

City of Arlington  
Parks and Recreation  
Athletic Field Use and Reservation Guide



238 N Olympic Avenue  
Arlington, WA 98223

360-403-3451

[ballfieldscheduling@arlingtonwa.gov](mailto:ballfieldscheduling@arlingtonwa.gov)

## **FIELD USE PROCEDURES**

The City of Arlington desires to prioritize field allocation and manage to achieve maximum use of facilities by the public, and when necessary, to protect the fields from damage by overuse.

## **SCHEDULING CITY ATHLETIC FACILITIES**

- Priority will be to local youth.
- Next priority will be to non-local youth, including sports camps and tournaments.
- Others will be scheduled if fields are available.
- The league/organization/renter requesting fields must be in good financial standing with the City.
- All requests for field use must be submitted no less than seven business days in advance of requested use.
- Teams having a minimum of 51% of Arlington area residents (98223) on the roster define a local organization.
- Team members residing, working, or enrolled as student in Arlington, with an Arlington address, defines an Arlington area resident.

## **NON-DISCRIMINATION POLICY**

It is the policy of the City of Arlington that all community programs and related facilities will be operated, maintained, and administered to meet the recreational needs of all citizens, regardless of sex. In additions, neither the City nor a third party receiving a lease or permit from the City shall discriminate on basis of sex in the operation, conduct, or administration of community athletic programs.

## **FEES:**

Youth Field Use Fee: \$20.00 per hour (2-hour blocks is \$40) plus sales tax.

Adult Field Use Fee: \$40.00 per hour (2-hour blocks is \$80) plus sales tax.

Ballfield Light Fee: \$5.00 for 1-hour use. Light Fees are automatically assessed for anything scheduled after 5PM September 1 through March 30 and after 7PM April 1 through August 30.

Tournaments and Special Events: Large tournaments and special events may require additional charges for city services required. Contact the City if you would like to host a tournament or special event.

## **SCHEDULING PROCEDURES**

1. City provided hold harmless waiver must be signed by each player or parent if under 18 years of age prior to play on the field and returned to the city no less than one business day after event.
2. A certificate of insurance showing commercial general liability with limits no less than \$1,000,000 combined single limit per occurrence must be submitted no later than five business days after the field time has been confirmed and must be kept current. The city must be named as an additional insured. If you are an individual applying for use of city fields, you can obtain the necessary certificate through your homeowner's insurance provider.
3. Failure to provide acceptable insurance coverage will result in the denial of field request or forfeiture of any scheduled field use.
4. The City reserves the right to limit the amount of playtime permitted on the fields during any program periods. There will be no play starting before 7:30AM or after 9:00PM.
5. Events are scheduled in 2-hour increments.
6. City Staff responsible for scheduling fields will confer with one designated person only from each league or organization on field scheduling matters.
7. All schedules (practice and games) must be submitted and approved in writing and confirmed before it is entered onto the master schedule.
8. All schedules must be submitted as early as possible. The City reserves the right to refuse any field request or revisions not submitted within 7 business days in advance.
9. Groups requesting fields for individual events must pay in full at the time of request.
10. The City and the affected organizations will resolve scheduling conflicts. If no agreements can be mutually agreed upon, The City will make the final decision.
11. The City of Arlington maintains the master schedule for all fields. If it is not on the City's schedule book, it is not scheduled use.
12. The City and/or assignee must be notified of any schedule changes.
13. The City reserves the right to schedule two youth teams per field for practice time, if deemed necessary.
14. The City reserves the right to close any field due to field conditions or other unforeseen reasons, as it deems necessary.
15. All field users will abide by park rules and regulations and will cooperate with each other.
16. Organizations may provide on-site concessions, subject to a concession contract issued by an authorized City of Arlington Representative. Leagues with concessions must follow all Snohomish County Health Department rules and regulations.
17. Upon approval of application the league will be provided a key-code, the league will be responsible for the items stored in the shed.

18. The City may require a team roster to be submitted at any time.
19. Tournament organizers must submit a list of teams that participated in the tournament, complete with the coaches or manager's name and phone number with payment.
20. All teams scheduled on City fields must have a copy of an approved schedule showing their reserved field time.

## **MAINTENANCE GUIDELINES**

Fields will be maintained by City staff to provide a safe and attractive environment. Buildings and site amenities will be maintained in a safe and clean condition.

During regular league play, home teams will be responsible for their own preliminary field preparation. This includes raking around bases and goal boxes, dragging the infields and lining the foul lines. After game and practice, tidying up is also the responsibility of each home team. At practices every team is a home team.

The City will do all initial pre-season fieldwork and anything beyond pre-game prep work, such as field renovations, repairs installing bases, repairing and installing goal posts, and initial foul lines. Under no circumstances are any individuals or organizations to do any work on the fields or add any amendments to the soil of turf without written authorization by a City representative.

### **Field Rules**

- No alcohol, no tobacco, and no marijuana products in the parks.
- The following is not allowed on the artificial turf fields at Quake Park: **No** gum, sunflower seeds, peanuts or any shelled snacks will be allowed on fields or in dugouts. No colored drinks (Gatorade, energy drinks or similar etc.) on fields or in dugouts. Water only.
- All field issues should be reported to the City of Arlington.

## **RAIN-OUTS**

The City will determine if the field is playable due to inclement weather. The City reserves the right to cancel events. If the City closed the fields, every attempt will be made to reschedule.

There will be times when the weather changes for the worse after fields have been evaluated for play by staff. At these times, it is expected coaches and referees will use sound judgment on the field condition regarding starting or continuing games. It is responsibility of the organization to communicate to coaches and participants if the fields are unplayable, not only during periods of inclement weather, but also when fields are in poor playing conditions and /or may cause hazardous playing conditions and/or excessive repair work to bring the field back to playable condition.