office if you have any questions, including possible errors made.

Revised Confirmations

Revised confirmations can be requested any time, which will include all changes made along the way.

UPDATES DURING THE SEASON

Concussion Compliance

All Youth Non-Profit Organizations using School District fields must comply with HB 1824 - Youth Sports-Head Injury Polices (AKA Zackery Lystedt Law). Submit the Concussion Compliance Form prior to using the fields.

Returns/Cancellations

Submit a completed Return to Inventory Form with as much notice as possible. Paperwork received by 2 pm will be considered as received on that day.

Full credit

- For field fees, in most circumstances, with at least 10 working days' notice.
- For light fees with notice to adjust the programming.
- For Field Monitor fees with at least 5 working days' notice.
- Waiver for Tournament Teams - If some reservations are practices for a team involved in a multi-week tournament/playoffs, please let us know which reservations might be cancelled with less than 10 working days' notice, due to elimination. As long as we get some notice, we can waive the 10 working days' notice requirement for full credit.
- Tournaments & Sports Camps – At least 2 months' notice is required to be credited for the initial payment (see Fees & Billing/Security Deposits, page 10).

Partial Credit

- 50% credit for field fees available with 5-9 working days' notice.
- Less than 5 working days' notice
- Reservations with Field Monitors – Timeslots of 4 hours or less will still be charged for 1 hour of staffing. Timeslots more than 4 hours will still be charged for 2 hours of staffing.
- Tournaments & Sports Camps – Returns received with less than 2 months' notice will follow the regular return policy, less the initial payment amount.

Organizations will receive a Rental Amendment, showing the changes that were made to the Rental Confirmations. An updated Rental Confirmation may be requested.

Reducing Time

Reducing the time of a reservation will be considered a cancellation. For example, if 6 hours was scheduled and it is reduced to 4 hours, the cancellation policy will apply to the 2 hours cancelled.

Additions

When additional time is needed and available, please submit a Field Use Request Form with at least 5 working days' notice. Requests from groups with a remaining balance for more than one month will NOT be processed until payment is received or a payment plan is approved. ***Games requested with less than 2 weeks' notice may not receive field maintenance.*** Organizations will receive a Rental Amendment, confirming the changes that were made to the Rental Confirmations. This will serve as the final confirmation for the added dates needed at the field. An updated Rental Confirmation can be requested.

Trading of Field Time

Trading of field time between organizations is allowed, but must be approved through the Parks Scheduling Office.

Procedures:

- ✓ Each group submits a Return to Inventory Form and/or Field Use Request Form, including a note about the other group and intentions.
- ✓ If approved, the Parks Scheduling Office will make the appropriate changes and send out Updated Rental Confirmations and/or Rental Amendments.

Notes: Organizations cannot give field time to a Non-Resident organization.

Organizations cannot sell or allow another group to use time allocated to them.

Game/Camp Schedule

League Play:

Please submit a Game Schedule Form, including basepath and pitching distance, to the Parks Scheduling Office at least two weeks prior to the first game. Failure to comply with this timeline may result in no field maintenance. Field maintenance isn't guaranteed until two weeks after the Game Schedule Form is received in the Parks Scheduling Office.

Tournaments:

Please submit a Game Schedule Form, including basepath and pitching distance, to the Parks Scheduling Office at least one week prior to the first game. Failure to comply with this timeline may result in no field maintenance.

Please submit a completed Tournament Checklist at least one week prior to the start of the tournament.

Sports Camps:

Please submit a completed Sports Camp Checklist at least two weeks prior to each camp session.

FEES & BILLING

Down Payments

Tournaments:

Youth - \$500 or paid in full

Adult - \$1,000 or paid in full

Sports Camps: \$500 or 50% of the fees, whichever is less

Field Use Payments

Forms of Payment accepted: Cash, Check, money order, Visa, or MasterCard. When using a Visa or MasterCard, the payment can be made online or over the phone each time. However, if we have a Credit Card Authorization Form on file, a payment plan can be coordinated for future billings.

Per the Bellevue Treasury/Tax Office, all field use fees must be paid up-front. Fields may be reassigned if payments are not received based on the payment schedule. Any credit remaining on account at the completion of the season will be refunded. Please contact us if a different payment plan is needed.

Payment Schedules:

League Play & Practices: Payment for the first month of use is due immediately once the summary of field reservations is sent out. Payment for use during additional months is due by the 15th of the month prior. Additional confirmations will be delayed and reservations may be cancelled if payment isn't received.

Tournaments: Remaining balance due 2 weeks prior

Sports Camps: Remaining balance due 2 weeks prior to each session

Practices only: Due in full, once availability confirmed, prior to final confirmation being sent.

About the Field Rates:

The 2012 Field Rental Fees & Rates (page 27) will be effective for all 2012 field reservations, but are subject to change.

Field Fees will apply for all reservations. Please note that other fees (listed at the bottom of the fee chart) may also be applicable. At most high school fields, the District Field Monitor rate will apply, in addition to the field rate.

All youth organizations requesting non-commercial rates should provide a non-profit Tax ID number and proof of non-profit status from Washington Stator or the IRS. Groups may also submit a letter explaining the purpose for their use as not-for-profit.

DUSK & LIGHTS

Please refer to the Field List (pages 18-25) to find out which fields have lights.

Fields with lights:

The 2012 Lights & Darkness Schedule (page 28) lists what time the light charges will begin for each booking, based on the date and time of darkness.

For start times prior to dusk, lights are programmed to come on 30 minutes before sunset based on the astronomical sunset for each day, including Bannerwood. Lights may actually come on earlier than the times stated on the schedule. Lights do not come on early based on weather.

For start times after dusk, lights are programmed to come on 15 minutes before use.

Lights are programmed to shut off at the end of the reservation at most fields. The only exception is Bannerwood where lights will shut off 15-30 minutes after use to provide field users adequate time for End-of-the-Day field care. Security lights will be used to provide safe passage to the parking lot.

Athletic field lights will not remain on past 11 pm. The only exceptions are Newport Hills Community Park, where lights will not remain on past 10 pm, and Marymoor, where lights will not remain on past 11:15 pm.

Please refer to the Problems at the Field section (page 15) for procedures to follow if the lights don't come on.

Lights at all of the City of Bellevue fields are now on a new light programming system. After each month's use, the light programming will be reviewed. Based on the actual time lights turned on, the start time of light fees may be adjusted forward or back, up to 15 minutes.

Fields without lights: The 2012 Lights & Darkness Schedule (page 28) will be used to determine dusk.

AT THE FIELD

Preparation/Field Care

User's responsibility:

On All Fields:

- ✓ Insure that individual teams clean up the facility after each use, including dugouts, scorers' booths, athletic field, and surrounding area. Remove all trash in the area to the trash cans and/or dumpster. If the cans are already full, please take the trash with you and contact the Parks Scheduling Office for follow-up. Leave the field in better condition than when you arrived.
- ✓ Please do not throw or hit into cyclone fencing or backstops.
- ✓ Stay off outfield foul lines during batting practice and warm-ups.
- ✓ Users shall not make any modification (including, but not limited to: storage boxes, bleachers, goal posts, fencing, sani-cans, etc) to any athletic field without prior approval from the Parks Scheduling Office.
- ✓ Provide additional parking and crowd control, as needed. Overflow parking and/or crowd control plans may be requested by the City, District, or Police Department. Cars improperly parked at City parks may be cited by the Police Department.
- ✓ Users must not use vehicles to perform field maintenance.

On City Fields:

The "All Fields" list, plus the following:

- ✓ Please provide soccer nets.
- ✓ Young level youth baseball organizations are responsible for their own field lining.
- ✓ Bases may not be moved without prior authorization.
- ✓ Pitching rubbers may not be moved or removed. Please contact the Parks Scheduling Office if the pitching rubber is not at the correct distance.
- ✓ Users performing their own maintenance must stay 3 feet from the edge of the outfield grass. **Do not pull the drag mat into the edge of the grass. Always rake dirt towards the infield.**
- ✓ Little Leagues are responsible for providing their own breakaway bases. If using breakaway bases, Little League is required to remove City-provided bases prior to use and replace bases when use is finished. If breakaway bases are left on infields, they will be removed.

At Bannerwood:

If another group isn't ready to take the field after use, it is the home team's responsibility to do the following:

- ✓ Tarp pitching and warm-up mounds and home plate area.
- ✓ Weigh down tarps with PVC pipes. (City to supply tarps and weights.)
- ✓ Turn off scoreboard and PA system.
- ✓ Close and lock the door to the press box.

FYI: The lights at Bannerwood are now on a programmable timer and will shut off automatically.

At Hidden Valley #1, Highland MS Lower, Highland Park #1, and Wilburton Park #1 & #2:

If another group isn't ready to take the field after use, especially if rain is expected, it would help field conditions if the home team would:

- ✓ Tarp pitching mound and home plate area.
- ✓ Weigh down with PVC pipes. (City to supply tarps and weights in a large green box next to each field.)

FYI: If forecast after prep is questionable, prepared field might have tarps on when teams arrive.

At Robinswood & Wilburton soccer fields and the Newport Hills baseball and soccer fields:

- ✓ Dogs and pets are not allowed on fields.
- ✓ No food or drinks other than water are allowed on the fields. Other beverages, sunflower seeds, gum, and tobacco products not allowed on the fields.
- ✓ Painting lines, staking, or other forms of field marking is prohibited. Use cones only for modified field marking.
- ✓ Metal cleats are prohibited on synthetic fields.
- ✓ Fireworks, motorized model cars, and launching of aircraft or rockets is prohibited.
- ✓ Users are not permitted to move soccer goals.
- ✓ Lacrosse goals are not to be used for any other sports.
- ✓ City-provided lacrosse goals are to be taken back to their storage area and secured with cable lock after use.

On District Fields:

The "All Fields" list, plus the following:

- ✓ At most District fields, the user groups are responsible for game prep. At the varsity baseball fields at Bellevue HS, Interlake HS, Newport HS, and Sammamish HS, the District Field Monitor is responsible for field care. At the other fields at Bellevue HS, Interlake HS, and Newport HS, the user groups are responsible for providing chalk and labor for game preps.
- ✓ Metal cleats are prohibited on synthetic fields, except on the pitching mound.
- ✓ Please contact the Parks Scheduling Office if field is damaged or unsafe.

City's responsibility

On City Fields:

Bases provided on ballfields and goals provided on soccer fields.

General maintenance performed to ensure safety for all uses.

Fresh drag at the start of the day when games are scheduled, whenever possible.

Afternoon maintenance performed for tournaments and adult softball league play only.

Maintenance performed between each game at Bannerwood only.

Maintenance not performed following high school games on City fields, due to time constraints.

On District Fields:

The following District fields are maintained to City field standards:

- Highland MS Lower
- Hyak/International School Lower
- Odle MS Baseball
- Robinswood North fields
- Sammamish HS Fields 1 & 2
- Tillicum MS Grass

All forms are available on the City's website at www.belleuvea.gov.

Upper Left Column – How Do I . . . Request

District's responsibility:

On District Fields: The District is responsible for the primary maintenance of the District's athletic fields to a standard suitable for its physical education and athletic programs. At the varsity baseball fields at Bellevue HS, Interlake HS, Newport HS, and Sammamish HS, the District Field Monitor is responsible for field care. At the other fields at Bellevue HS, Interlake HS, and Newport HS, the District will provide rakes and chalking machine for game preps.

King County's responsibility:

On Marymoor Fields: The County is responsible for all general and routine clean-up, maintenance, repairs and field preparation for all facilities and operational systems, based on the City's submitted schedule for Marymoor fields 6, 7, & 8.

Field Closures

It is the organization's responsibility to obtain field closure information.

Playability is determined by the following:

City & City-maintained fields - City of Bellevue Field Closure Line (425) 452-4860
Bellevue HS fields, Interlake HS fields, Newport HS fields, and the Sammamish HS varsity baseball field – District Field Monitor at each field.

Marymoor fields - King County Field Closure Line (206) 205-3892

Other fields – User Group or Umpire

Field Closure Lines Updated:

Weekdays – 3 pm (and 11 am for school games only)

Weekends - 7 am

If needed on the weekends, the City of Bellevue Field Closure Line will also be updated at 11 am. The King County Field Closure Line will be updated at Noon and 3 pm for later games.

When weather conditions decline after the field closure lines are updated, field playability is determined by the user group or umpire, if for a game. In order to get credit for the lights, leave a message at the new FieldLights number (425) 452-2864.

Groups scheduled at high school fields with District Field Monitor: Report to the field unless District Field Monitor calls you reporting that the field is closed. The Parks Scheduling Office should be contacted by District staff if those fields are unplayable. Field credit will then be automatic. Feel free to submit a Credit Request Form as backup.

When fields are closed by the City's Field Closure Line, credit should be automatic. Feel free to submit a Credit Request Form as backup.

See Credit Request section (page 15) for procedures on requesting credit for unusable field time due to rain.

The user group is responsible for any damage caused to a field by playing in questionable weather. This includes damage done trying to dry out a field, such as digging ditches, raking mud into the fencing, or applying a drying agent.

How City Evaluates Playability

The Bellevue Parks Department field crew evaluates up to twenty seven infields for playability. Some of the factors that are taken into consideration:

- How much precipitation have the fields already received and what is the upcoming weather forecast
- The amount of time staff has to prepare fields before the game starts

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

- Individual field temperament (some fields dry faster or deal with water better than others)
- Is the scheduled use a special event or playoff game

Please note that wet infields significantly increase the amount of time needed to prepare them for use. If weather conditions improve, field staff will work to prepare fields but some might not be able to opened midday.

Problems at the Field:

For problems (lights, sprinklers, etc...) at the fields:

- ✓ For City-maintained fields, contact the Bellevue Parks Department. For lights, leave a message at the new FieldLights number (425) 452-2864. For other problems (sprinklers), call Bellevue Parks Resource Management Division (425) 452-6855. After hours, an on-call staff member can be reached to assist with the situation.
- ✓ Bellevue HS fields, Interlake HS fields, Newport HS fields, and Sammamish HS varsity baseball field, contact the Bellevue School District.
- ✓ For Marymoor, contact King County staff. For lights, call (206) 225-8936. For other problems, call (206) 205-3661.
- ✓ For all fields, by the next working day contact the Parks Scheduling Office, so that necessary follow-up can take place quickly.
- ✓ See Credit Request section (page 15) for procedures on requesting credit for unusable field time or lights due to problems at the field.

For scheduling conflicts at the fields:

- ✓ To minimize scheduling conflicts at the fields, please have a copy of your current Rental Confirmation (or Rental Amendment) at the field.
- ✓ If both teams can produce the Rental Confirmation at the field, the Rental Confirmation with the most current date shall be valid.
- ✓ If neither team can produce the Rental Confirmation at the field, the following guidelines will be used to determine who has priority:
 - 1st Priority - Youth League Game
 - 2nd Priority - Adult League Game
 - 3rd Priority - Youth Practice or Practice Game
 - 4th Priority - Adult Practice or Practice Game

If two activities of equal priority appear to be scheduled simultaneously, a flip of the coin will determine priority usage.

School games must be allowed to finish before other scheduled use.

Credit Requests

Organizations may request credit for the following:

- Unusable field time, due to rain or problem at the field
- Ballfield light time
- Lack of Maintenance – due to staff time constraints

Submit a Credit Request Form as soon as possible. For rained out Marymoor field use, submit Credit Request Forms within 5 working days. For other fields, forms must be received within 30 days to be considered.

Additional Rules

- ✓ Treat the Department and District maintenance crew personnel with respect and courtesy.
- ✓ Special Use Permits must be approved by the Parks Scheduling Office in advance. Please allow at least one month's notice for any of the following activities:
 - Storage at the field
 - Vehicle Access within the park
 - Water and/or Electrical Access
 - Charging Admission
 - Selling concessions (including food, beverage, T-Shirts, souvenirs)
 - Usage of the press box/scoreboard/PA system at Bannerwood, Hidden Valley, or Robinswood Sports Park.
- ✓ Groups with approved storage units at the fields are responsible for the maintenance of the unit. This includes having it secured at all times, clean, and freshly painted, as needed.
- ✓ Alcoholic beverages and controlled substances are not allowed at any of the fields.
- ✓ Tobacco products are not allowed on District property. Smoking is prohibited on City athletic fields.
- ✓ Dogs are not allowed on District property. On City property, dogs are allowed at the park but must be on leash less than 6 feet or securely restrained. Dogs are not allowed on the City baseball or soccer fields.
- ✓ When organizations don't use their scheduled time (No Shows), make unauthorized field modifications, fail to provide the required field care, improperly trade field time (see page 9 for proper trading guidelines), and/or fail to comply with these policies and procedures, it is considered an infraction. Infractions will result in written warnings and fines of up to \$25 per occurrence.
- ✓ It is the organization's responsibility to insure that all team coaches and managers understand policies and procedures, referee/umpires understand the scheduled conflict resolution procedures.

END OF SEASON

Storage Units

For groups with authorized storage units at the fields, it is the group's responsibility to clean out the unit at the end of each season.

Remaining Credit

If credit remains on the organization's account after the season, a refund will be issued. The refund will be processed the same way it was paid. Please contact the Parks Scheduling Office once you are done, especially if credit is on the account. Once initiated by the Parks Scheduling Office, a check refund will be mailed from the City of Bellevue within 3 weeks.

Reports

At the end of the season, please submit the following reports:

1. Post-Season League Report (required to request the following year) – The final picture of the number of teams, players, games, practices, etc... This should help the Parks Scheduling Office and the organization have a better idea of the field needs for the upcoming year.
2. How Are We Doing - Customer Service Survey (recommended) - Customer feedback is always welcome, but we want to make sure to have input from all the field users (both in areas where we are great or where we need improvement).

CITY & DISTRICT PROJECTS AND FIELD CLOSURES

2011-2012 SCHOOL YEAR

Ashwood Playfield

- Library construction project
- Status: Field closed; reopen date To Be Determined

Bellevue High School

- Purpose: Renovation of school
- Status: Fields closed; scheduled to reopen Spring 2013

Cherry Crest Elementary School

- Purpose: Complete Renovation of school
- Status: Field closed, scheduled to reopen Nov 1, 2012

Ringdall School

- Purpose: Prepare fields for Community Use
- Status: Fields closed, scheduled to open March 1, 2012

Tyee Middle School

- Purpose: Complete Renovation of school
- Status: Fields closed; Lower Soccer Field to reopen November 1, 2012

STARTING AFTER THE CURRENT SCHOOL YEAR

Chinook Middle School

- Purpose: Complete Renovation of school
- Status: Project tentatively scheduled; Fields closing beginning June 18, 2012

International School

- Purpose: Renovation of Upper Soccer Field to synthetic turf
- Status: Project tentatively scheduled; Field to be closed Summer 2012

Tyee Middle School

- Purpose: Renovation of Upper Soccer Field and Grass Baseball Field to synthetic turf
- Status: Fields to be closed until Spring 2013

Wilburton Hill Park

- Purpose: Replacement of Irrigation System on Baseball Fields
- Status: Fields will closed beginning Sept 4, 2012

ADDITIONAL INFORMATION

Lake Heights YMCA (old Newport Heights) - Contact Lake Heights YMCA directly regarding potential field use

PROPOSED MID-SEASON MAINTENANCE DATES

Bannerwood: 6/28 & 6/29	International 1 & 2: 7/11	Lewis Creek: 7/20
Eastgate Park: 7/19	Ivanhoe: 7/25	Odle MS: 7/12
Hidden Valley: Field 1 - 6/25, Field 2 - 6/26, Field 3 - 6/27	Robinswood & North Rob: 7/17	
Highland MS Lower: 7/13	Lake Hills 1 & 2: 7/24	Sammamish 1 & 2: 7/18
Highland Park 1 & 2: 7/16	Lakemont: 7/23	Wilburton: Field 1 - 7/9, Field 2 - 7/10

This field closure list and project dates are subject to change without notice.

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I... Request

Bellevue Parks & Community Services Department is responsible for scheduling the following athletic fields:

CITY OF BELLEVUE - Athletic Fields

Base/Softball Fields	Address	Basepaths Available	Pitching Distance	Outfield Distance	Dates Available	Lights	Quality
Ashwood Playfield	1111 - 110th Ave NE	No bases	T-Ball only	180'	CLOSED	No	Game
Bannerwood Sports Park	1790 Richards Road	90'	60'6"	330'+	Mar. 12 – Sept. 16	Yes	Game Only
Eastgate Park	14509 SE Newport Way	60'	46'	200'	Mar. 1 – Sept. 30	No	Game
Hidden Valley 1	1901 - 112th Ave NE	60', 65'	40', 46', 50'	292'	Mar. 1 – Sept. 30	Yes	Game
Hidden Valley 2	1901 - 112th Ave NE	60', 65'	40', 46', 50'	283	Mar. 1 – Sept. 30	No	Game
Hidden Valley 3	1901 - 112th Ave NE	60' , 65'	40', 46' , 50'	265'+	Mar. 1 – Sept. 30	No	Game
Highland Park 1	14224 NE Bel Red RD	80' , 90'	54', 60'6"	300'+	Mar. 1 – Sept. 30	Yes	Game
Highland Park 2	14224 NE Bel Red RD	60'	35', 46'	200'	Mar. 1 – Sept. 30	No	Game
Ivanhoe 1 (Main)	16661 Northup Way	60'	46'	220'	Mar. 1 – July 31	No	Game
Lake Hills Park 1	1200 - 164th Ave SE	70'	48'	300'	Mar. 1 – Sept. 30	No	Game
Lake Hills Park 2	1200 - 164th Ave SE	60'	40', 46'	200'	Mar. 1 – Sept. 30	No	Game
Lakemont Park	5170 Village Pk Dr SE	60'	46'	200'	Mar. 1 – Sept. 30	No	Game
Lewis Creek Park 1	5808 Lakemont Blvd SE	60'	46'	200'	Mar. 1 – Sept. 30	No	Game
Lewis Creek Park 2	5808 Lakemont Blvd SE	60'	46'	200'	Mar. 1 – Sept. 30	No	Game
Marymoor 6	6046 W Lk Samm Pkwy, Redmond	60', 65'	40', 46', 50'	300'	Mar. 1 – Sept. 30	Yes	Game
Marymoor 7	6046 W Lk Samm Pkwy, Redmond	60', 65'	40', 46', 50'	300'	Mar. 1 – Sept. 30	Yes	Game
Marymoor 8	6046 W Lk Samm Pkwy, Redmond	60', 65'	40', 46', 50'	300'	Mar. 1 – Sept. 30	Yes	Game
Newport Hills Park	6029 - 120th Ave SE	60'	35', 40', 46'	200'	Mar. 1 – Sept. 30	No	Game
Robinswood Sports Park	2430 - 148th Ave SE	60'	40', 43', 46'	200'	Mar. 1 – Sept. 30	Yes	Game
Surrey Downs Backstop 1	585 - 112th Ave SE	60'	35', 46'	180'	Mar. 1 – July 31	No	Game
Surrey Downs Backstop 2	585 - 112th Ave SE	60'	40', 46'	180'	Mar. 1 – July 31	No	Game
Wilburton Park 1 (North)	12400 Main St	80', 90'	54', 60'6"	320'	Mar. 1 – Sept. 3	No	Game
Wilburton Park 2 (South)	12400 Main St	80' , 90'	54' , 60'6"	300'	Mar. 1 – Sept. 3	No	Game

See also the following list of fields for District-owned fields that have been upgraded and are being maintained by City staff to City standards.

Note: Field closure dates are subject to change, without notice, to preserve the integrity of field quality, to maximize playing experiences, and for the safety of players.

City Soccer Fields	Address	Type Of Use	Dates Available	Lights	Quality
Ashwood Playfield	1111 - 110th Ave NE	Youth Only	CLOSED	No	Game
Ivanhoe Soccer #1	16661 Northup Way	Youth Only	July 1 – Nov. 21	No	Game
Ivanhoe Soccer #2	16661 Northup Way	Youth Only	July 1 – Nov. 21	No	Game
Lewis Creek Park	5808 Lakemont Blvd SE	Youth Only	July 1 – Nov. 21	No	Game
Newport Hills Park	6029 - 120th Ave SE	Multi-use	Year Round	Yes	Game
Robinswood Soccer #1 (East)	2430 - 148th Ave SE	Multi-use	Year Round	Yes	Game
Robinswood Soccer #2 (West)	2430 - 148th Ave SE	Multi-use	Year Round	Yes	Game
Surrey Downs Playfield	585 - 112th Ave SE	Youth Only	July 1 – Nov. 21	No	Game
Wilburton Soccer Field	12400 Main St	Multi use	Year Round	Yes	Game

BELLEVUE SCHOOL DISTRICT - Athletic Fields

- ◆ All fields available year round, unless otherwise noted.
- ◆ Fields with an “*” have been improved through financial contributions from the City Capital Improvement Project funds. These fields are maintained by City personnel at a standard consistent with Park fields, therefore will be charged the City field rates.
- ◆ No lights on District Fields listed below

High Schools:	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<i>Bellevue High School:</i>					
10416 SE Wolverine Way	AVAILABILITY IMPACTED DUE TO RENOVATION				
Softball Field	CLOSED	60'	40'	200'	Game
Varsity Baseball Field					
Backstop	CLOSED	90'	60'6"	365'	Game
Soccer Overlay	CLOSED	Youth			Practice
<i>Interlake High School:</i>					
16245 NE 24th St					
Varsity Baseball Field	Feb. 1 – Oct. 31	90'	60'6"	290'	Game
Softball Field	Feb. 1 – Oct. 31	60'	40'	250'	Game

All forms are available on the City's website at www.bellevuewa.gov.
Upper Left Column – How Do I . . . Request

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- ◆ No lights on District Fields listed below

High Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<i>Newport High School:</i> (Note: Batting cages not included in field rental)					
4333 128th Ave SE					
Varsity Baseball Field	Feb. 1 – Oct. 31	90'	60'6"	300'+	Game
JV Field					
Backstop #1	Feb. 1 – Oct. 31	90'	60'6"	300'	Game
Backstop #2	Feb. 1 – Oct. 31	60'	40', 46'	300'	Game
Soccer Overlay	July 15 – Oct. 31	Youth			Practice
Softball Field	Feb. 1 – Oct. 31	60'	40'	230'	Game
<i>Sammamish High School:</i> (Note: Batting cages not included in field rental)					
100 140th Ave SE					
Varsity Baseball Field	Feb. 1 – Oct. 31	90'	60'6"	300'+	Game
*Sammamish Park 1 (North)	Mar. 1 – Sept. 30	60', 65'	40', 50'	280'	Game
*Sammamish Park 2 (South)	Mar. 1 – Sept. 30	60', 65'	40', 50'	300'	Game

Middle Schools:	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<i>Chinook Middle School:</i> 2 Fields					
2001 98th Ave NE					
AVAILABILITY IMPACTED DUE TO RENOVATION					
Lower Multi-Use Field					
Backstop #1	Jan. 1 – June 17	60'		180'	Practice
Backstop #2	Jan. 1 – June 17	60'		180'	Practice
Soccer Field	CLOSED	Youth			Practice
Upper Soccer Field	Jan. 1 – June 17	Youth			Game
<i>Highland Middle School:</i> 2 Fields					
15027 NE Bel-Red Rd					
*Lower Multi-use Field					
Backstop #1	Mar. 1 – July 31	90'	60'6"	280'+	Game
Soccer Field	July 1 – Nov. 21	Youth			Practice
Upper Soccer Field	Year Round	Youth			Practice

All forms are available on the City's website at www.bellevuewa.gov.
Upper Left Column – How Do I . . . Request

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- ◆ No lights on District Fields listed below

Middle Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<u>International School (formerly Hyak):</u> 2 Fields					
445 – 128 th Ave. SE					
* Lower Multi-use Field					
Backstop #1	Mar. 1 – July 31	60'	46'	200'	Game
Backstop #2	Mar. 1 – July 31	60'	46'	200'	Game
Soccer Field	July 1 – Nov. 23	Youth			Game
AVAILABILITY IMPACTED DUE TO RENOVATION					
Upper Soccer Field	Jan. 1- June 17	Youth			Game
<u>Odle Middle School:</u> 2 Fields					
14401 NE 8th St					
Baseball Field					
* Backstop #1 (Main)	Mar. 1 – Sept. 30	70'	48'	250'	Game
Backstop #2 (Secondary)	Mar. 1 – Sept. 30	60'	46'	180'	Practice
Soccer Field	Year Round	Youth			Game
<u>Ringdall School:</u> 2 Fields					
11650 SE 60th St.					
Baseball Field					
Backstop	Mar. 1 – Sept. 30	90'	60'6"	200'+	Game
Soccer/Football Field	Mar. 1 – Dec. 31	Youth			Game
<u>Robinswood School (North Robinswood):</u> 2 Fields					
14822 SE 22nd St					
* East Field					
Backstop #1	Mar. 1 - July 31	60'	40', 46'	240'+	Game
Soccer #2 (east)	July 1 – Nov. 21	Youth			Game
* West Field					
Backstop #2 (SW)	Mar. 1 - July 31	No bases	T-Ball only		Game
Backstop #3 (NW)	Mar. 1 - July 31	No bases	T-Ball only		Game
Soccer #1 (west)	July 1 – Nov. 21	Youth			Game

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

- ◆ All fields available year round, unless otherwise noted.
- ◆ Fields with an “*” have been improved through financial contributions from the City Capital Improvement Project funds. These fields are maintained by City personnel at a standard consistent with Park fields, therefore will be charged the City field rates.
- ◆ No lights on District Fields listed below

Middle Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
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Tillicum Middle School: 2 Fields

16020 SE 16th St

* Upper Multi-use Field (Grass)

Backstop #1	Mar. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Nov. 21	Youth			Game
Lower Soccer Field	Year Round	Youth			Practice

Tyee Middle School: 3 Fields

13630 SE Allen Rd

Main Field

AVAILABILITY IMPACTED BY CONSTRUCTION

Backstop	CLOSED	60' & 80'	46'	240'+	Game
Soccer Field	CLOSED	Youth			Game
Upper Multi-use Field					
Backstop	CLOSED	60'	46'		Practice
Soccer Field	CLOSED	Youth			Game
Lower Soccer Field	Nov. 1 – Dec. 31	Youth			Game

Elementary Schools:	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
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Ardmore Elementary: 1 Field

16616 NE 32nd St

Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

Bellewood School: 2 Fields

301 151st Pl NE

Backstop #1	Year Round	60'		180'	Practice
Soccer Field	Year Round	Youth			Practice

Bennett Elementary: 1 Field

17900 NE 16th St

Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

- ◆ All fields available year round, unless otherwise noted.
- ◆ Fields with an “*” have been improved through financial contributions from the City Capital Improvement Project funds. These fields are maintained by City personnel at a standard consistent with Park fields, therefore will be charged the City field rates.
- ◆ No lights on District Fields listed below

Elementary Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
Cherry Crest Elementary: 1 Field					
12400 NE 32nd St	AVAILABILITY IMPACTED BY CONSTRUCTION				
Backstop #1	CLOSED	60'		180'	Practice
Backstop #2	CLOSED	60'		180'	Practice
Soccer Field	Nov. 1 – Dec. 31	Youth			Practice
Clyde Hill Elementary: 1 Field					
9601 NE 24th St					
Backstop #1	Jan. 1 – July 31	60'		180'	Game
Backstop #2	Jan. 1 – July 31	60'		180'	Game
Soccer Field	July 1 – Dec. 31	Youth			Practice
Eastgate Elementary: 1 Field					
4255 153rd Ave SE					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice
Enatai Elementary: 1 Field					
10615 SE 23rd St					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Game
Lake Hills Elementary: 1 Field					
14310 SE 12th St					
Backstop	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Game
Medina Elementary: 1 Field					
8001 NE 8th St, Medina					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

All forms are available on the City’s website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

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- ◆ Fields with an “*” have been improved through financial contributions from the City Capital Improvement Project funds. These fields are maintained by City personnel at a standard consistent with Park fields, therefore will be charged the City field rates.
- ◆ No lights on District Fields listed below

Elementary Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<i><u>Newport Heights Elementary:</u></i> 1 Field					
5225 119th Ave SE					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Game
<i><u>Phantom Lake Elementary:</u></i> 1 Field					
1050 160th Ave SE					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Backstop #3	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice
<i><u>Puesta del Sol (formerly Sunset Elementary):</u></i> 2 Fields					
3810 132nd Ave SE					
Upper Multi-use Field					
Backstop	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Game
Lower Multi-use Field					
Backstop	Jan. 1 – July 31	60'		170'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Game
<i><u>Sherwood Forest Elementary:</u></i> 1 Field					
16411 NE 24th St					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

- ◆ All fields available year round, unless otherwise noted.
- ◆ Fields with an “*” have been improved through financial contributions from the City Capital Improvement Project funds. These fields are maintained by City personnel at a standard consistent with Park fields, therefore will be charged the City field rates.
- ◆ No lights on District Fields listed below

Elementary Schools (continued):	Dates Available	Type Of Use	Pitching Distance	Outfield Distance	Quality
<u>Somerset Elementary:</u> 1 Field					
14100 Somerset Blvd SE					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice
<u>Spiritridge Elementary:</u> 1 Field					
16401 SE 24th St					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec 31	Youth			Practice
<u>Stevenson Elementary:</u> 2 Fields					
14220 NE 8th St					
Upper Multi-Use Field					
Backstop	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice
Lower Multi-use Field					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Backstop #2	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice
<u>Woodridge Elementary:</u> 1 Field					
12619 SE 20th Pl					
Backstop	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

ISSAQUAH SCHOOL DISTRICT

<u>Cougar Ridge Elementary:</u> 1 Field					
4630 - 167th Ave. SE, Bellevue					
Backstop #1	Jan. 1 – July 31	60'		180'	Practice
Soccer Field	July 1 – Dec. 31	Youth			Practice

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

Field Allocation Exhibit

Whenever possible, youth allocation of games will be block scheduled for the season, based on the following formula:

$$\text{\# of weekly field slots per organization} = \text{\# of total participants in organization} \times \% \text{ of Bellevue Residents} \times \text{field allocation rate}$$

The number of weekly field slots are allocated by weekday, Saturday, and Sunday. Organizations not requesting fields on weekdays, Saturdays, and Sundays will not receive more fields on the days that are requested.

EXAMPLE:

1. Field Time Slots Available to the Community:

(60' Game Fields: ASH = 12, HV3 = 12, INT1 = 12, INT2 = 12, IV = 12, LH2 = 12, LKM = 12, RSP = 14, CHIN1 = 12, TYBB = 12, CLYH1 = 11, CLYH2 = 11)

			Number of Slots						
			Weekday		Saturday		Sunday		Weekly
	Fields (NOT A COMPLETE LIST):	#/line	slots/field	slots/line	slots/field	slots/line	slt/fld	slots/line	Total
Pk	Ash, Hv3, Int1, Int2, LH2	5	5	25	4	20	3	15	60
Pk	RSP	1	6	6	5	5	3	3	14
Schl	CHIN1, TyBB	2	5	10	4	8	3	6	24
Schl	CLYH1, CLYH2	2	5	10	4	8	2	4	22
	TOTAL FIELD SLOTS			51		41		28	120

Field Allocation Rates = $\frac{\text{\# of available field slots}}{\text{\# of Bellevue participants requesting field time}}$

Weekdays = 0.04766

Saturdays = 0.03831

Sundays = 0.026168

2. Weekly Guideline

Organizations	Total Participant Count	% of Bellevue Residents	# of Bellevue Participants	Weekday Field Slots	Saturday Field Slots	Sunday Field Slots	Total Weekly Field Slots
Organization A	40	75%	30	1	1	1	3
Organization B	800	100%	800	38	31	21	90
Organization C	200	90%	180	9	7	5	21
Organization D	100	60%	60	3	2	1	6
Totals	1140		1070	51	41	28	120

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

2012 FIELD RENTAL FEES & RATES*

(Fees & rates are hourly per field)

ADULT FIELD FEES

Baseball/Softball Fields:

Bannerwood for Games & Tournaments.....	\$62.00
Newport Hills Baseball Field (limited activities allowed, please call)	\$39.00
Other City-Maintained Fields for Games & Tournaments.....	\$39.00
City-Maintained Fields for Practices	\$26.00
School District Fields (BSD HS Varsity Baseball Fields)	\$37.00*
School District Fields (other Bellevue, Interlake, & Newport fields)	\$24.00*
School District Fields (all other fields)	\$26.00

Soccer/Football/Lacrosse Fields:

City Synthetic Soccer Fields.....	\$75.00
Other City-Maintained Fields	\$32.00
School District Fields (except HS stadiums)	\$26.00

<u>YOUTH FIELD FEES</u>	<u>BELLEVUE RESIDENT</u>	<u>NON- RESIDENT</u>
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Baseball/Softball Fields:

Bannerwood for Games & Tournaments.....	\$38.00	\$40.00
Newport Hills Baseball Field	\$15.00	\$19.00
Other City-Maintained Fields for Games & Tournaments.....	\$15.00	\$19.00
City-Maintained Fields for Practices	\$12.00	\$17.00
School District Fields (BSD HS Varsity Baseball Fields)	\$13.00*	\$15.00*
District Fields (other Bellevue, Interlake, & Newport fields)	\$ 6.00*	\$ 8.00*
School District Fields (all other fields)	\$ 6.00	\$ 8.00
Commercial Use (For-Profit Sports Camps)	Adult Fees Apply	

Soccer/Football/Lacrosse Fields:

City Synthetic Soccer Fields.....	\$35.00	\$60.00
Other City-Maintained Fields	\$14.00	\$18.00
School District Fields (except HS stadiums)	\$ 6.00	\$ 8.00
Commercial Use (For-Profit Sports Camps)	Adult Fees Apply	

OTHER FEES (when applicable):

Lights - Bellevue	\$22.00
Lights – Marymoor	\$23.00
*District Field Monitor.....	\$25.00

Other fees possible for special uses

Fees subject to change without notice.

All forms are available on the City's website at www.bellevuewa.gov.

Upper Left Column – How Do I . . . Request

2012 LIGHTS & DARKNESS SCHEDULE

For each date range for fields without lights, use the Dusk column to know the latest ending time. For fields with lights, use the Light Fees Begin column to know approximately when light fees will begin. Lights are actually scheduled to come on based on the time of sunset for each day, which may be up to 15 minutes earlier or later than the time listed. Fees will be adjusted after the fact based on actual time of dusk. When there are differences in the City of Bellevue and King County Light Schedules, the Marymoor Light Fees will be based on the King County Schedule.

NOTE: Lights do not come on early based on weather (i.e., cloudy).

<u>DATE RANGE:</u>	<u>DUSK:</u>	<u>LIGHT FEES BEGIN:</u>
January 1 - January 17	4:30 p.m.	4:00 pm
January 18 - February 6	5:00 p.m.	4:30 pm
February 7 – February 25	5:30 p.m.	5:00 pm
February 26 – <u>March 10</u>	6:00 p.m.	5:30 pm
<u>March 11</u> - March 16	7:00 p.m.	6:30 pm
March 17 - April 5	7:30 p.m.	7:00 pm
April 6 - April 26	8:00 p.m.	7:30 pm
April 27 – May 18	8:30 p.m.	8:00 pm
May 19 - July 30	9:00 p.m.	8:30 pm
July 31 - August 17	8:30 p.m.	8:00 pm
August 18 - September 2	8:00 p.m.	7:30 pm
September 3 - September 17	7:30 p.m.	7:00 pm
September 18 - October 1	7:00 p.m.	6:30 pm
October 2 - October 16	6:30 p.m.	6:00 pm
October 17 - <u>November 3</u>	6:00 p.m.	5:30 pm
<u>November 4</u> - December 31	4:30 p.m.	4:00 pm

Refer to the Light rate on the 2012 Field Rates chart to calculate charges based on above times

NOTE: Daylight Savings Time dates for 2012 -
 Daylight Savings Time begins - Sunday, **March 11**
 Daylight Savings Time ends - Sunday, **November 4**