

**Beginning NOW, groups may submit request forms for all field use in 2017. Please submit one request per season, unless separate requests are needed (see next section). For example, if your group's season is April-July, please submit a request for April-July use by the submission deadline listed for April.**

When are Separate Requests Needed?

- 1) Each Tournament – Tournament requests should be separate from league play requests and separate from each other.
- 2) Different Basepaths – Request 60 ft, 70 ft, 80 ft, & 90 ft fields separately. Remember to adjust the participant count listed accordingly.
- 3) Anytime the participant count changes. For example, if the participant count for March & April is different than the participant count for May-July, please submit one request form for March & April and a separate one for May-July.

Submission Deadlines for 2017 Field Use:

**Tournaments** (stand-alone tournaments or post-season playoffs) – Dec 6, 2016

**Sports Camps** (weekday/daytime, summer or school breaks) – Jan 3, 2017

**Other Formal\* Field Requests -**

<b>For Season Beginning in</b>	<b>Due Date (by 2 pm)</b>
January or February 2017	September 21, 2016
March, April or May 2017	November 30, 2016
June, July or August 2017	February 7, 2017
September, October, November, or December	June 6, 2017
January or February 2018	September 12, 2017

**Requests for Informal\* Field Use** – Will be processed in the order received AFTER done with the Allocation.

\*Formal Field Use is ongoing use for multiple months (like a full season) or multiple dates (like a tournament or sports camp). In most cases, Formal Field Use is requested by an organization, rather than an individual team. However, if a team is requested field time for games AND practices, it would be Formal Field Use.

\*Informal Field Use is use on a few select dates (like a school field day, team practices prior to the season, company picnic, or family party).

**NOTES:**

- 1) Requests submitted early will not be processed early or receive a different allocation because they were submitted early. Just review the form(s) submitted prior to each deadline to determine if any changes are needed in participant count, field wants, etc...
- 2) All Formal Field Requests received by the submission deadline will be included in the allocation process. The Parks Scheduling Office will acknowledge receipt of the request form, so that groups know it was received. Reminders will NOT be sent out.
- 3) Requests received after the deadline will be processed in the order received, based on availability following the allocation for that season.

Please let us know if you have any questions.

Parks Scheduling Office

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