

Athletic Field Use & Reservation Policy



Burlington Parks and Recreation

900 E Fairhaven Avenue
Burlington, WA 98233

360.755.9649

bparks@burlingtonwa.gov
burlingtonwa.gov/parksandrec

City of Burlington Parks & Recreation
ATHLETIC FIELD USE & RESERVATION POLICY

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City of Burlington Parks & Recreation
ATHLETIC FIELD USE & RESERVATION POLICY

1. INTRODUCTION

- 1.1.** Recognizing that the Burlington Parks & Recreation Department is a public entity with a mission to provide the public access to quality facilities and services, recreational use of the City's athletic fields will receive priority, in general. Recreational use shall be defined as programming, which is open to all interested participants, not try-out based and is focused on fitness, health and fun.
- 1.2.** The City of Burlington Parks & Recreation Department facilitates the scheduling of all City-owned outdoor athletic field venues in the community for organized public use. City owned athletic field venues are designed to meet a wide range of community recreation interests beyond organized athletic competitions. In order to effectively and efficiently schedule these community assets to the greatest extent possible while balancing competing uses, priorities and ensuring their long-term sustainability, outdoor athletic use and reservation policies are necessary.
- 1.3.** All organized outdoor athletic field usage on City-owned property will be scheduled through Burlington Parks & Recreation. Organized outdoor athletic field usage will refer 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.
- 1.4.** The Burlington Park Code (BMC 2.72.040) shall govern all use of City owned parks and facilities.
- 1.5.** Parks and Recreation Department policy goals:
 - 1.5.1. Maximize the use of all park venues while preserving park assets.
 - 1.5.2. Ensure all user groups are given a chance to use parks and city athletic fields.
 - 1.5.3. Administer a system of prioritization for field allocation that is rational and transparent.
 - 1.5.4. Collect fees to help offset the cost of maintaining and scheduling city parks and athletic fields.
 - 1.5.5. Protect the rights of neighbors of city parks and athletic fields.
- 1.6.** A variety of circumstances exist that require a Field Use Permit. The following examples describe most, but others may exist:
 - 1.6.1. An athletic field or area is needed by a league or organization, company or school, or is for organized social use (birthdays, parties, picnics, etc.), or is a community event or Special Event
 - 1.6.2. A fee is charged for participation
 - 1.6.3. A specific reservation time is desired

- 1.6.4. Services from the City are sought
- 1.6.5. A gathering of 25 or more people will often require a Field Use Permit.
- 1.6.6. Hired services, such as entertainment, catering, live/band, music, etc. are an element of the use
- 1.6.7. A gathering includes high risk activities
- 1.6.8. A gathering is for a business purpose, involves sales, advertising or admissions
- 1.6.9. The use requires permission to exceed park hours, noise levels, etc.
- 1.6.10. A gathering is beyond the scope of normal/intended use of a facility

2. GENERAL RULES & SCHEDULING

2.1. Hours of Operation

- 2.1.1. Athletic fields are available for active use at 9:00 am. Fields close at 9:00 pm or sunset, whichever is earlier. Hours may vary based on specific season, or event, or facility.
- 2.1.2. A minimum two-hour time period is required for reservation per field except where otherwise noted.
- 2.1.3. Reservations on City Holidays are contingent upon staff availability, if required

2.2. Allocations and Scheduling

- 2.2.1. Fields are initially allocated during the **Biannual Field Allocation Process**. Reservation requests must be made using the appropriate Athletic Field Reservation Application. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- 2.2.2. Changes to confirmed reservations must be made by the Authorized Agent named on the Organizer's Athletic Field Reservation Application.
- 2.2.3. Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If a conflict arises between two or more user groups who fall equally within the same classification, Burlington Parks & Recreation will first attempt mediation between the conflicting groups. When no resolution is made, the conflict will otherwise be resolved at Burlington Parks & Recreation's discretion.
- 2.2.4. Tournaments or events that have been occurring on a specific date or weekend for two (2) consecutive years or more will be given priority; the appropriate **Athletic Field Reservation Application** must still be submitted in order to reserve date(s).
- 2.2.5. The City reserves the right to cancel any activity as deemed necessary for the safety of all participants and in the best interest of the park.

- 2.2.6. 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 rental. If any additional services are needed, they will be handled on a case-by-case basis.
- 2.2.7. Submittal of an application does not guarantee that the reservation request will be authorized.

2.3. Field Use Permits

- 2.3.1. Requested hours of use must include setup and cleanup time. 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.
- 2.3.2. Field users must have a copy of their Field Use Permit on hand during each use and must be prepared to present it to City staff on request; electronic versions are accepted.
- 2.3.3. Permission for activities beyond the scope of normal field use (practices or games) must follow the City of Burlington Special Event Permit guidelines.
- 2.3.4. When the scope of an activity dictates, the City reserves the right on a case-by-case basis to add conditions or modifications to a Field Use Permit.
- 2.3.5. The Field Use Permit includes all approved dates and times. At times, not all requests can be accommodated. Organizers must check their permit carefully prior to scheduling games or practices.
- 2.3.6. Reservations may not be transferred, assigned or sublet.

2.4. Field Allocation Priority Classification

- 2.4.1. Field allocations for league and single/incidental field use will be established based on the following priority classifications:
 - A. City sponsored or co-sponsored events and programs, including City recreational programs or leagues
 - B. Resident Recreation Youth Non-Profit
 - C. Resident Select Youth Non-Profit
 - D. Resident Adult Leagues
 - E. Non-Resident Leagues
 - F. Commercial Groups/For Profit
- 2.4.2. Field allocations for Tournaments and Events will be established on the following priority classifications:
 - A. City sponsored or co-sponsored tournaments and events
 - B. Tournaments and events with two (2) or more years of consecutive use

- C. New tournaments and events or those with less than two (2) years of consecutive use

2.4.3. 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”** use 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. **“Select”** use shall be defined as programming which is try-out based and does not have open participation of all ability levels.
- D. **“Commercial”** use shall be defined as any activity conducted in or on a City facility where monies are collected for the specific purpose of financially benefiting an individual, business or organization (non-profit organizations excluded).
- E. Requests which are for uses other than the designated primary uses of a field will be considered based upon field availability, safety, and potential impacts.

2.4.4. In recognition that there are limited fields available, the following criteria will be used by Burlington Parks & Recreation to establish fair and reliable allocation:

- A. **Historic Use:** Historic use will be a factor in field allocation. Two (2) years of consistent use will establish historical presence.
- B. **Safety:** Safety of participants and general park users will be taken into consideration for field allocation. Some sports are compatible for adjacent use while others are not.
- C. **Field/Facility Condition:** Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of severe damage to fields.
- D. **Good Standing Status:** Good Standing status is maintained when a field user consistently makes prompt payment in accordance with the applicable pay schedule, follows all permit conditions and Athletic Field Use policies, and acts truthfully in their communications with Burlington Parks & Recreation.

2.5. Availability

- 2.5.1. City playfields are generally open for active use from **March 1 until mid-November**.
- 2.5.2. Burlington Parks & Recreation reserves the right to suspend field availability at any time during periods of inclement weather and for necessary field maintenance or improvement projects.

2.5.3. Burlington Parks & Recreation facilities may not be available to a field user whose activity directly competes with those sponsored or co-sponsored by the City of Burlington.

2.6. In-Season Priority Schedule

2.6.1. Scheduling priority shall be assigned during traditional, in-season time frames.

<u>Usage</u>	<u>March – June</u>	<u>July - Mid-November</u>
Primary:	Baseball, Softball, Lacrosse, Ultimate, Rugby	Soccer, Football
Secondary:	Soccer; Football, Other	Baseball, Softball, Lacrosse, Ultimate, Rugby

2.6.2. The Organizer is responsible for requesting fields/facilities appropriate for the age, size, and type of their activity or program. Activities/Programs which are too large (in dimension or in capacity) for a field/facility are a safety concern. Improper use may result in complete cancellation of an activity/program.

2.7. Performance History

The City reserves the right to limit or revoke or decline field access based upon an Organizer’s performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants or guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the Organizer’s account.

2.8. Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the two required insurance documents:

1. Certificate of Insurance (COI):
 - Insured’s name is the same as the Organizer listed on the Athletic Field Use Application
 - Minimum of \$2,000,000 General Liability Insurance and \$2,000,000 General Aggregate
 - Certificate Holder must be listed as:
City of Burlington
833 S. Spruce Street
Burlington, WA 98233
2. Endorsement Form: Name the City of Burlington at 833 S. Spruce Street, Burlington WA 98233 as “Additional Insured” with coverage at least as broad as ISO Form CG 20 26.

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

The nature or scope of some special events may require higher minimum thresholds of coverage. Insurance documentation may also be required from providers of certain event features (i.e. inflatables or amusement rides, beer gardens, fireworks...). These additional requirements will be determined during the review of your application.

3. FIELD ALLOCATION PROCESS

3.1. Timeline

3.1.1. Burlington Parks & Recreation initiates a twice annual field allocation process.

3.1.2. Fields are closed mid-November until March 1 for rest and renovation.

3.1.3. If an organizer misses the formal application deadline, an application may still be submitted and will be considered after allocations are complete.

3.1.4. League, Camps/Clinics, and Single/Incidental Use Application Deadlines:

• Field use March-June	Application deadline:	End of January
	Allocation announced:	End of February

• Field use July-Nov	Application deadline:	End of May
	Allocation announced:	End of June

- **Single/Incidental Use** may be reserved after allocation schedules have been posted for each season.

3.1.5. Tournament and Event Application Deadline:

A. Tournaments and events may be scheduled up to one (1) year in advance to the date based on the following priority schedule:

B. 1st Priority – Any City sponsored or co-sponsored tournament or event

C. 2nd Priority – Tournaments or events with two (2) years or more of consecutive use and in good standing with the City.

D. 3rd Priority – Any new tournament/event or those with less than two (2) consecutive years use. A limited number of “new” tournaments and events will be allowed and will follow the following allocation:

- Up to two (2) new large tournaments/events. (Large is defined as utilizing both the east AND the west lobes of Skagit River Park playfields.)

- Up to two (2) new medium tournaments/events. (Medium is defined as utilizing either the east OR the west lobes of Skagit River Park playfields.)

- New small tournaments/events will be handled on a case-by-case basis based on availability, compatibility, and historical use.

- Once the above limits have been met, all other “new” tournaments/events will be considered part of the in-season priority schedule (section 2.6).

3.1.6. Athletic Field Reservation Applications can be obtained at:

- City Website: www.burlingtonwa.gov or Email: bparks@burlingtonwa.gov
- Parks & Recreation Office: 900 E. Fairhaven Avenue

3.2. Grounds for Cancellation or Denial of Field Use Permit

- 3.2.1. The City reserves the right to deny a field allocation request to accommodate a City-sponsored or co-sponsored tournament or event.
- 3.2.2. Due to space limitations regarding parking and spectator capacity, some uses may not be compatible for simultaneous reservations.
- 3.2.3. A reservation request may be denied or a permit cancelled on the grounds that the Organizer has previously had a Field Use Permit revoked by the City of Burlington 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.
- 3.2.4. A reservation request may be denied or a permit cancelled due to poor or hazardous field conditions.
- 3.2.5. 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 by the ordinances contained in the Burlington Municipal Code (BMC) found at burlingtonwa.gov/BMC.

3.3. Application Requirements

- 3.3.1. The Applicant is responsible for requesting fields/facilities appropriate for the age, size and type of program. Programs which are too large (in dimension or in capacity) for a field/facility are a safety concern. Improper use may result in complete cancellation of a single use, a season’s use, or more.
- 3.3.2. The following are required for allocation/application consideration:
 - A. Submittal of the appropriate Athletic Field Reservation Application
 - B. Signed Athletic Field Reservation Application which includes statements regarding compliance with Gender Equity Act, Title IV, and Lystedt Law, when applicable.
 - C. Certificate of Insurance and Additional Insured Endorsement must be received at least 30 days prior to start of field use.

4. FIELD USER FEES

4.1. Field Use Fees

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

Leagues Field Rental Fees						
Leagues, Camps, Clinics, Single or Incidental Use (Per Hour)						
Baseball/Softball (per field)	Youth B-E Service Area	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Comments
Practice	\$0	\$5	\$7	\$12	\$14	Minimum 2-hour rental
Games	\$7	\$9	\$12	\$24	\$28	Minimum 2-hour rental (1-hour T-ball)
Grass Fields Skagit River Park Complex (per field)	Youth B-E Service Area	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Comments
Practice Up to 80 x 125 yards	\$0	\$8	\$10	\$16	\$18	Minimum 2-hour rental
Games Standard Field Up to 80 x 125 yards	\$14	\$16	\$18	\$33	\$35	Minimum 2-hour rental
Games Micro Field Up to 30 x 45 yards	\$5	\$7	\$9	N/A	N/A	Minimum 1-hour rental

Leagues, Camps, Clinics, Single or Incidental Use (Per Day)						
	Youth B-E Service Area	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Comments
Skagit River Park Full Lobe	\$891	\$1,039	\$1,187	\$2,079	\$2,227	Up to 10 Standard Fields
Skagit River Park Half Lobe	\$446	\$520	\$594	\$1,039	\$1,113	Up to 5 Standard Fields

4.1.2. Tournaments and Special Events

Tournament Field Rental Fees						
Tournaments & Special Events (Per Day)						
Baseball/Softball (per field)	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Commercial or Special Event	Comments
Baseball Skagit River Park	\$82	\$114	\$200	\$246	N/A	4 Diamonds 60' Base Paths
Softball Skagit River Park	\$82	\$114	\$200	\$246	N/A	4 Diamonds 60' Base Paths
Baseball Rotary Park	\$82	\$114	\$200	\$246	N/A	2 Diamonds 70'-90' Base Paths
Grass Fields						
Skagit River Park Complex	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Commercial Special Event	Comments
East or West Full Lobe	\$2,445	\$2,557	\$2,779	\$2,890	\$3,224	10 Standard Fields 80 x 125 yards
East or West Half Lobe	\$1,223	\$1,279	\$1,390	\$1,445	\$1,612	5 Standard Fields 80 x 125 yards
Dike District Playfields	\$489	\$511	\$557	\$578	\$645	2+ Standard Fields 80 x 125 yards

4.1.3. Refundable Security Deposit

Refundable Security Deposit		
Tournaments & Special Events		
Description	Amount	
Baseball, Softball	\$575	
Grass Fields-Skagit River Park	\$2,311	Up to 20 Standard Fields (80 x 125 yards)
	\$1,155	Up to 10 Standard Fields (80 x 125 yards)
	\$575	Up to 5 Standard Fields (80 x 125 yards)
Grass Fields-Dike District	\$575	1-2+ Standard Fields (80 x 125 yards)
Leagues, Camps, Clinics, Single or Incidental Use		
Description	Amount	
Baseball, Softball, Grass Fields	\$0	Organizers in Good Standing
	\$575	Organizers not in Good Standing

4.1.4. Field Prep & Staff Fees, Portable Restrooms & Vendors

Field Prep & Staff Fees

Field Lining Fees	Amount	Comments
Field Lining - Standard	\$191	per field; includes paint, staff time (up to 80 yds x 125 yds)
Field Relining - Standard	\$83	per field; includes paint, staff time (up to 80 yds x 125 yds)
Field Lining - Detailed	\$406	per field; includes paint, staff time (detailed lines or large field)
Field Relining - Detailed	\$187	per field; includes paint, staff time (detailed lines or large field)
Field Lining - Micro	\$91	per field; includes paint, staff time (up to 30 yds x 45 yds)
Field Relining - Micro	\$56	per field; includes paint, staff time (up to 30 yds x 45 yds)
Field Lining - Paint	Market Price	
Staff Assistance	\$51	per hour; prescheduled
Staff Assistance	\$77	per hour; unscheduled

Portable Restrooms	Contracted Rate - includes standard weekly service	
RV Parking: Whitmarsh RV Slip	\$31	per night

Vendor Permit

Food Vendor	\$49	per event; non-refundable
Food Vendor – No Sales	\$25	per event; if fire inspection is required
Merchandise/Service	\$25	per event; nonrefundable
Vendor Utility Fee	\$23	per day; access to City utilities

4.2. Payments

4.2.1. Single/Incidental Use; Camps and Clinics

- A. Upon reservation confirmation: Payment in full of all field use related fees is due from Applicant/Organizer, including refundable security deposit when applicable.

4.2.2. Leagues

- A. Upon reservation confirmation: Payment of 50% of field rental fees is due. When applicable, payment of security deposit is also due at confirmation.
- B. Balance of applicable field rental and miscellaneous fees (portable restrooms, field linings, field lining paint, etc.) are due at the activity's conclusion. Final payment will be due within 30 days of billing.

4.2.3. Tournaments and Events

- A. Security deposit is due at the time of reservation confirmation.
- B. 50% of all anticipated fees are due 14 days prior to tournament/event date.
- C. Balance of all applicable fees is due upon conclusion of tournament within 30 days of billing.

- 4.2.4. Payments must be issued by the associated Applicant/Organizer. Third-party payments will **not** be accepted on behalf of the Applicant/Organizer.

- 4.2.5. **IMPORTANT: Late Payments may result in loss of Applicant/Organizer's Good-Standing status with consequences ultimately resulting in loss of field use privileges.**

4.3. Change, Cancellation and Refund Policy

- 4.3.1. If City staff cancels or declares a safety closure or weather related "rain-out", the Organizer will either be refunded or not billed, whichever shall apply.

4.3.2. Single/Incidental Use; Camps and Clinics

- A. Cancellations received 30 days or more prior to reservation date: 50% of field rental fee will be forfeited; all miscellaneous fees (portable restrooms, field lining, etc.) will be refunded.
- B. Cancellations received 29 days or less prior to reservation date: 100% of field rental fee will be forfeit; any unrecoverable miscellaneous fees will be forfeited.
- C. No Shows: Organizer will forfeit all field rental and miscellaneous fees.

4.3.3. League Field Use for a Season

- A. If a coach or umpire determines a field is unplayable after being determined playable by City staff, Organizer must advise Burlington Parks & Recreation in writing within 48 hours in order to receive credit or to arrange for rescheduling.
- B. Organizer must notify Burlington Parks & Recreation in writing at least 7 days prior to the scheduled reservation date if they desire **to cancel** and receive a refund. Organizers who do not send written notice at least 7 days prior to reservation will be charged for the reservation.

- C. **Changes and Reschedules** to an Organizer’s Field Use Permit must be made in writing to Burlington Parks & Recreation with at least 7 days advance notice. Changes are **NOT to be** considered confirmed until Organizer receives **written** confirmation from Burlington Parks & Recreation.

4.3.4. Tournaments and Events

- A. Organizers of established tournaments in the City of Burlington will forfeit security deposit for cancellations made after reservation confirmation.
- B. Organizers of new tournaments (tournaments hosted for 2 or less years in the City of Burlington) will forfeit 25% of security deposit for cancellations made 14 days or more prior to reservation date.
- C. Organizers will forfeit security deposit, 50% of all anticipated field rental fees, and 100% of unrecoverable miscellaneous fees (portable restrooms, field lining, etc.) for cancellations made 13 days or less prior to reservation date.
- D. No Shows: Organizers will forfeit security deposit and 100% of field rental and miscellaneous fees (portable restrooms, field lining, etc.).

5. GENERAL FIELD AND FACILITY USE POLICIES

5.1. Zackery Lystedt Law; Gender Equity Act

In 2009, the Washington State Legislature passed the **Zackery Lystedt Law** (Youth Sports Concussion and Head Injury law). In 2015 the law was modified to include Sudden Cardiac Arrest. (RCW 4.24.660, RCW 28A.600.190 and RCW 28A.600.195.) Also in 2009, the Washington State Legislature passed the **Gender Equality Act** for Community Athletics programs, RCW 49.60.505.

The City of Burlington 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. Organizers who apply and accept an approved Field Use Permit from the City’s Parks & Recreation Department agree to meet the City’s requirements as outlined below.

5.1.1. **Zackery Lystedt Law, RCW 4.24.660, RCW 28A.600.190 and RCW 28A.600.195**

All youth programs that use publicly owned facilities must be comply with policies for the management of concussions, head injuries, and sudden cardiac arrest in youth sports. Each youth sports group will need to 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 athlete from return to 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.

5.1.2. 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 Burlington'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 his/her Title IV protection has been violated may file a complaint with Burlington Parks & Recreation.

5.3. Authorized Agent

An Applicant wishing to reserve a Burlington Parks & Recreation facility is required to designate one to two primary contact persons. The contact persons shall act as the Authorized Agent(s) to conduct business with the City on behalf of the Applicant during the course of the field use relationship. The Authorized Agent(s) shall be the single point of contact for all communications with the City staff.

5.4. Bases/Goals

Bases and soccer goals are provided by the City.

5.5. Damages

The Organizer 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 Organizer, sponsoring organizations and/or attendees. Reimbursement for such expenses may be deducted from the Organizer's security deposit.

5.6. Equipment Storage

Organizers may store equipment in City owned storage units/sheds when space is available as agreed upon in the Storage Space Agreement. Organizers shall not bring any personal storage units or equipment onto City property without written permission from the City. Explosives, hazardous or illegal substances, or any animal or pet are not permitted in the storage unit. The storage unit may not be sublet. The City is not liable for any loss or damage to an Organizer's property. The City strongly encourages Organizers to include a provision for property insurance within their insurance coverage.

5.7. Facility Keys

Facility keys needed by an Organizer must be signed out by their Authorized Agent from the Parks and Recreation Department. The key must not be duplicated. The key must be returned to the Parks and Recreation Department promptly after the completion of use. Organizers who do not promptly return facility keys will be responsible for the cost of re-keying the applicable facility and subject to disciplinary action.

5.8. Field Lining – Grass Fields

Under most circumstances, Organizers may elect to perform their own field lining/marking. They must work with Burlington Parks & Recreation in advance to determine field layout/location and schedule access to the fields for lining. Some circumstances may necessitate City staff supervision of an Organizer's field lining.

- A. Fields must be lined with approved athletic marking paint only
- B. Paint must not be dispensed into the storm drain
- C. Lining must not "overline" other prepared lines without prior approval Burlington Parks & Recreation

5.9. 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. Organizers are responsible for maintaining all painted or chalked lines once the season begins. Organizers are responsible for raking infields after each use.

5.10. Garbage

The City provides garbage receptacles and dumpsters at its playfield facilities. The City may require the Organizer to arrange for additional receptacles or dumpsters if the size or scope of their activity would seem to warrant it. Organizers are responsible for promptly cleaning up debris and trash from their designated areas and any shared spaces immediately following field use. All trash and debris must be disposed of in a City-provided garbage receptacle or dumpster. On occasions where a receptacle or dumpster is unavailable or insufficient to accommodate an Organizer's activity, the Organizer must remove their trash from the facility. Any trash left behind by the Organizer or their affiliated field users will be collected by City staff, with labor costs charged to the Organizer. Poor cleanup may affect an Organizer's Good-Standing for future use.

5.11. Hours of Use/Notice of Non-Use of Field

Fields may be accessed at 8:00am for warm-ups, but games should not begin until 9:00am. Teams and players are not to be on the field at any time during field preparations or maintenance. Organizers must notify Burlington Parks and Recreation to report any reserved times that can be released for use to other user groups. Continued non-use of a reserved, permitted field may result in revocation of the Field Use Permit.

5.12. Pets and Leashed Animals

Animals must always be leashed at City parks and sports fields. Pet owners are responsible for picking up after their animals. Due to the nature of larger tournaments, pets are sometimes not allowed at the playfields. "No Pets Allowed" signage will be posted at these times.

5.13. Rainouts and Inclement Weather

City of Burlington staff will have the final authority in determining the playability and safety of fields during inclement weather conditions. Once a field is officially closed, it is unavailable for use until reopened by the City. Closures may also occur due to poor playing conditions, concerns regarding potential damage, or safety risks that could require excessive repairs. Fields damaged due to improper or excessive use, or actions that disregard field guidelines, will remain closed until restoration is complete. In such cases, the Organizer may be held responsible for the cost of repairs needed to restore fields to a playable condition.

For rainouts, closed fields will be signed as closed on-site by 3:00pm and Organizers will be notified by City staff *when time allows* by phone, email or text. Organizers will not be charged for field use when rainouts occur. Once a field is prepped for use, rainout decisions are often then left to the Organizer, referee or umpire to make on-site. Organizers must notify Burlington Parks & Recreation within 48 hours of the cancellation in order to avoid charges.

5.14. Subleasing Fields

When Field Use Permits are issued, a specific field is reserved for the Organizer to the exclusion of others. Organizers may not assign their scheduled time to other field users. Any such action will result in the loss of field use privileges.

5.15. Turf Management/Facility Care

To ensure the long-term health of City sports fields, the number of games/hours of use may be limited on a weekly or seasonal basis. Such limitations will prevent long-lasting negative impact to City fields and facilities.

In-season field closures may occur if staff determines fields have deteriorated due to wear and tear or in cases of inclement weather such as rain, frost or snow. **In preparation for large tournaments, when event scope dictates, fields may sometimes be closed or not scheduled for a pre-determined period prior to the tournament date.**

It is the responsibility of all field users to protect fields from excessive wear and tear. Organizers should rotate locations of training and equipment including, but not limited to: ladders, cones, pitching practice, etc.

Organizers are responsible for ensuring field users do not incorporate facility fences, bleachers or other amenities as targets for practices or warm-ups. Organizers are responsible for ensuring fields are not dug into, repaired, or modified in any way without prior written permission from Burlington Parks & Recreation. Organizers are responsible for educating their staff, volunteers, officials, players, parents and spectators about these stipulations and monitoring for adherence. The cost of repairs to correct damage caused by an Organizer or their affiliated field users will be the responsibility of the Organizer.

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 Burlington 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 Organizer's responsibility to ensure 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 Burlington Police Department may also be notified. If alcohol or marijuana issues persist with the same field 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 Section 2.72.210 of Burlington 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-way 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 field users 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 Organizer. 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 Burlington Police Department will immediately be called upon when further enforcement of unruly behavior is needed.

6.6. Police Enforcement

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

7. MEASURE TO ENSURE ADHERENCE TO POLICY

7.1. General Guidelines

If an Organizer is found to be utilizing sports fields following the cancellation of their permit or in a manner not preapproved by the City's Parks and Recreation department, the Organizer 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.

Should fields become released due to violation of policy, other organizers shall be notified by phone, email or via website notification. Fields shall then be available on a first-come, first-served basis following an application period.

8. SPECIAL EVENT PERMITS

A Special Event Permit or Tournament Permit is required for events that are sponsored by a group or individual for the purpose of entertainment, competition, demonstration, celebration or other similar activity.

8.1. The City's Tournament / Special Event Permit application should be submitted to Burlington Parks and Recreation if one or more of the following applies to your event:

- 8.1.1. 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
- 8.1.2. Involves sales, service or promotion of food, goods or services
- 8.1.3. Requires use of city utilities (electricity/water)
- 8.1.4. Involves overnight camping
- 8.1.5. Involves amplified sound, public performance, musical event, play
- 8.1.6. Involves the use of inflatables or other amusement rides

- 8.1.7. Is open to the General Public without reservation or RSVP
- 8.1.8. More than 200 people in attendance is anticipated
- 8.1.9. Activity may be considered high-risk