City of Kent Parks Recreation & Community Services Athletic Field Rental Guide

2020 Season

Athletic Field Scheduling Office
Kent Commons Community Center
525 4th Ave North
Kent, WA 98032
253-856-5000
KentWA.gov

KENT
WASHINGTON
PARKS, RECREATION &
COMMUNITY SERVICES

Kent Parks, Recreation and Community Services

"Dedicated to Enriching Lives"

We are committed to providing safe and inviting parks and facilities, meaningful and diverse recreational programs, cultural activities and human services.

Our staff is responsive, positive and ethical in their dedication to delivering:

Personal Benefits that strengthen self-esteem improve health and promote self-sufficiency.

Social Benefits that bring families together and unite people within our diverse community.

Economic Benefits that welcome new business relocation and expansion that leads to a more productive work force and increased tourism opportunities.

Environmental Benefits that protect and preserve natural areas, open space and enhance air and water quality.

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Revised 11/30/19

Introduction

The Kent Parks, Recreation and Community Services Department manages the athletic field scheduling and maintenance for the City of Kent in order to assure equitable distribution, achieve maximum use of facilities by the public, and, when necessary, protect fields from overuse.

The following 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 determined necessary and appropriate.

Contact Information

Athletic Field Scheduling Office:

Location/Mailing Address:
City of Kent Parks, Recreation and Community Services
Kent Commons Community Center
525 4th Ave North
Kent, WA 98032

Phone Number: 253-856-5000
FAX Number: 253-856-6000
Email Address: dheldt@KentWa.gov
Website Address: www.KentWa.gov/AthleticFacilityRentals

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PARKS, RECREATION & COMMUNITY SERVICES

Enhancing the quality of sports through Parks and Recreation

Game & Practice Scheduling Procedures

The City of Kent Parks, Recreation and Community Services Department have many outdoor athletic facilities available for games and practices.

Individuals or groups requesting rental of athletic fields for games or practices must complete an application for athletic field rental.

Athletic Facilities will be scheduled for three (3) tri-mesters each year.
See Athletic Field Schedule Calendar.

Groups, agencies and individuals requesting use of athletic facilities can submit applications in advance and /or during a current tri-mester.

Exception: *Tournament/Special Events and Baseball/Fastpitch teams/organizations field requests must be submitted by November 30, 2019, with final field allocations issued by December 15, 2019.*

Advance Tri-mester Scheduling:

Individuals or groups may request rental of athletic fields in advance by adhering to the following schedule:

I. First Tri-mester: (December, January, February, and March)
Requests accepted through September 1, permits will be issued by September 15.
Rental Groups must confirm allocated use by September 30.
Please see refund policy on page 11.

II. Second Tri-mester: (April, May, June, and July)
Requests accepted through January 1, permits will be issued by January 15.
Rental Groups must confirm allocated use by January 31.
Please see refund policy on page 11.

III. Third Tri-mester: (August, September, October, and November)
Requests accepted through May 1, permits will be issued by May 15.
Rental Groups must confirm allocated use by May 31.
Please see refund policy on page 11.

Current Tri-mester Scheduling:

Individuals or groups may request rental of athletic fields during a current tri-mester by submitting a completed field application and appropriate rental fees.

Applications will be approved on a first come, first served basis for available fields.

Please see refund policy on page 11.

- Organizations must identify a primary contact person for scheduling purposes.
- To maintain park facilities in the best possible condition, the City of Kent reserves the right to limit the amount of play permitted during any tri-mester.
- Please see "General Rules and Regulations" pages 6 – 8 for further information.

Tournament/Special Event Scheduling

The City of Kent Parks, Recreation and Community Services Department have many outdoor facilities available for tournaments and/or special events.

Individuals or groups desiring to sponsor a tournament or special event must complete an application for athletic field rental.

Tournament/Special Event requests must be submitted by November 30, 2019, permits will be issued by December 15, 2019.

Any group, agency, or individual who used a City of Kent athletic complex in the previous year is not guaranteed use in the upcoming year. Rather, each application will be reviewed and approved based on: National and/or Washington State background check, past field use history and dates of events, National/Regional/State events, impact of use on surrounding neighborhood, benefit to the City of Kent and the Priority Policy listed on page 5 of "Athletic Field Rental Guide".

Once the application is approved, the rental group will have thirty (30) days to pay a $300.00 first day, plus $200.00 per additional day rental deposit, per facility.

If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental dates.

The deposit will be applied towards the final field rental fee for all tournament or special events. If a rental is cancelled, an additional rental deposit is required to hold future rental dates.

Tournament Cancellations (Hogan Park/Service Club Multi Field Use)…

Tournament cancelled due to inclement weather and unsafe playing conditions will receive a refund. The refunded amount will be based on the following:

- 100% refund, if tournament is canceled prior to games being started.
- Percent based on the number of games played versus the total number of games scheduled.

Tournaments cancelled due to lack of teams will lose their rental deposit as well as priory status for the following year.

If a tournament is reserved for more than one (1) day and the second and/or subsequent day(s) are later cancelled, rental group will be charged $200.00 per day cancellation fee.

Tournament Directors requesting use of Hogan Park/Russell Road Field #1 will be charged the hourly rate for field/light use. If rental group cancels the use of Field #1, group will be assessed $300.00 per day, cancellation fee.

Tournament/Special Event cancellations made after March 1, 2020 will result in forfeiture of field rental deposit. If time is booked by another group, full refund may be given.

Tournaments/Special Events will be held on Saturdays and Sundays only. If other days are required, tournament director *must have prior approval* from the Parks Department.

Please see "Tournament/Special Event Rules" page 8 for further information.

Concussions/Head Injuries and Sudden Cardiac Arrest

All youth teams/groups shall submit a signed statement of compliance verifying all coaches, athletes and their parent/guardian have complied with the mandated policies for the **Management of Concussions and Head Injuries** as prescribed by HB 1824-Z. Lystedt law and **Sudden Cardiac Arrest Awareness** as prescribed by State Bill-5083, section 3.

Background Checks

All, youth and adult, applicant or organization representative will be required to complete a Washington State Background Check prior to utilizing City of Kent Athletic Facilities. *Kent Parks Department will administer background check.*

Youth Programs: Applicant or organization representative ensures that all employees, coaches, volunteers, and team administrators have gone through a satisfactory background check, including National Sex Offender Registry, to help ensure the safety of all program participants.

The City reserves the right to verify any and all criminal background checks.

Field Scheduling Conflicts

For scheduling conflicts at the fields:

To minimize scheduling conflicts at the fields, please have a copy of your current Rental Contract/Permit (or Rental Amendment) at the field.

If both teams can produce the Rental Contract/Permit at the field, the Rental Contract/Permit with the most current date shall be valid.

If neither team can produce the Rental Contract/Permit at the field, the following guidelines will be used to determine who has priority:

Top Priority	–	**City of Kent/Kent School District Programs**
1st Priority	–	Youth League Games
2nd Priority	–	Adult League Games
3rd Priority	–	Youth Practice or Practice Games
4th Priority	–	Adult Practice or Practice Games
5th Priority	–	Drop in user groups – 1st come, 1st served

If two (2) activities of equal priority appear to be scheduled simultaneously, a flip of the coin will determine priority usage.

City of Kent/Kent School District games must be allowed to finish before other scheduled use.

Notify the Field Scheduler, at Kent Common Building, 253-856-5000 within two (2) business days of the conflict. Please provide team & contact names involved.

Game Rate Hourly Breakdown

The City of Kent Parks, Recreation and Community Services estimates game use hours as follows:

- Youth Fastpitch: 1.5 Hours
- Youth Baseball 12 & under: 2.0 Hours
- Youth Baseball 13 & over: 2.5 Hours
- Adult Baseball: 3.0 Hours
- Adult Softball: 1.25 Hours

User groups that play longer than these game times will be charged actual use time.

Priority Policy for Athletic Fields

The following priority ranking will determine final field allocations when two (2) or more requests are filed for the same date, time and location during Advance
Tri-mester scheduling:

*****The Priority Ranking System will only apply during Advanced Tri-mester Scheduling. During Current Tri-mester Scheduling, first come, first served will be applied.***

Priority Categories are as follows:

I. City of Kent Parks, Recreation & Community Services sponsored event.

II. Kent School District sponsored event.

III. A). Youth organizations within the City of Kent or the Kent School District Boundaries. **
B). Independent youth teams within the City of Kent or the Kent School District Boundaries. **

IV. A). Adult organizations within the City of Kent or the Kent School District Boundaries. **
B). Independent adult teams within the City of Kent or the Kent School District Boundaries. **

V. Activities related to local/community events.

VI. Non-community and commercial activities.

Additional factors will be taken into consideration for final allocations of field use, such as:

- Clearance of National and/or Washington State background check
- Field usage may be restricted, denied or cancelled based on organizations past usage (i.e., excessive cancellations, less than 20 teams, damage, etc.).
- Past field use history and dates of events
- National, Regional or State event
- Scheduled games versus practices
- Seasonal activities versus non-seasonal activities
- Impact of use on surrounding neighborhood
- Benefit to the City of Kent.

In using City of Kent Park Facilities, defined in RCW 49.60.50, *no city, town, county, or district may discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program also may not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.*

General Rules and Regulations

City of Kent Athletic Fields requires special consideration to maintain them in the best possible condition. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users.

- The City of Kent reserves the right to immediately terminate the use of fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations.
- Failure to comply with these rules and regulations may jeopardize your groups' future use of City of Kent Athletic Fields and forfeiture of field deposit.
- Questions regarding use of field/park while event is in progress should be directed to the Parks Department staff on site or at the Kent Commons Community Center.
- League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field usage. Failure may result in forfeiture of deposit and pay for all necessary field repairs.
- Users, its members, guests and invitees will show respect and sportsmanship towards Parks Department staff, officials, opposing team(s) and spectators.
- The Parks Department prior to start of event must approve admission fees, requests for donations, and sales of merchandise. The Parks Department reserves the right to assess a fee (flat rate or percent of proceeds).
- Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from Parks Department.
- User groups requiring special services and/or supervision, will be assessed an additional fee. Only facilities applied for may be used.
- The City of Kent reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. Cost of police supervision will be charged to field user.
- User groups must inform the Parks Department of any special equipment (portable pitching mounds, dunk tanks, horse rides, concession stands, music stages, etc.) that might be used during your event. Prior approval must be granted.
- The Parks Department reserves the right to require additional insurance and/or additional fees depending on type of activity planned.
- User groups requiring use of electrical power/water (if available) will be assessed an additional fee.
- The use of amplification sound systems requires approval from the Kent Parks Department. Generally, amplified sound is prohibited before 10:00 am and after 9:00 pm. Sound must be at a volume not to disturb other parks users or neighborhood residents.
- The Parks Department maintenance staff will complete all field maintenance. User groups <u>will not</u> be allowed to drag, rake, line, or water any part of athletic fields.
- User groups will work with the Parks Department to make decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions. The Parks Department will have the final decision.

General Rules and Regulations continued……

- Failure to refrain from organized play or practice on a closed field may result in the loss of future field use privileges.
- User groups must vacate fields and dugouts upon the conclusion of their scheduled rental time. Fields may be reserved for further use by other rental groups immediately following. Please use your best judgment and courtesy when entering and exiting the fields.
- User groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging city property will be held responsible for the cost of repair, replacement, or clean up.
- Possession or consumption of alcoholic beverages on City of Kent Park grounds is prohibited, unless prior approval has been granted.
- Per City of Kent Ordinance #4246, it is unlawful for any person to smoke, vape, or use tobacco products in or on any park property or park facility, including parking lots. If the product emits smoke, or vapor, or contains tobacco, it is prohibited.
- Users groups must have prior approval for any signs, banners, etc. from the Parks Department. City of Kent will not allow nailing or stapling of schedules, banners, posters, etc. to any part of facility. User groups may use tape, string, rope, or other approved items. Items must be removed at the conclusion of event; otherwise a fee will be accessed.
- User groups may not store items on City of Kent property during or after your event, unless approved by the Parks Department. Any unauthorized items may be assessed a storage fee. The City of Kent is not responsible for lost or stolen property.
- Park in designated parking stalls or areas only. All vehicles improperly parked at athletic facilities are subject to tow away at owner's expense.
- Other users during your scheduled event may share event parking.
- Overnight parking or camping is prohibited.
- City of Kent is not responsible for loss, theft or damage to vehicles.
- User groups may not "sub-lease" their approved dates without approval from the Parks Department.
- Animals must be on a leash at all times. Exception: Animals are prohibited at the Wilson Playfields, with the exception of working service animals.
- Participants, children and spectators must be under supervision of user groups representative throughout the entire scheduled event.
- No hitting into fences with baseballs or softballs (whiffle balls and/or tennis balls are allowed).
- Climbing on or over fences prohibited.
- Standing on dugout benches prohibited.
- Additional rules and regulations may be required for a specific athletic facility.
- The City of Kent Parks, Recreation and Community Services have the authority to update or add rules and regulations as necessary.

All other rules and regulations as stated in the Standard Park Rules and/or Kent City Code on our web page: www.KentWa.gov must be followed by all user groups.

Tournament/Special Event Rules

- Sponsoring group must turn in a Tournament Check List at least 7 days before scheduled event.
- The sponsoring group must turn in a Tournament Game Matrix showing dates, times, and fields to be used no later than 12:00 (noon) Wednesday before your scheduled event. $50.00 late fee may be assessed.
- Schedules may be faxed to 253-856-6000, emailed or delivered in person to Kent Commons Building, 525 4th Ave. North, Kent, WA 98032-4497. Schedules received past the 12:00 (noon) deadline may be assessed a $50.00 per day late fee.
- The Parks Department must approve tournament schedules prior to the start of the event.
- Softball/Baseball tournaments must have a minimum of 20 teams, not to exceed 36 teams unless approved by the Parks Department. *If less than 20 teams, tournament director and sanctioning body will lose their priority status for future events.*
- Tournaments/Special Events will be held on Saturdays and Sundays only. If other days are required, you must have prior approval from the Parks Department.
- Sponsoring group requiring the use of Field #1 for Hogan Park at Russell Road (turf baseball/softball field) must have prior approval from the Parks Department.
- Games must be scheduled every hour and a quarter (1 1/4) to an hour and a half (1 1/2) apart on each field being used. Also, must have a minimum of fifteen (15) minutes for maintenance prep time between every three (3) and four (4) games on each field being used.
- Sponsoring group will be directly responsible for entry fees, invitations, and all public relations in regards to tournament/special event information.
- Sponsoring group will provide to the Parks Department news releases, flyers, layout of equipment, and results of tournament/special events.
- Sponsoring group will provide proper supervision throughout scheduled event (i.e.: a person designated as "Tournament Director" at the park facility at all times).
- **Temporary Fencing**: Due to lack of fencing and/or staffing, City of Kent may not be able to provide fencing for outfield/ticket gate during your tournament/special event. Parks Department will notify organizers if fencing set up will be available. If available, tournament/special event organizer will be charged $100.00 per field for set up/take down.
- **Banners/Flags/Tents**: Organizations will be required to remove all banners, flags, tents, etc. at the end of their event. Anything not removed by event director will be removed by operations staff the next day and a fee will be charged for the time required to remove it. If organization would like to keep banners in place, must receive approval from Parks Department and a fee will be assessed.
- **Diamond Dry/Field Conditioner**: Every weekend tournament directors may ask to reserve up to 5 bags of diamond dry for purchase if it is available. Availability is at the discretion of the park operations supervisor or lead and depends on things like overall field condition, recent diamond dry use and the likelihood that using diamond dry will increase the probability of getting in play. Each bag of diamond dry used as directed by the tournament director costs **$15.00** per bag.
- **Dumpsters/Portable Restrooms:** Larger events may require onsite dumpsters and extra restrooms to handle the expected volume of spectators. If Parks Department determines these are required, user group will make arrangements with outside vendor for delivery, set up, maintenance, removal and all fees.

- **Inclement Weather:** Park Operations staff will determine when a field is playable using their best professional judgment and experience, taking into consideration the current field condition and the best information available regarding the weather forecast for the rest of the day.

- **Vendor Fees:** Groups, who bring in additional vendors for their events, will be charged $100.00 per vendor or 15% of proceeds.

- **Admission Fees:** Groups, who desire charging an admission fee during their event, will be charged $100 per day or 10% of proceeds.

- **Picnic Shelter Pavilions:** Hogan Park @ Russell Road and Service Club Ballfields picnic shelters may be available to the general public for rental during your tournament/special event. *If you need access to these shelters, you must request access.*

- **Hogan Park Turf Field:** Hogan Park @ Russell Road Softball Tournaments that need access to Field #1 (turfed Multi-purpose Field) must have prior approval from Parks Department. Field #1 will be charged above the tournament cap rate.

Level of Service (LOS)– Tournaments/Special Events

The following are the levels of service expectations and requirements for the 2020 season:

Regular Tournament Level of Service (RTLOS):

1. All fields will be prepped according to adopted RTLOS, this includes:
   - Field will be prepped and lined, relined as possible
   - Home plate / pitching rubber / mound
   - Bases at appropriate distance
   - Field watered before games start as necessary (weather dependent)
   - Lower frequency maintenance will be performed according to RTLOS

2. Park Operations Staff will not start work before 6:00 am without the approval of the Park Operations Supervisor, if this request is made within 3 days of the tournament's start it requires the approval of those park ops staff members assigned to work. Fields will be unlocked by one hour before game time. Game start time is 9:00 am. Field/Complex Prep requires 3 hours of work for 2 people. If a tournament director wants to start at 8:00 am or 8:30 am it will negatively impact RTLOS.

3. Two (2) staff members will prep the fields prior to the games starting and work from 6:00 am to 2:30 pm. (KMP will be staffed by one (1) person for the duration of play on the weekend).

4. The evening shift will be worked by one (1) staff person for a slow pitch tournament and two (2) staff persons, if necessary, for a Fastpitch tournament.

5. Ops staff will prioritize field prep tasks during the tournament accordingly:
   a. Significant safety issues (bases coming loose, police issues, health related incidents, etc.)
   b. Keeping restrooms in working/sanitary condition
   c. Overflowing Garbage Cans/Noticeable Litter
   d. Routine Field Prep

6. Field tasks prioritized as follows:
   a. Plate/Mound work
   b. Watering
   c. Dragging
   d. Relining
   e. Special Requests/Non-safety related complaints not related to priorities a-d

7. Staff members working the tournament will work with the tournament director to prioritize field prep prior to a championship game. This may or may not be a full prep depending on the amount of time available.

8. Schedule will leave at least 10 minutes between games for field prep.

9. Tournament Director may elect to skip between game field preps to expedite the pace of play as long as each field receives at least one full-prep every 4 games to ensure a safe playing surface.

10. No game will last past:
    a. Hogan Park – 12:00 am
    b. Kent Memorial Park – 11:00 pm
    c. Service Club Ballfields- 10:00 pm
    d. Wilson Playfields – 9:00 pm

National Tournament Level of Service (NTLOS):

1. If national tournaments have operational requirements they will be shared with and approved by Park Operations supervisor prior to booking the tournament.

2. National tournaments require a pre-tournament meeting between the tournament director, recreation staff and operations staff at least one week prior to the event unless mutually agreed to not be necessary by Recreation and Operations staff.

3. At that meeting the tournament director will be required to share for approval:
    a. Tournament site plan showing the locations of any vendors, food trucks, sponsorship materials, beer gardens, etc.
    b. Draft tournament schedule including opening ceremonies, championship game times, etc.
    c. Plans to leave anything overnight; tents, storage needs, etc.
    d. Operations staff will talk through level of service expectations as outlined below, garbage needs including a separate dumpster, extra portable restrooms, operational access requirements (areas to keep clear), bleacher limitations, security limitations, etc.
    e. A Kent Police Department Representative will be invited to the meeting. Recreation staff will communicate details of the tournament to KPD.

4. All fields will be prepped according to adopted NTLOS, this includes:
    a. Field will be prepped and lined, relined as possible
    b. Home plate / pitching rubber / mound
    c. Bases at appropriate distance
    d. Field watered before games start as necessary (weather dependent)
    e. Lower frequency maintenance will be performed according to NTLOS

5. Park Operations Staff will not start work before 6:00 am. Fields will be unlocked at 6:00am. Game start time is 9:00 am. Field/Complex Prep requires 3 hours of work for 2 people. If a tournament director wants to start at 8:00am or 8:30am it will negatively impact NTLOS.

6. Two (2) staff members will prep the fields prior to the games starting and work from 6:00am to 2:30pm. (KMP will be staffed by one (1) person for the duration of play on the weekend).

7. The evening shift will be worked by two (2) staff persons. A third staff member will be added, if necessary, for a day/evening shift to help with crowd related impacts. This additional impact will result in the additional fees assessed to the renter.

8. Park Operations staff will prioritize field prep tasks during the tournament accordingly
    a. Significant safety issues (bases coming loose, police issues, health related incidents, etc.)
    b. Keeping restrooms in working/sanitary condition
    c. Overflowing Garbage Cans/Noticeable Litter
    d. Routine Field Prep (goal is to prep every field every game)

9. Field tasks Prioritized as follows:
    a. Plate/Mound work
    b. Watering
    c. Dragging
    d. Relining
    e. Special Requests/Non-safety related complaints not related to priorities a-d

10. Staff members working the tournament will work with the tournament director to prioritize field prep prior to a championship game. This may or may not be a full prep depending on the amount of time available. Schedule will leave at least 10 minutes between games for field prep.

11. Tournament Director may elect to skip between game field preps to expedite the pace of play as long as each field receives at least one full field prep every 4 games (or the equivalent accumulation of field maintenance) to ensure a safe playing surface.

12. No game will last past:
    a. Hogan Park – 12:00 am
    b. Kent Memorial Park – 11:00 pm
    c. Service Club Ballfields- 10:00 pm
    d. Wilson Playfields – 9:00 pm

Specific Facility Rules & Regulations

The Rules and Regulations are in place to preserve the integrity of the facilities and for the best interest of all users.

Each athletic facility requires special consideration to maintain them in the best possible condition.

Please review rules and regulations for each of following athletic facilities:

- Hogan Park @ Russell Rd
- Kent Memorial Park
- Service Club Ballfields
- Uplands Playfields
- North Meridian Park
- Wilson Playfields
- Glenn Nelson Park

Light Rental Guidelines

The City of Kent Parks, Recreation and Community Services oversee four (4) athletic facilities that have field lights: Kent Memorial Park, Hogan Park @ Russell Road, Service Club Ballfields and Wilson Playfields.

When available, a **$25.00** per hour, per field light fee will be charged while using the field lights.

Light fees will be charged after the following times:

January……4:30 PM	May……..8:00 PM	September……..7:00 PM
February……..5:00 PM	June……8:30 PM	October……..6:00 PM
March……6:30 PM	July……..9:00 PM	November……4:30 PM
April……7:30 PM	August……8:00 PM	December……4:00 PM

Cost Recovery Policy

As the City of Kent continues to grow and facilities age, the Parks Department must develop a financial system to support community investment while maintaining the high level of service currently provided.

The City will continue to provide basic services funded entirely by general taxpayers. However, those benefiting from special services (which create additional City expenses) must contribute financially. Therefore, the recovery policy is intended for participants to supplement, rather than supplant, the investment of the general taxpayers. The recovery policy strives to:

1. Pay for and augment operation/maintenance costs for a field.
2. Control use of the field
3. Assess a portion of the costs to field-to-users who may not be tax supporters.
4. Enable the Parks Department to provide fields for which funds might not otherwise be available.
5. The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by Department staff.

Payment of Rental Fees

The City of Kent Parks, Recreation and Community Services will set the athletic field rental fees. Fees may be adjusted on an annual basis. (*See field rental fees, page 14*).

Rental Fees will be due at time of booking.

Youth Discounted Field Rates

Youth Groups are eligible for a 25% field use discount if they meet the following criteria:

- The group must serve youth 18 years of age and under.
- The group must show proof that they have a scholarship program in place based on financial need.
- Scholarship program documentation must be received at the time of application.
- Tournaments, lights and other special service fees are not eligible for discount.
- Additional restrictions may apply.

Field Rental Deposit

Field Rental Deposit:

Individuals or groups reserving an athletic facility for a tournament/special event will be required to pay $300.00 first day, plus $200.00 per additional day rental deposit. This deposit will hold the requesting facility for the approved date(s).

Once the application is approved, the rental group will have thirty (30) days to pay rental deposit.

If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental dates.

The deposit will be applied towards the final field rental fee for all tournament or special events. If a rental is cancelled, an additional rental deposit is required to hold future rental dates.

Tournament/Special Event cancellations made after March 1, 2020 will result in forfeiture of field rental deposit. If time is booked by another group, full refund may be given.

Field Rental Payment:

Current Tri-mester scheduling:	Field rental payments will be due at time of booking for any approved application scheduled during a current tri-mester.
Advance Tri-mester scheduling:	Field rental payments will be due by 1st day of each tri-mester or twenty-one (21) days prior to scheduled event, whichever comes first.
Tournaments/Special Events:	Remaining balance of field rental fees will be due by 12:00 (noon), the day after the scheduled event.

City of Kent Parks, Recreation and Community Services

2020 Athletic Field Rental Rates

All Fees hourly per field	Practice Fee	Game Fee	Tournament Fee (youth discount not available)	Light Fee (youth discount not available)
Kent Memorial Park				
Art Wright Field	NA	$75	Hourly Rate	$25.00
KMP 2 & 3	$20	$40	Hourly Rate	$25.00
Hogan Park @ Russell Road				
Field 1 – Turf Field	$75**	$75**	Hourly Rate	$25.00
Fields #2 - 5	$25	$50	$1800.00 cap *	$25.00
*Cap rate of $1800.00, based on 2-day event, using 4 fields. Field lights and use of Field 1 will be charged above tournament cap. Extra fields charged at hourly rate. **Off peak turf hours/rate: $40.00. Mon - Thurs, 9 am - 9 pm, Jan, Feb & Dec (no light fee) Mon - Fri , 9 am – 3 pm, Mar - May and Sept - Nov.				
Wilson Playfields				
Field 1 & Field 2	$75	$75	Hourly Rate	$25.00
Field 3 (Mod Field)	$45	$45	Hourly Rate	$25.00
Off Peak Turf Rate** (youth discount not available)	$40**	$40**	No light fee applied during off peak time	
**Off peak turf hours, Mon - Thurs, 9 am - 9 pm, Jan, Feb & Dec Mon - Fri , 9 am – 3 pm, Mar - May and Sept - Nov.				
Service Club Ballfields				
Fields K1, L2, S3, R4	$25	$50	$1800.00 cap *	$25.00
*Cap rate of $1800.00, based on 2-day event, using 4 fields. Field lights will be charged above tournament cap and/or hourly rate. Extra fields charged at hourly rate.				
North Meridian Park (*weekend games may not receive field preps before each game, maintenance staff availability)				
Field #1 or Field #2	$20	$35*	Hourly Rate	NA
Glenn Nelson Park				
BB/SB Field	$20	$35	Hourly Rate	NA
Soccer Field-Grass	$25	$50	Hourly Rate	NA
Uplands Playfield				
BB/SB Field #1 & #2	$20	$35	Hourly Rate	NA

Special Use Fees – **Special use fees do not qualify for youth discounted rates**	
Tournament Deposit	$300 first day deposit, $200 each additional day, per facility
Portable fencing	$100 per field (set up/take down), when available
Extra Maintenance Staffing	$80.00 per hour, per individual, if available
Field Conditioner/Diamond Dry	$15.00 per bag, when available
Field Layout	$300 per field (flag football, soccer, rugby, lacrosse, etc.)
Portable Mound Removal	$300 removal/replacement at Hogan Park Field 1 only
Portable Toilets	User group pays outside vendor
Concessions/Extra Vendor	$100 per vendor or 15% of proceeds
Ticket Gate Fees	$100 per day or 10% of proceeds
Miscellaneous Fees	Additional Fees charged, per request of service

Youth Groups are eligible for a 25% field use discount if they meet the following criteria:
Groups must serve youth 18 years of age and under. Groups must show proof that they have a scholarship program in place based on financial need.
Scholarship program documentation must be received at the time of application. Tournaments, lights and other special service fees are not eligible for discount.
Additional restrictions may apply.

All Fees are hourly, per field unless otherwise noted.
City of Kent reserves the right to add additional fees depending on the request for service.

Cancellation Policy

The City of Kent Parks, Recreation and Community Services reserve the right to cancel any rental at any time for the following reasons:

1. Users groups who violate the Rules and Regulations.
2. Severe weather and/or conditions in which use could cause excess damage to the facilities or potential injury to participants.
3. Emergency or no notice cancellations instituted by Police, Fire, Park, or other official personnel, wherein the health and/or safety of the participants and/or spectators could be at risk.
4. User groups failing to pay on time, rental and/or other fees associated with the use of City of Kent facilities.
5. City sponsored or co-sponsored events.
6. Any unforeseen circumstances.

It is the user groups' responsibility to obtain field closure information. Please call 253-856-5020, press 1. Monday through Friday after 4:00 PM and weekends by 8:00 am for an up to date report on field closures.

It is the user groups' responsibility, in the event of a field closure, to contact the City of Kent Parks, Recreation and Community Services Department within two (2) business days after such closure to request a refund, credit and/or arrange for rescheduling.

Refund Policy

100% Refunds

Refunds will be granted on the following conditions:

1. City of Kent Parks, Recreation and Community Services cancels event due to weather conditions, scheduling error, etc.
2. Cancellations instituted by Police, Fire, or other personnel, wherein the health and/or safety of the participants and/or spectators could be at risk.

50% Refunds

User groups, who cancel approved allocated time prior to twenty-one (21) days before scheduled event, will be refunded/charged 50% of rental fee.

0% Refunds

Refunds will not be given for the following conditions:

1. User group who violates the Rules and Regulations.
2. User group cancels event twenty-one (21) days or less, prior to the scheduled event.
3. Cancellation of a portion of practice, game or tournament/special event by the user group.
4. Cancellation of a portion of practice, game or tournament/special event caused by weather conditions (group will only be responsible for payment of actual time and/or games played).
5. Unconfirmed schedule changes issued by user group.

User groups requesting a cancellation/refund must submit in writing to Kent Parks, Recreation and Community Services at least twenty-one (21) days prior to the scheduled use.

Insurance/Liability Coverage

In order to obtain a permit for the use of facilities owned by the City of Kent, it will be necessary to obtain comprehensive general liability insurance coverage.

Obtaining the insurance is the field users' responsibility. A copy of the insurance certificate, **with endorsement page(s)**, is required prior to user group using City of Kent Facilities.

User groups may contact any insurance company of their choice, provided minimum requirements are met.

Following are some options for your insurance:

- Event Insure(www.eventinsure.com): Phone 925-609-6500
- K & K Insurance(www.kandkinsurance.com): Phone 800-637-4757
- Sadler & Company Inc.(www.sadlersports.com): Phone 800-622-7370
- Contact your private home-owners insurance company
- Look in the Yellow Pages or Web search under "Insurance"

1. The following will be the minimum requirements:

   - Has a minimum limit of **$1,000,000** for bodily injury and property damage per occurrence.
   - Names the City of Kent, its officers, and employees as an additional insured party against any and all liability arising or resulting from your usage or said premises.
   - The name and address for the additional insured must read:
     City of Kent
     Parks, Recreation and Community Services
     525 4th Ave No.
     Kent, WA 98032
   - The policy must include the name of the park and the dates of use.
   - All additions to the policy shall be in the form of an endorsement, a copy of which shall be added to the certificate of insurance evidencing proof of coverage.
   - The certificate of insurance for the required policy must be filed in Kent Parks, Recreation and Community Services Department **7 days** prior to the use of any facility.

2. The user group will be responsible for any and all damage to the City's premises, equipment, and property. If, after an activity, additional maintenance is required (in excess of normal cleaning services/time), the user group will be charged accordingly.

3. The user group will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.

4. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.

5. The City has the right to revoke any permit(s) issued due to the group causing damage to the field by in appropriate behavior or activities caused by the group's use of the field.

City of Kent Parks, Recreation and Community Services
Athletic Field Inventory

Base/Softball Fields	Base paths available	Pitching Distance	Field Dimensions	Dates Available	Lights	Miscellaneous
Kent Memorial Park			**left-center-right**			
Art Wright Field(games only)	90′	60′6″	327′-358′-325′	April-October	yes	Natural Grass
KMP #2	60′	35′/ 40′	165′-210′	April-October	no	Natural Grass
KMP #3	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	248′-280′-245′	April-October	no	Natural Grass
Hogan Park @ Russell Road			**left-center-right**			
HP #1 Baseball Field-turf	60′/ 65′/ 70′/ 80′/ 90′	50′/ 54′/ 60′6″ portable mound	330′-370′-330′	January - December	yes	Field Turf
HP #1 Soccer Field-turf			110 yds x 60 yds	January - December	yes	Field Turf
HP #2	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	300′	March - October	yes	Natural Grass
HP#3	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	300′	March - October	yes	Natural Grass
HP #4	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	300′	March - October	yes	Natural Grass
HP #5	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	300′	March - October	yes	Natural Grass
Wilson Playfields			**left-center-right**			
BB/SB #1	60′	35′/ 40′/ 43′	272′-open-open	January - December	yes	Field Turf
BB/SB #2	60′/ 70′/ 80′	43′/ 46′/ 54′	292′-open-open	January - December	yes	Field Turf
BB/SB #3	60′/ 70′/ 80′′90′	43′/ 46′/ 54′	290′-390′-292′	January - December	yes	Field Turf
Soccer #1(upper field)			120 yds by 75 yds	January - December	yes	Field Turf
Soccer #2(lower field)			100 yds by 60 yds	January - December	yes	Field Turf
Soccer #3(lower mod field)			75 yds by 35 yds	January – December	Yes	Field Turf
Service Club Ballfields			**left-center-right**			
Kiwanis Field #1	60′/ 65′/ 70′/ 80′	35′/ 40′/ 46′/ 50′/ 54′	300′	March - September	yes	Natural Grass
Lions Field #2	60′	35′/ 40′/ 46′	225′	March - September	yes	Natural Grass
Soroptimist Field #3	60′	35′/ 40′/ 46′	225′	March - September	yes	Natural Grass
Rotary Field #4	60′/ 65′/ 70′/ 80′	35′/ 40′/ 46′/ 50′/ 54′	300′	March - September	yes	Natural Grass
North Meridian Park			**left-center-right**			
NM #1	60′/ 65′/ 70′/ 80′/ 90′	50′/ 54′/ 60′6″	310′-350′-305′	April - October	no	Natural Grass
NM #2	60′/ 65′/ 70′/ 80′	40′/ 46′/ 50′/ 54′	290′	April - October	no	Natural Grass
Glenn Nelson Park			**left-center-right**			
BB/SB Field	60′/ 70′/ 80′	40′/ 46′	333′-open-261′	March-September	no	Natural Grass
Soccer Field			150′ – 250′	Seasonal	no	Natural Grass
Uplands Playfield			**left-right**			
BB/SB Field #1	60′	40′/ 46′	179′-open	March-September	no	Natural Grass
BB/SB Field #2	60′	40′/ 46′	open-179′	March-September	no	Natural Grass

Hours of Operation

The City of Kent Parks, Recreation and Community Services have specific hours of operation for each Athletic Facility. Please follow the set times when requesting use of a particular facility. ***Any deviation from these start/end times, must have prior approval from Parks Department***.

Wilson Playfields (available January – December)

Monday - Friday	9:00 AM to 9:00 PM**
Saturday & Sunday*	9:00 AM to 9:00 PM**

*Parking lot will be shared use on Sundays until 12:00 PM (noon).
**Field Lights must be turned off by 9:00 PM, no exceptions.

Service Club Ballfields (Available March – late September) Tournaments/Special Events March 31-October 7

Monday – Friday*	5:30 PM to Dusk (10:00 PM with lights) **
Saturday & Sunday	9:00 AM to Dusk (10:00 PM with lights) **

*User groups must have prior approval for practices/games starting prior to 5:30 pm, weekdays.
**Field Lights must be turned off by 10:00 PM, no exceptions.

Kent Memorial Park (available April - October)

Monday - Friday	9:00 AM to Dusk (11:00 PM with lights)
Saturday & Sunday	9:00 AM to Dusk (11:00 PM with lights)

Art Wright Field**	Mon. – Fri. game time:	11 AM, 2 PM, 5:30 PM, 8 PM
	Saturday game times:	9 AM, 12 PM, 3:30 PM, 6:30 PM
	Sunday game times:	9 AM, 12 PM, 3:30 PM, 6:30 PM

Baseball start times may be adjusted, not to exceed four (4) games in one (1) day. **Must have prior approval.

Hogan Park @ Russell Road (available March – October) Tournaments/Special Events March 31-October 7

Monday – Friday*	9:00 AM to Dusk (11:00 PM with lights)
Saturday & Sunday*	9:00 AM to Dusk (11:00 PM with lights)

<u>Field #1 – Multipurpose Turf Field at Hogan Park</u> (available January- December)
Full Size baseball/softball/soccer field
Monday-Sunday use time: 8:00 am to 11:00 pm

North Meridian Park (available March-October)

Monday - Friday	9:00 AM to Dusk, lights not available
Saturday & Sunday	9:00 AM to Dusk, lights not available

Glenn Nelson Fields and **Uplands Playfields** (available March - September)

Monday - Friday	9:00 AM to Dusk, lights not available
Saturday & Sunday	9:00 AM to Dusk, lights not available

User groups need prior approval from the City of Kent Parks, Recreation and Community Services Department to adjust the hours of operation.

Miscellaneous Notes