

# CITY OF SEATAC RULES AND REGULATIONS FOR SPORT FIELD USE

## Scheduling Procedures

- “Sport Field Application” shall be completed for all requests. A single application may be used for multiple field/tournament events requested and billed at a single time. If the user requests monthly billing a “Sport Field Application” shall be completed for each month.
- The “Sport Field Application” form is available online at [ci.seatac.wa.us/SportFields](http://ci.seatac.wa.us/SportFields) or in person at the SeaTac Community Center and the City Maintenance Facility.
- Submit “Sport Field Application” by mail, fax, email or in person. See contacts section.
- 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.
- A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

## Payment Policies

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 20<sup>th</sup> of the month preceding the event. Fees are due upon receipt of your invoice.

- A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

## 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.
  - 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.
  - Reschedule use by mail, phone, fax, email or in person. See contacts section.
  - To request credit or refund complete the “credit/refund request form” found online at [ci.seatac.wa.us/SportFields](http://ci.seatac.wa.us/SportFields). Submit form to appropriate contact listed below.

## 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.

## 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 sunset and fee assessed from time on to the requested off time. Athletic field lights will not remain on past 11:15 p.m.

## Contacts and Forms

- To schedule/reschedule use of a field (Contact information depends on the field.):  
**Valley Ridge Fields 1, 2 & 3** - Staff, Ph: 206.973.4680, Email: [facilityrentals@ci.seatac.wa.us](mailto:facilityrentals@ci.seatac.wa.us), SeaTac Community Center, 13735 24th Ave. S.  
**Valley Ridge Field 4, Sunset and North SeaTac Parks** - Mike Fitzpatrick, Ph: 206.973.4781, Email: [mfitzpatrick@ci.seatac.wa.us](mailto:mfitzpatrick@ci.seatac.wa.us), City Maintenance Facility, 2000 S. 136<sup>th</sup> St.
- Maintenance Issues: Phone: 206.973.4788 (message phone)
- Evening Phone - SeaTac Community Center: 206.973.4680 (M-Th 8:30 a.m.-9:30 p.m., Friday 8:30 a.m.-5:30 p.m., Saturday 8:30 a.m.-4:30 p.m.)
- Sport Field Conditions Message Phone Line: 206.973.4679 (recorded message)
- **Online forms** are available at [www.ci.seatac.wa.us/SportFields](http://www.ci.seatac.wa.us/SportFields).

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.

## General Athletic Field Use Rules and Regulations

- 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
- 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. SMC 2.45.560
- **The City of SeaTac is not responsible for any personal property loss, including theft or damage to vehicles, etc.**
- Leagues/Organizations must submit Certificate of Insurance with the City of SeaTac listed as a Primary Non-contributory Additional Insured. General liability limits must be at least \$2,000,000.
- Athletic field lights will not remain on past 11:15 p.m.
- 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.
- Use of fields is subject to all other Park and City codes, a copy of which can be located at <http://www.codepublishing.com/wa/seatac>.
- Failure to follow the Athletic Field Use Rules and Regulations may result in cancellation of use without refund.

## 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, Community Programs & Services Director, Lawrence Ellis, at the City of SeaTac, 4800 South 188th Street, SeaTac, WA, or 206.973.4681.

## SeaTac Fields Descriptions and Locations

### • North SeaTac Park (S. 128<sup>th</sup> St. and 20<sup>th</sup> Ave. S.)

<u>Fields</u>	<u>Base Length</u>	<u>Outfield Distance</u>	<u>Date Available</u>	<u>Lights</u>
Baseball/Softball Field #1	60', 65', 70', 80' 90'	327'	March-October	No
Baseball/Softball Field #2	60', 65', 70', 80' 90'	302'	March-October	No
Baseball/Softball Field #3	60', 65', 70', 80' 90'	327'	March-October	No

### • Sunset Playfield (S. 136<sup>th</sup> St. and 16<sup>th</sup> Ave. S.)

<u>Fields</u>	<u>Base Length</u>	<u>Date Available</u>	<u>Lights</u>
Baseball/Softball #1	60', 65', 90'	March-October	No
Baseball/Softball #2	60', 65', 70'	March-October	No
	<u>Type of Surface</u>	<u>Date Available</u>	<u>Lights</u>
Soccer Field	Grass	September-November	No

### • Valley Ridge Park (4644 S. 188th St. - Next to Tye Educational Complex)

<u>Fields</u>	<u>Type of Surface</u>	<u>Base Length</u>	<u>Date Available</u>	<u>Lights</u>
Baseball/Softball #1	Synthetic Turf	60', 65', 70'	Feb-mid August	Yes
Baseball/Softball #2	Synthetic Turf	60', 65', 70'	Feb-mid August	Yes
Baseball/Softball #3	Synthetic Turf	60', 65'	Feb-mid August	Yes
Baseball/Softball #4	Grass	60', 65', 90'	Feb-mid August	Yes
	<u>Type of Surface</u>	<u>Date Available</u>	<u>Lights</u>	
Soccer Field #1	Synthetic Turf	Year Round	Yes	
Soccer Field #2	Synthetic Turf	Year Round	Yes	
Soccer Field #3	Synthetic Turf	Year Round	Yes	