



City of  
**MOUNT  
VERNON**

# Athletic Field Use and Reservation Policy

Mount Vernon Parks and Enrichment Services  
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## **1. INTRODUCTION**

**1.1.** Mount Vernon Parks and Enrichment Services provides to the public, access to quality facilities and services designed to meet a wide range of community recreation interests beyond organized athletic use.

1.1.1. Organized athletic use refers to all athletic field use that is arranged, monitored, and/or run by an organization or its representatives for purposes of athletic fitness, conditioning, training, practice, or competition. Try-out based programs, or “select” teams are considered Organized.

1.1.2. Recreational use refers to all programming which is open to all interested participants, is not try-out based, and is focused on fitness, health, and fun.

1.1.3. Authorized Agent refers to the primary contact for an applicant wishing to reserve a City facility. The Authorized Agent will conduct business with the City of Mount Vernon on behalf of the applicant during the field use relationship. The Authorized Agent shall be the single point of contact for all communications with City staff.

In order to effectively and efficiently schedule these community assets to the greatest extent possible, while balancing competing uses and ensuring their long-term sustainability, outdoor athletic use and reservation policies are necessary.

**1.2.** The Mount Vernon Parks and Trails Code (MVMC 12.32) shall govern all use of City owned parks.

**1.3.** Parks and Enrichment Services Department facilitates the scheduling of all City-owned athletic facilities with the following goals in mind:

- Maximize the use of all park venues, while preserving park assets.
- Ensure all user groups are given a chance to use parks and city athletic fields.
- Administer a system of prioritization for field allocation that is rational and transparent.
- Collect fees to help offset the cost of maintaining and scheduling city parks and athletic fields.
- Protect the rights of neighbors of city parks and athletic fields.

**1.4.** Field Use Permit and/or Special Event Permit required if:

(Examples may cause need for a Field Use Permit, a Special Event Permit, or both)

- Use of an athletic field is by a league or organization, company or school, or is an organized social use (birthdays, parties, picnics, etc.), or is a community event or Special Event.
- Specific reserved time is desired.
- Services from the City are requested.
- Gathering is large enough, either in attendance or in size (a group of approximately 20-25 people most often triggers the need for a Field Use Permit and/or when one person or more want to consume a field for a unique activity or purpose).
- Hired services, such as entertainment, catering, live/band, music, etc. is an element of the use.
- Gathering includes high risk activities.
- Gathering is for a business purpose, involves sales, advertising, or admissions.
- Use requires permission to exceed park hours, noise levels, etc.
- Gathering is beyond the scope of intended use of a facility.

## 2. GENERAL RULES/SCHEDULING

### 2.1. Availability

- Athletic fields are closed mid-November through mid-February for rest and renovation.
- Hours of use for athletic fields are based on park operation hours and may vary based on specific season or event, or field/facility.
- A minimum two-hour time period is required for reservation per field except where otherwise noted.
- Reservations on City Holidays are contingent upon staff availability, if required.

### 2.2. Allocations and Scheduling

- Fields are initially allocated during the **Biannual Field Allocation Process**. Requests for additional use of fields after the field allocation period will be addressed on a first-come, first-served basis.
- Only an Authorized Agent listed on the organization's Athletic Field Reservation Application will be allowed to reserve fields for their affiliated organization.
- The Authorized Agent is responsible for requesting fields/facilities appropriate for the age, size, and type of activity or program. Activities/Programs which are too large (in dimension or in capacity) for a field/facility are a safety concern. Improper use of facility may result in complete cancellation of an activity/program.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**, (explained in Section 3). If a conflict arises between two or more user groups who fall equally within the same classification, the city will work with the user groups to attempt first to resolve the conflict. If no resolution is gained, city staff will independently resolve the scheduling conflict.
- Multiday tournaments that require the use of an entire athletic facility will be given priority. The longer the tournament, and the more field space needed, the higher the priority. The Athletic Field Reservation Application must still be submitted in order to reserve date(s).
- All single/incidental use, first-come, first-served field reservations, and all field prep requests must be submitted, and paid for, at least one-week prior to the requested date(s). If any additional services are needed, they will be handled on a case-by-case basis.
- Submittal of an application does not guarantee approval of reservation request(s); not all requests can be approved.
- The City reserves the right to cancel any activity as deemed necessary for the safety of all participants and the best interest of the park and athletic facility.

### 2.3. Field Use Permits

- Requested hours of use must include all setup/cleanup and pre/post game times. Field users may not access field prior to the start time specified in their Field Use Permit, and the field must be vacated at the time specified in the Field Use Permit.
- The Field Use Permit includes all approved dates and times. It is the responsibility of the Authorized Agent to check each permit carefully prior to scheduling activities.
- Reservations may not be transferred, assigned, or sublet.
- Field users must have a copy of their City approved Field use Permit on hand during each use and must be prepared to present it to City staff upon request; electronic versions are acceptable.
- The City reserves the right to add conditions or modifications to the Field Use Permit.

- Permission for activities beyond the scope of intended field use (practices or games) must follow the City of Mount Vernon Special Event Permit guidelines.

#### 2.4. Field Allocation Priority Classification

- Leagues and Single/Incidental Use
  - Organized and recreational use is defined in the introduction in Section 1 of this document*
  - A. Mount Vernon Parks & Enrichment Services Department Programs
  - B. Mount Vernon Youth Recreational Programs
  - C. Tryout Based Youth Programs Established in Mount Vernon and Skagit County
  - D. Recreation and Tryout Based Youth Programs Established in the Greater NW Region
  - E. Adult Recreational Leagues
  - F. Commercial Organized Groups
  - G. Out of Season Sports, or Non-Sports Based Special Events
- Tournaments and Events
  - A. City sponsored or co-sponsored tournaments and events
  - B. 3-5 day Tournament requiring use of entire athletic facility
  - C. 3-5 day Tournament requiring partial use of an athletic facility
  - D. 1-2 day Tournament requiring use of entire athletic facility
  - E. 1-2 day Tournament requiring partial use of an athletic facility
- Definition of Classifications
  - A. “Non-Profit” shall be defined as an organization that has obtained a non-profit status and is registered as a non-profit business or corporation with the State of Washington and has maintained good standing with the State of Washington.
  - B. “Recreation” shall be defined as programming, which is open to all interested participants, not try-out based and is focused on fitness, health, and fun.
  - C. “Tryout Based” shall be defined as programming which is try-out based and does not have open participation of all ability levels.
  - D. “Commercial” shall be defined as any activity conducted in or on a City facility where monies are collected for the specific purpose of financially benefitting an individual, business, or organization (non-profit organizations excluded).
- Allocation Criteria
  - A. *Safety*: Adjacent and/or split fields will require specific activity safety review.
  - B. *User Standings*: Field requests must be submitted in accordance with Biannual Field Allocation Process. Account balances must be paid on time and in full. Field Permit conditions must be consistently met.
  - C. *Non-competing*: Activity must not, either by design or in fact, compete with activities, programs, or events sponsored or co-sponsored by the City of Mount Vernon.

#### 2.5. Field Limits and Closures

- The City of Mount Vernon reserves the right to limit the amount of play permitted on athletic fields. Weather and project needs may cause opening and closing of fields to fluctuate.
- The City of Mount Vernon reserves the right to suspend field availability at any time during periods of inclement weather and for necessary field maintenance or improvement projects.
- City of Mount Vernon reserves the right to close or limit availability at any time due to safety concerns or risk of damage to fields and/or facilities.

#### 2.6. In-Season Priority Schedule

- Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

Usage	March - June	July - mid-November
Primary	Baseball/Softball; Ultimate Disc; Lacrosse	Soccer; Football
Secondary	Soccer; Football; Rugby	Baseball/Softball; Ultimate Disc; Lacrosse

### 2.7. Performance History

Authorized Agent is responsible for ensuring their affiliated organization is in compliance with all established rules and policies regarding field use, field conditions after use, unruly behavior of participants and guests, overdue or outstanding payments, and all other permit conditions. The City of Mount Vernon reserves the right to limit or revoke field use based upon an Organization’s performance history.

### 2.8. Insurance

Authorized Agent is responsible for providing to Mount Vernon Parks and Enrichment Services Department, a certificate of insurance showing proper coverage throughout the duration of permitted field use. The insurance coverage must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance documents:

- Insured’s name is the same as the Organizer listed on the Athletic Field Use Application
- Minimum of \$1,000,000 General Liability Insurance and \$2,000,000 General Aggregate
- Name the City of Mount Vernon as “Additional Insured” by Endorsement with coverage at least as broad as ISO Endorsement Form CG 20 26.
- Copy of Endorsement must be provided with the Certificate of Insurance
- Minimum of \$1,000,000 Participant Liability Insurance
- Certificate Holder must be listed as:
  - City of Mount Vernon**
  - 910 Cleveland Avenue**
  - Mount Vernon, WA 98273**

*Field users storing equipment on city property during their scheduled field use are strongly encouraged to include a provision for Property Insurance within their insurance coverage.*

## 3. ANNUAL FIELD ALLOCATION PROCESS

Twice a year the City of Mount Vernon initiates the Biannual Field Allocation Process for field user groups interested in requesting field use for the upcoming season. All complete Athletic Field Reservation Applications must be submitted by the applicable deadline listed below. ***Incomplete applications will not be accepted.*** In the event a complete application is submitted after the formal application deadline, the application may still be accepted but will be considered only AFTER allocations are complete.

- Athletic Field Reservation Applications can be obtained at:
  - City of Mount Vernon website: [www.mountvernonwa.gov](http://www.mountvernonwa.gov)
  - Parks & Enrichment Services Department: 1717 South 13<sup>th</sup> Street, Mount Vernon
  - Email to: [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)

### 3.1. Timeline

- League, Camps/Clinics, and Single/Incidental Use Application Deadlines:
  - Field request for March-June      Application deadline: 3<sup>rd</sup> Friday of January
    - Roundtable allocation meeting last week in January
    - Allocation schedules announced by 2<sup>nd</sup> Friday of February
  - Field request for July-November      Application deadline: 2<sup>nd</sup> Friday of May
    - Roundtable allocation meeting last week of May

- Allocation schedules announced by 2<sup>nd</sup> Friday of June
- Tournament and Event Application Deadline:
  - A. Tournaments and events may be scheduled up to 1 year (12 months) in advance of the date based on the following priority schedule:
  - B. 1<sup>st</sup> Priority – Any City sponsored or co-sponsored tournament or event
  - C. 2<sup>nd</sup> Priority – Multiday tournaments utilizing entire athletic facility
  - D. 3<sup>rd</sup> Priority – Multiday tournaments utilizing a portion of an athletic facility
  - E. 4<sup>th</sup> Priority – Events outside the scope of the primary designated field use

### 3.2. Denial of Request or Cancellation of Permit

- The City reserves the right to deny a request or cancel a permit due to safety issues or hazardous field conditions. The City reserves the right to deny a request to accommodate a City-sponsored or co-sponsored tournament or event.
- Due to space limitations regarding parking and spectator capacity, some uses may not be reserved simultaneously.
- A reservation request may be denied, or a permit cancelled on the grounds that the Organization has previously had a Facility Use Permit revoked by the City of Mount Vernon or another jurisdiction for violation of permit conditions or failure to fulfill any use requirement by the established deadline including, but not limited to, the payment of applicable fees.
- A Field Use Permit may be cancelled as a result of improper use of facility.
- A Field Use Permit may be cancelled for failure to adhere to policies outlined in the City’s Athletic Field Use and Reservation Policy, as presented herein, or as contained in the Mount Vernon Municipal Code (MVMC).

### 3.3. Application Requirements

Incomplete Athletic Field Reservation Applications will not be accepted. Complete Athletic Field Reservation Applications **must** include the following:

- A. All requested dates and times, including accurate start and end times and total hours requested.
- B. Specific field request, including but not limited to; base path and pitching mound needs
- C. All special requests that will be needed throughout the entirety of field requests including, but not limited to; field lines, concession stand use, scoreboards, etc.
- D. Signed Athletic Field Reservation Application which includes statements regarding compliance with Gender Equity Act, Title IV, and Lystedt Law, when appropriate.
- E. Certificate of Insurance **and** Additional Insured Endorsement must be received at least 14-days prior to start of field use. Please note: these are 2 separate documents, the Certificate of Insurance **AND** the Additional Insured Endorsement. Both documents **MUST** be submitted in order to meet the insurance document requirements.

## 4. FIELD USER FEES

### 4.1. Field Use Fees

#### 4.1.1. Leagues, Camps and Clinics, Single or Incidental Use

FIELD RENTAL FEES					
Practice/Games, Camps/Clinics, Single/Incidental Use					
Baseball/Softball (per field) <small>Bakerview, Kiwanis, Hillcrest</small>	Youth Recreation	MV & Regional Select	Adult League	Commercial Use	Comments
<b>Practice</b> (Bakerview & Kiwanis, Hillcrest for T-Ball only)	\$0 p/hour	\$5 p/hour	\$10 p/hour	N/A	Minimum 2-hour Rental (1-hour T-Ball)
<b>Games/Events</b> (Bakerview & Kiwanis)	\$6 p/hour	\$8 p/hour	\$20 p/hour	\$25 p/hour	Minimum 2-hour Rental (1-hour T-Ball)
<b>Grass Fields</b>					
Bakerview* & Hillcrest Parks (per field)	Youth Recreation	MV & Regional Select	Adult League	Commercial Use	Comments
<b>Practice:</b> Up to 80yds x 125yds	\$0 p/hour	\$5 p/hour	\$14 p/hour	N/A	Minimum 2-hour Rental
<b>Games/Events:</b> <b>Micro Field</b> Up to 30yds x 45yds	\$4 p/hour	\$7 p/hour	N/A	N/A	Minimum 1-hour Rental
<b>1 Standard Field</b> Up to 80yds x 125yds	\$12 p/hour	\$15 p/hour	\$28 p/hour	\$35 p/hour	Minimum 2-hour Rental
*Up to 3 full size soccer fields available at Bakerview Park					
CANCELLATION FEES					
Cancellations made by City staff: Full Refund			Cancellations <b>14 or more</b> days prior to field rental: 50% Refund		
No Show: No Refund			Cancellations <b>13 or less</b> days prior to field rental: No Refund		

**4.1.2. Tournaments and Events**

FIELD RENTAL FEES					
Tournaments					
Baseball/Softball (per field)	Youth Recreation	MV & Regional Select	Adult League/ Commercial Use	Comments (Max 4 games per field/per day)	
<b>Hillcrest Park</b> *Coach Pitch Only	\$25 p/day	\$40 p/day	N/A	N/A	1 Diamond 60' Base Path
<b>Bakerview Park</b> (*per field) *4 Fields Available	\$75 p/day*	\$100 p/day*	\$215 p/day*	Prep for games by MVPR Staff only	4 Diamonds 60'-70' Base Path
<b>Kiwanis Park</b> *1 Field Available	\$75 p/day	\$100 p/day	\$215 p/day	Prep for games by MVPR Staff only	1 Diamond 60' Base Path
<b>Grass Fields</b>					
Bakerview* & Hillcrest Parks	Youth Recreation	MV & Regional Select	Adult League	Commercial Use	Comments (Max 4 games per field/per day)
<b>Micro Field</b> Up to 30yds x 45yds	\$4 p/hour	\$7 p/hour	N/A	N/A	Minimum 1-hour Rental
<b>1 Standard Field</b> Up to 80yds x 125yds	\$12 p/hour	\$15 p/hour	\$28 p/hour	\$35 p/hour	Minimum 2-hour Rental
*Up to 3 full size soccer fields available at Bakerview Park					
NON-REFUNDABLE TOURNAMENT DEPOSIT*					
*must be paid at time of reservation					
All Tournaments: 50% of Total Tournament Fees					
CANCELLATION FEES:					
Cancellations made by City staff: Full Refund			Cancellations <b>59 or less</b> days prior to field rental: No Refund		
No Show: No Refund			Cancellations <b>60 or more</b> days prior to field rental: 50% Refund, less the 50% NON-Refundable Deposit		

**4.1.3. Field Miscellaneous Fees & Sherman Anderson Fees**

FIELD RENTAL FEES				
Miscellaneous & Extras				
<b>Field Lining</b>				
Lining - Standard	\$145	p/field		Includes: staff time, raking, infield chalk, outfield paint
Relining - Standard	\$60	p/field		Includes: staff time, minimal raking and chalk
<b>Staffing</b>				
Extra Staff Assistance	\$35	staff/hour		Field prep will be completed by city staff only, additional staff may be needed for larger event and/or tournaments
<b>Field Lights</b>				
Sherman Anderson	\$30	p/hour		Minimum 2 hours, \$15 each additional hour
<b>Batting Cage</b>				
Field Rental Add-On	\$25	p/hour		Batting cage will be available ONLY during designated field rental times
Stand Alone Rental	\$45	p/hour		Facility Monitor will be onsite during rental times
<b>Concession Stands</b>				
Stand Alone	\$50	p/day		Available at Bakerview and Sherman Anderson
Tournament Use	\$50	p/tournament		Available at Bakerview and Sherman Anderson
SHERMAN ANDERSON RENTAL FEES				
90' Base Path Baseball Facility				
	Youth League	Adult League	Commercial Use/Event	Comments (Max 4 games per field/per day)
Games	\$35 p/hour	\$45 p/hour	\$55 p/hour	Minimum 2-hour Rental No Lights
Tournament	\$200 p/day	\$300 p/day	\$300 p/day	Prep for games by MVPR Staff only
*Lights Included				

## 4.2. Payments

- Single/Incidental Use; Camps and Clinics
  - A. Payment in full is due at time of reservation confirmation, a minimum of 1 week prior to the requested rental dates.
- Leagues
  - A. 50% of field rental fees are due when final field allocation is approved
  - B. Balance of field rental fees due at the end of the season. Final payment will be due within 30-days of billing. Any credits will be applied to the final invoice.
  - C. **Payments not received by payment due date may affect future field use requests.**
- Tournaments and Events
  - A. 50% Tournament deposit must be paid at time of reservation. Dates will not be held without deposit payment.
  - B. Balance due must be paid in full upon completion of the tournament.
- **IMPORTANT: Late payments will affect future field use requests and may result in cancellation of the current Field Use Permit.**

## 4.3. Cancellation and Refund Policy

- If City staff cancels or declares a safety closure or weather related “rain-out”, the Organization will either be refunded or not charged for that specific date, whichever shall apply.
- SINGLE/INCIDENTAL USE; CAMPS AND CLINICS



- A. Cancellations received **14-days or more** prior to reservation date: 50% refund for field rental fees; 100% refund for all miscellaneous fees (portable restrooms, field lining...)
- B. Cancellations received **13-days or less** prior to reservation date: NO refund for field rental fees; NO refund for any unrecoverable miscellaneous fees. Miscellaneous fees that are recoverable will be refunded to the Organization.
- C. No Shows: Organization will forfeit all field rental and miscellaneous fees. No refunds will be provided.
- LEAGUE FIELD USE FOR A SEASON
  - A. If a coach or umpire determines a field is unplayable after being determined playable by Parks Department staff, Authorized Agent must advise the Sr. Admin Assistant in writing (email is acceptable), within 24-hours in order to receive credit or to arrange for rescheduling.
  - B. If the Organization determines a reserved date/time is no longer needed and can be released from their Field Use Permit, the Authorized Agent must notify the Parks Supervisor a minimum of 24 hours prior to reservation date(s). Continued non-use of permitted reservations may result in revocation of the Field Use Permit.
  - C. Requested changes to an Organization's Field Use Permit must be made in writing to the Sr. Admin Assistant. Changes are **NOT** considered official until **written** confirmation from Parks Supervisor is issued.
- TOURNAMENTS AND EVENTS
  - A. Organizations will forfeit tournament fee for cancellations received 59-days or less prior to reservation date.
  - B. Organizations will forfeit 50% of tournament fee for cancellations received 60 days or more prior to reservation date.
  - C. All tournament and event deposits are NON-Refundable.

## 5. GENERAL FIELD AND FACILITY USE POLICIES

### 5.1. Sudden Cardiac Arrest, Zackery Lystedt Law and Gender Equity Act

In 2009, the Washington State Legislature passed the Zackery Lystedt Law (Youth Sports Concussion and Head Injury law), RCW 4.24.660 and RCW 28A.600.195. In 2015 the law was modified to include Sudden Cardiac Arrest, RCW 28A.600.195. Also in 2009, the Washington State Legislature passed the Gender Equality Bill for Community Athletics programs, RCW 49.60.505. The City of Mount Vernon Parks and Enrichment Services Department has a vested interest in ensuring not only that City programs operate within these laws, but also that athletic organizations using City facilities are operating within the same laws in their organizational practices. Annually, all Organizations must agree to meet the City's requirements as outlined below. Copies of the Zackery Lystedt Law and Gender Equity Act are available on the City's website at [www.mountvernonwa.gov](http://www.mountvernonwa.gov) for organizations utilizing City facilities.

- Zackery Lystedt Law, RCW 4.24.660 and 28A.600.195
  - All youth programs that use publicly owned facilities must be in compliance with policies for the management of concussions, head injuries, and sudden cardiac arrest in youth sports. Each youth sports group must comply with the following requirements:
    - A. All coaches, athletes, and their parents/legal guardians must comply with mandated notification and education for the management of concussions, head injuries, and sudden cardiac arrest. All coaches (paid or volunteer) are required to be educated in the nature

and risk of concussions, head injuries, and sudden cardiac arrest prior to the first practice/competition.

- B. Athletes and their parents/legal guardians within organizations are required to annually be informed about the nature and risk of concussions, head injuries, and sudden cardiac arrest.
- C. Leagues, coaches, and parents/legal guardians are responsible to immediately remove any injured athlete from play until written clearance has been received by the league from a licensed health care provider trained in the evaluation and management of concussion/head injury.

- Gender Equity Act, RCW 49.60.500-505

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. Organizations are required to comply with the City's Gender Equality Policy in the conduct and administration of community athletics programs for youth or adults.

## **5.2. Title IV, Civil Rights Act/Non-Discrimination**

It is the City of Mount Vernon's policy to ensure full compliance with Title IV of the Civil Rights Act of 1964 by prohibiting discrimination. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum application age) and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap. Any person who believes their Title IV protection has been violated may file a complaint with the City of Mount Vernon.

## **5.3. Damages**

The Organization agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility which occurred in connection with the permitted activity and caused by Organization, sponsoring organizations and/or attendees. Reimbursement for such expenses may be deducted from the Organization's security deposit, if applicable.

## **5.4. Equipment Storage**

With prior written approval from the Sr. Admin Assistant, Organizations may bring storage units/sheds/containers or equipment onto City property for the duration of their field rentals. The Organization is responsible for all delivery, removal, and rental fees associated with rented units/sheds/containers. Organizations shall not keep in the storage space any explosive, hazardous or illegal substances, or any animal or pet. The storage space may not be sublet. The City is not liable for any loss or damage to Organization's property.

## **5.5. Facility Keys**

Keys to City of Mount Vernon owned facilities will not be issued to any users.

## **5.6. Field Lining – Grass Fields**

Access to fields/facilities to line fields must be scheduled in advance with the Parks and Enrichment Services Department. The following conditions have been agreed upon by current field user groups for

the lining of grass fields and shall be enforced unless an alternative has been specifically approved in writing by the Parks Supervisor or designee:

- A. Fields must be lined with approved athletic marking paint only
- B. Paint shall not be dispensed into the storm drain
- C. Lining must not “overline” other prepared lines without prior approval from the Parks and Enrichment Services Department

#### **5.7. Field Prep – Baseball/Softball**

City staff will do initial field maintenance in preparation for the beginning of the season including establishing all painted foul lines. Organizations are responsible for maintaining all painted or chalked lines once the season begins. Organizations are responsible for raking infields after each use. City staff will complete full field preparations for the start of all tournaments and will provide partial field prep between tournament games.

#### **5.8. Garbage**

The City provides garbage receptacles and/or dumpster(s) at most athletic field locations. All Organizations are responsible for cleaning up debris and trash on all fields and common areas following field use. Organizations must pack-out their trash from locations where City provided garbage receptacles are not available or not large enough to accommodate their use. In the event City staff must clean up or remove trash left behind by the Organization or their affiliated field users, the Organization will be billed for staff labor. The City may require Organizations to bring in additional receptacles/dumpsters if the size or scope of the Organization’s activity requires such.

#### **5.9. Hours of Use**

##### **Bakerview Soccer:** Open April-Mid November, Closed Mid November-March

Field may be accessed between the hours of 8am and 10pm. All game play must end at 10pm whether a game has finished all innings or not.

Teams and players may not be on the field at any time during field preparations or maintenance.

##### **Bakerview Little League:** Open March-Mid November, Closed Mid November-February

Field may be accessed between the hours of 8am and 10pm. All game play must end at 10pm whether a game has finished all innings or not.

Teams and players may not be on the field at any time during field preparations or maintenance.

##### **Sherman Anderson:** Open Mid February-October, Closed November-Mid February

Field may be accessed at 8:00am for warm ups only, games may not begin at 8:00am.

Games may only be played between the hours of 9am and 10pm. Games may not begin before 9am and must be completed prior to 10pm. All game play must end at 10pm whether a game has finished all innings or not. 7 inning games should not start after

8pm. 9 inning games should not start after 6pm. All game start times must be scheduled a minimum of 3 hours apart, allowing for a maximum of 4 games per day.

Teams and players may not be on the field at any time during field preparations or maintenance.

#### **5.10. Pets and Leashed Animals**

Animals must always be leashed at City parks and athletic fields. Owners are responsible for picking up after their animals while on/in parks, parkways, trails, or other public areas. "No Pets Allowed" may be posted during larger tournament play.

#### **5.11. Rainouts and Inclement Weather**

City of Mount Vernon staff will have final say on field playability and safety during inclement weather conditions. After business hours and during games the Officials; Referees and Umpires, will have final say on field playability and safety. Once a field is officially closed, it cannot be used until reopened by the City. Closures may also result from poor playing conditions or a concern for potential damage leading to hazardous safety concerns or excessive repairs. Damage caused by excessive or improper use, or due to disregard, may result in field closures until repairs are complete. The Organization will be financially responsible for the cost of related repairs to return the field to playable condition.

In the event of a rainout determined by the City Organization will be notified by phone and/or email by City staff. Rainout information will also be provided via the City website. Organizations will not be charged if the City closes the field due to weather. If an Official closes the field due to weather, it is the responsibility of the Organization to notify the City within 24 hours in order to avoid charges.

#### **5.12. Subleasing Fields**

Subleasing fields is prohibited. Organizations may not assign their scheduled time to other field users. Any such action will result in the loss of field use and/or allocation privileges.

#### **5.13. Turf Management/Facility Care**

In-season field closures may occur if staff determines fields have deteriorated due to wear & tear or in cases of inclement weather such as rain, frost, or snow.

It is the responsibility of all field users to protect the turf from excessive wear & tear. Organizations should rotate locations of training and equipment including, but not limited to: ladders, cones, pitching practice, etc. Additionally, field users shall not use fences, bleachers, or other amenities as targets for practice or warm-ups.

Fields cannot be modified, improved, dug into, repaired, wrongly use or modified in any way without prior written permission from the City's Parks and Enrichment Services Department. The cost of repairs to correct damage caused by an Organization or their affiliated field users will be the responsibility of the Organization. It is the responsibility of the Organization to educate staff, volunteers, umpires, coaches, parents, and visitors about monitoring players and their actions while using City facilities.

### **6. RULES OF CONDUCT**

#### **6.1. Alcohol Consumption, Marijuana/Cannabis Use, Public Intoxication**

Washington State law prohibits the consumption or use of alcohol or marijuana products in any form in public places, which includes all City of Mount Vernon park facilities and parking lots. It also prohibits the opening of packages containing alcohol or marijuana products in any form. Please refer to RCW 66.44.100 and 69.50.445 for detail. A person who violates these sections is guilty of a class 3 civil

infraction under chapter 7.80 of the RCW. It is the Organization's responsibility to make sure that no alcohol or marijuana products are present during their time of use. Those who are witnessed consuming alcohol or marijuana products, or who appear to be intoxicated will be asked to leave the premises. The Mount Vernon Police Department may also be notified. If alcohol or marijuana issues persist with the same user group, consequences may include the loss of current field reservations and future allocation privileges.

#### **6.2. Tobacco Use, Smoking, E-Cigarettes and Vaping**

Per Mount Vernon Municipal Code, the use of all tobacco products, including chewing tobacco, smoking, and e-cigarettes/vaping, is prohibited in all public parks as well as on the sidewalks and rights-of-ways abutting such parks. It is unlawful to use any form of tobacco, nicotine, or electronic smoking devices, including but not limited to vaporizers and e-cigarettes within 25 feet of any indoor recreation facility.

#### **6.3. Cooperation with City Staff and Other Field Users**

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented and may result in disciplinary action to the Organization and/or Authorized Agent. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

#### **6.4. Good Neighbor Policy**

Please arrive quietly and depart in the same manner to avoid disrupting neighboring residents, especially after late games. Balls and/or any equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of the property owner. Do not climb walls, fences, or enter gates to gain access onto private property.

#### **6.5. Inappropriate Behavior**

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including, but not limited to, foul or offensive language shall not be used at any time during field use. The Mount Vernon Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

#### **6.6. Police Enforcement**

If an Organization refuses to comply with City field use policies or to follow the directive of a City staff member, the Mount Vernon Police Department will be notified for assistance. In cases of emergency or any matter requiring police response, field users should call 911.

### **7. SPECIAL EVENT PERMITS – TOURNAMENTS/EVENTS**

**7.1.** A Special Event Permit is required for events/tournaments that are pre-planned, sponsored by a group or individual for the purpose of entertainment, competition, demonstration, celebration or other similar activity.

**7.2.** The City's Special Event Permit application should be submitted to the City of Mount Vernon if one or more of the following applies to your tournament/event:

- Held on City owned property (street, park, trail, etc.) and may interfere with normal vehicular or pedestrian traffic and/or requires the use of City services
- Involves selling or promoting of food/goods or services
- Requires use of city utilities (electricity/water)

- Involves overnight camping
- Involves amplified sound, public performance, musical event, play
- Involves the use of inflatables or other amusement rides
- More than 500-1,000 people in attendance or tournaments expecting 100 teams or more.
- Activity may be considered high-risk

## **8. MEASURE TO ENSURE ADHERENCE TO POLICY**

### **8.1. General Guidelines**

If an Organization is found to be utilizing athletic fields following the cancellation of their permit, the Organization and affiliated participants will be asked to vacate the fields. Failure to do so will prompt police intervention and further disciplinary action. Refund of field rental fees shall follow the cancellation policy outlined herein.