1.0 PARKS AND RECREATION DEPARTMENT POLICY GOALS
   1.1 Maximize the use of all park venues, while preserving park assets
   1.2 Insure all user groups are given a chance to use parks and city athletic fields
   1.3 Collect fees to help offset the cost of maintaining and scheduling of city parks and athletic fields
   1.4 Protect the rights of neighbors of city parks and athletic fields

2.0 RESERVATION POLICY GUIDELINES
   2.1 All City field usage will be scheduled through the Parks and Recreation Department
   2.2 All non-school related School District field usage will be scheduled through the Parks and Recreation Department
   2.3 All reservation requests must be made in writing
   2.4 All scheduled usage will have priority over non-scheduled usage on all park and athletic facilities
   2.5 All fees must be paid in full at time of request (except BUG). Reservations made by phone must be paid before confirmation of reservation is complete
   2.6 Field service requests (field prep, lights etc.) must be made five (5) working days before rental dates

3.0 PARK USE POLICIES
   3.1 The Parks & Recreation Department reserves the right to close any park or field, without notice (i.e. due to safety concern or hazard)
   3.2 All ‘passive’ parks will not be scheduled for organized athletic activities
   3.3 Motor vehicles are not allowed on park facilities and are to be parked only in designated parking areas
   3.4 No person shall engage in the sale of any merchandise or services, or operate any concession without prior approval of the Park & Recreation Department.
   3.5 All litter shall be deposited in the designated receptacles
   3.6 All organizations, groups, and /or individuals utilizing the facilities must leave them in a satisfactory condition. Failure to do so will result in the additional maintenance charges required for cleanup
   3.7 All rules and regulations related to the use of City of Mercer Island park facilities shall also apply when using School District facilities
   3.8 Any organization not utilizing the parks as approved may lose the right to use the park in the future
   3.9 Dogs must be leashed and feces removed from the park area

4.0 BALLFIELD POLICIES
   4.1 Field reservation fees will be higher for adults (over 18) than youth.
   4.2 Games will have priority over practices scheduled for same day in case of rainouts or makeups
   4.3 All grass fields will not be scheduled from the 4th week of November (unless weather dictates an earlier closing) through the end of February
   4.4 All rules and regulations related to the use of City of Mercer Island facilities shall also apply when using School District facilities
   4.5 No scheduled play or practice using the lighted fields will be allowed after 10:00pm
   4.6 No artificial noise makers in the parks/on the fields, i.e. car horns, sirens, air horns, big radios, etc. (whistles used by officials are acceptable)
   4.7 Fields are multi use due to limited number available (i.e. Island Crest Park is used for soccer and football during the fall.)
   4.8 Grass fields will be scheduled on a seasonal basis:
      Soccer         September – November & March - July
      Baseball/Softball      March - August
4.9 Teams/leagues that have their schedules in first, all other things being equal, will be scheduled first.

4.10 Baseball/softball makeup games will be rescheduled during already scheduled practice times.

4.11 Field prep requests must be made at least five (5) working days prior to requested date.

4.12 All field prep work (field preps, lights, etc.) will be billed for unless the City cancels the scheduled event or closes the facility due to weather or unsafe conditions.

4.13 All non-BUG field reservation, service, and light fees must be paid in full at time of field use request (except tournaments).

4.14 Field reservation fees will not be charged to BUG members (except camps and clinics).

4.15 Field service fees will be charged for enhanced services to all users (Levels 2, 3 & 4).

4.16 Ballfield Scheduling priority will be as follows:
   A. Ballfield User Group (BUG) members in priority order
      Definition: Ballfield User Group members are established organizations whose primary mission is to serve youth and/or adult populations of Mercer Island
      • City of MI Parks & Recreation Department
      • City of MI Maintenance Department
      • MI School District
      • MI Boys & Girls Club
      • MI Youth Soccer Association
      • MI Lacrosse Club (Boys and Girls)
      • Stroum Jewish Community Center
   B. On-Island non-BUG users, historical users
   C. Off-Island users, new users

4.17 In recognition that there are limited multi-use fields suitable for all sports, criteria will be used to establish priority for all users:
   A. Historic use
   B. Residency
   C. Age
   D. Safety considerations
   E. Number of teams requesting field time
   F. Number of fields available

4.18 Scheduling Periods: - Facilities will be scheduled for four quarterly periods each year, which are as follows:

   **Spring** (March, April, May, early- June)
   Requests for this period will be accepted mid-January—see Scheduling Calendar

   **Summer** (mid-June, July, August)
   Requests for this period will be accepted mid-February—see Scheduling Calendar

   **Fall** (September, October, November)
   Requests for this period will be accepted mid-July—see Scheduling Calendar

   **Winter** (December, January, February)
   Requests for this period will be accepted mid-October—see Scheduling Calendar

   *Grass fields are closed to play from the fourth week of November until the first week of March (approx).*
5.0 FACILITY USE PERMIT POLICIES AND PROCEDURES

5.1 Whoever signs the Field Rental Contract is the authorized representative and is responsible for the conduct of the group/organization and financial reimbursement if damage is done

5.2 Failure to follow City laws and park rules could result in citation, fines and exclusion from future park use

5.3 All alcohol and drugs are prohibited in all City parks

5.4 All tobacco products are prohibited on all playing fields and school fields

5.5 Dogs must be leashed and feces removed from the area

5.6 Trash must be placed in receptacles for City staff to remove

5.7 Vehicles are not allowed on park property except when authorized in designated areas

5.8 Nails, staples, tacks or other items that would deface city property may not be used to attach to park structures and furniture

5.9 “Fiber” materials under playground equipment may not be removed or other materials mixed with it

5.10 Ball field use requires the removal of all trash and placed in receptacles

5.11 Ball fields are not to be used when signed as ‘Closed’ or extremely wet and unauthorized foreign material is not to be mixed into the soil

5.12 Cancellation/Refund Policy

Five (5) business days or more before reservation date: Full refund (less $10 administration fee)

Less than 5 days notice: Will not be charged for lights/preps, no refund for field fees.