



City of SeaTac
Department of Parks & Recreation
ATHLETIC FIELD SCHEDULING GUIDE

I. Field Rental Fees

	Youth	Adult
Sunset		
Soccer (grass)		
Baseball/Softball (grass)		
Game Fee	\$10/hour	\$25/hour
Practice Fee	\$8/hour	\$15/hour
Lights	\$15/hour	\$15/hour
North SeaTac Park		
Soccer (all weather surface)		
Monday-Friday (game or practice)	\$27.50/hour	\$27.50/hour
Saturday & Sunday (game or practice)	\$20/hour	\$20/hour
Baseball/Softball (grass)		
Fee for 3 field complex. League/Tournament play.		
Weekday after 4 p.m.	\$225/complex	\$225/complex
Saturday & Sunday	\$550/complex	\$650/complex
Saturday or Sunday	\$425/complex	\$550/complex
Scoreboard Use (Baseball Field 3 only.)	\$50/day	\$50/day
Mid-day Prep	\$82.50	\$82.50
Valley Ridge Park		
Baseball/Softball and Soccer – Fields 1, 2 & 3 (synthetic turf)		
Game or Practice Fee	\$45/hour	\$45/hour
Lights	\$15/hour	\$15/hour
Baseball/Softball and Soccer – Field 4 (grass)		
Game Fee	\$10/hour	\$25/hour
Practice Fee	\$8/hour	\$15/hour
Lights	\$15/hour	\$15/hour

II. Scheduling Procedures

- A. "Sport Field Application" shall be completed for all requests. A single application may be used for multiple field/tournament events during the calendar month of the request at a single time. If the user requests monthly billing a "Sport Field Application" shall be completed for each month.
- B. The "Sport Field Application" form is available online or in person at the SeaTac Community Center and the SeaTac Maintenance Facility. See "Contacts and Forms" section for instructions to online forms.
- C. Submit "Sport Field Application" by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.
- D. Following the processing of applications according to the Priority of Use Policy and deadlines detailed in the subsequent section, all applications will be considered on first come first served basis.
- E. A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

III. Priority for scheduling field usage

- A. Priority of Use
 - 1. City of SeaTac
 - 2. Highline School District (Tyee High School, Chinook Middle School, Bow Lake, Madrona, McMicken Heights, Valley View Elementary Schools)
 - 3. Youth Co-Sponsored Groups (SeaTac Soccer Club, South Highline American Little League)
 - 4. Historical use for applications submitted prior to schedule deadlines.
 - 5. First come basis.
- B. To be considered in the priority use system, leagues, groups or teams must complete a "Sport Field Application" form and submit to the field scheduler by the deadlines shown below. The scheduler will put the application in order based on the "Priority Use" ranking. The following are the dates that applications need to be submitted in order to be considered by "Priority Use".

Season	Application Deadline	Review Complete	Use Dates Confirmed
Fall	July 15	July 30	By September 1
Winter	November 15	December 15	By January 2
Spring	February 1	February 15	By March 5
Summer	May 1	May 15	By June 1

- C. Any Application received after the priority use deadline for the season will not be considered on a "Priority Use" basis but will be considered on a first come first served basis. Any applications that have the same priority use basis, and are received by the application deadline will be decided by historical use.

IV. Co-sponsored Groups

- A. The City of SeaTac will co-sponsor youth sports organizations who have met the following requirements:
 - 1. Provide youth recreational sports opportunity to SeaTac residents that otherwise would only be provided by the City of SeaTac, Parks and Recreation Department.
 - 2. Show proof of registered players to be at least 51% residents of the City of SeaTac.
- B. A representative from each co-sponsored group will attend a pre-season meeting with City staff to discuss use, scheduling, maintenance policies, and the concerns of the co-sponsor.
- C. Co-sponsored groups that meet the above criteria will receive:
 - 1. A 50% rebate on all field usage fees.
 - 2. All field lighting fees waived.

V. Payment Policies

- A. For a single event or for usage that is to occur within two weeks of scheduling, payment is to be made in full at time of scheduling. Otherwise field usage fees and field lighting fees will be invoiced on the 20th of the month preceding the event. Fees are due upon receipt of your invoice.
- B. Methods of Payment
 - 1. Cash, Check or Credit Card upon receipt of invoice at:
Finance Department
SeaTac City Hall
4800 S. 188th St.
SeaTac, WA 98188
8:30 a.m.-5 p.m., Monday-Friday
 - 2. Exact Cash, Check, or Credit Card at time of scheduling or upon receipt of invoice:
City Maintenance Facility (Call 206.973.4781 to confirm staff will be in office.)
2000 S. 136th St.
SeaTac, WA 98168
7 a.m.-12 noon; 1 p.m.-3:30 p.m., Monday-Friday
- C. A confirmation of reserved fields will be provided at the time of scheduling with receipt of payment or with the billing.
- D. Refunds
 - 1. Non-tournament use.
Refunds will only be given for reservations cancelled with at least 10 working days notice.
 - 2. Tournaments
In order to schedule a tournament, a \$200 non-refundable deposit will be required to hold the date; the balance is due prior to use. Cancellation by the user, at any time, will result in loss of the deposit. Refunds of deposit or rescheduling date will only occur if cancellation by Parks Maintenance staff due

to inclement weather or unsafe playing conditions. SeaTac Parks Maintenance staff will post field conditions daily at 206.973.4679. Tournament users are required to complete a "Sport Field Application" at time of scheduling and a "Tournament Checklist" is to be submitted prior to use with final payment.

- E. In case of field closure due to inclement weather, poor field conditions, or lights failure, it is the responsibility of the user to request rescheduling or credit/refund within 3 days of the date of the scheduled use.
- F. Reschedule use by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.
- G. To request a credit or refund complete the "Credit/Refund Request Form" found online or in person at the SeaTac Community Center or at the SeaTac Maintenance Facility. Return form by mail, fax, email or in person at the SeaTac Maintenance Facility, see contacts section.

VI. Tournaments

Leagues/Organizations or individuals requesting fields for tournament play for any sport will be required to fill out a "Sport Field Application" at the time of scheduling. All tournament users shall arrange a meeting with a City of SeaTac representative and complete a tournament checklist prior to use. Tournament use will be considered based on field availability.

VII. Field Lighting

For field usage which begins after sunset, field lights will be turned on/off at the time requested and fees assessed for the requested duration of use. When fields are scheduled prior to sunset and in use following sunset, the lights will be turned on 30 minutes prior to actual sunset. The fee assessed from time on to the requested off time. Athletic field lights will not remain on past 10:15 p.m. during the Fall/Winter season (Mid-August-February) and 11:15 p.m. during the Spring/Summer season (March-Mid-August).

VIII. Contacts and Forms

- A. To schedule/reschedule use of a field: City Maintenance Facility, 2000 S. 136th St., SeaTac, WA 98168
Roger Chouinard, Ph: 206.973.4781, Fx: 206.973.4789, Email: rchouinard@ci.seatac.wa.us
If visiting the City Maintenance Facility in person, please call 206.973.4781 to confirm staff is in the office.
- B. After Hours and Maintenance Issues: 206.973.4788 (recorded message)
- C. Evening Phone – SeaTac Community Center: 206.973.4680 (Staffed until 10:00 p.m.)
- D. Sport Field Conditions Message Line: 206.973.4679
- E. Online Forms: The following forms can be found on the City of SeaTac website.
 - Sport Field Application
 - Athletic Field Scheduling Guide
 - Credit/Refund Request Form
 - Tournament Checklist – North SeaTac Park
 - Tournament Checklist – Valley Ridge ParkCity of SeaTac website: www.ci.seatac.wa.us. Click on "Living," then "Parks & Recreation," then "Sport Field Rentals." Forms are listed near the bottom of the page.

The following terminology is used on the Sports Field Condition Line:

- **Open** - Available for use. Maintenance has been performed as scheduled.
- **Closed** - Field conditions do not permit any use. No maintenance has been performed.
- **Time of use decision** (game time/ practice time) - Field conditions may change and it is the responsibility of the user to determine if the field is safe to use. Field maintenance has been performed at the highest level possible based on conditions.

IX. General Athletic Field Use Rules and Regulations

- A. Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage in any City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity in a community center, park building or other structure for which a permit has been issued by the Department, and for which a banquet permit has been issued, provided that the activities and the use of alcoholic beverages shall conform to the permits therefore. ORD. 2.45.550

- B. Being or remaining in or loitering about in any City park, recreation area or other park area while in a state of intoxication is prohibited. ORD. 2.45.560
- C. City of SeaTac is not responsible for any personal property loss, damage to vehicles, etc.
- D. All organizations or individuals must provide with the request a Certificate of Liability Insurance from an insurance company licensed to conduct business in the State of Washington, which covers their full period of use. A photocopy of the insurance certificate is required, and the insurance must provide a general liability policy with minimum coverage of \$2,000,000. This policy must also name the City of SeaTac as a Primary-Non Contributory Additional Insured.
- E. Athletic field lights will not remain on past 10:15 pm during the Fall/Winter season (August-February) and 11:15 pm during the Spring/Summer season (March-July).
- F. It is the league/organization's responsibility to obtain field closure updates due to inclement weather and/or unplayable conditions. Please call the field condition line at 206.973.4679 for daily updates.
- G. Sport field users will only perform maintenance to fields in a manner and with materials approved of by the City Parks maintenance staff.
- H. Use of fields is subject to all other Park and City codes.
- I. Failure to follow the Athletic Field Use Rules and Regulations may result in cancellation of use without refund.

X. SeaTac Fields Description and Location

	Type of Surface	Base Length	Outfield Distance	Date Available	Lights
Sunset Play Fields (S. 136th St. & 16th Ave. S.)					
Baseball/Softball					
Field 1	grass	60', 65', 90'		March-October	No
Field 2	grass	60', 65'		March-October	No
Field 3	grass	60', 65'		March-October	No
Field 4	grass	N/A		March-October	No
Soccer					
Field 1	grass	N/A		Year Round	Yes
North SeaTac Park (S. 128th St. & 20th Ave. S.)					
Baseball/Softball					
Field 1	grass	60', 65', 70', 80', 90'	327'	March-October	No
Field 2	grass	60', 65', 70', 80', 90'	302'	March-October	No
Field 3	grass	60', 65', 70', 80', 90'	327'	March-October	No
Soccer					
Field 1 (short)	all-weather			Year Round	Yes
Field 2	all-weather			Year Round	Yes
Valley Ridge Park (4644 S. 188th St.) Next to Tyee Educational Complex					
Baseball/Softball					
Field 1	synthetic turf	60', 65', 70'		February-Mid August	Yes
Field 2	synthetic turf	60', 65', 70'		February-Mid August	Yes
Field 3	synthetic turf	60', 65'		February-Mid August	Yes
Field 4	grass	60', 65', 90'		February-Mid August	Yes
Soccer					
Field 1	synthetic turf			Year Round	Yes
Field 2	synthetic turf			Year Round	Yes
Field 3	synthetic turf			Year Round	Yes
Field 4	grass			Mid-Aug.-Mid. Nov.	Yes

XI. Gender Equity Policy

It is the policy of the City of SeaTac that no person shall be discriminated against on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities, in compliance with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective July 26, 2009). Third parties who contract with or receive leases or permits from the City of SeaTac, for community athletic programs or use of sports facilities are also prohibited from discriminating on the basis of gender. If you have questions or comments about this policy or the City's compliance with this policy, please contact the Parks and Recreation Director, Kit Ledbetter, at the City of SeaTac, 4800 South 188th Street, SeaTac, WA, or 206.973.4671.