

POLICIES & PROCEDURES FOR USE OF THE MERCER ISLAND COMMUNITY & EVENT CENTER GYM



General Policy Statement

The MICEC gym is an essential and unique space which has the potential for meeting a variety of needs benefiting the community of Mercer Island. Our mission is to equitably meet the needs of all ages/abilities. Balance competitive and organized sports with drop-in/leisure play while meeting our first priority of developing community programs that benefit Mercer Islanders. To meet this mission and efficiently utilize the space for all interested groups, we recommend the following policy and procedures be set in place.

Assignment Procedure

To assign gym usage the department will use a five step prioritizing process to secure space for interested groups:

STEP 1 - User Category

One Contact per organization is required. Each organization will be assigned a user category based on the following:

- 1.) Internal 'A' – programs and functions directly associated with the City of Mercer Island Parks and Recreation Department.
- 2.) Internal 'B' - groups and organizations that are Mercer Island based or that represent Mercer Island residents who offer youth/senior sports programs or fitness programs.
- 3.) Internal 'C' - groups and organizations that are Mercer Island based or that represent Mercer Island residents who offer adult sports programs or fitness programs.
- 4.) External 'D' – all other groups and organizations that are interested in using the facility.

STEP 3 – Sport in Season

The sports in season will take priority in securing gym space.

Fall –Basketball and Volleyball

Winter – Basketball and Volleyball

Spring/Summer – Indoor Soccer & Baseball (no cleats & no hard balls)

STEP 4 – Percentage of Mercer Island Residents

Groups that have the highest percentage of residents will have priority in securing gym space verified by application. Teams must supply a full roster including; name, address, phone number & parent name (if under 16). ***The MICEC reserves the right to cancel a contract if the user group falls below the stated amount of residents on the application.***

STEP 5 – Number of Users

Groups that benefit the most potential number of users will have priority in securing gym space verified by application.

Request Procedure

To facilitate and streamline the request process, and to match up with holidays and planned center closures, the gymnasium usage schedule will have the following scheduling periods:

Spring/Summer	April - August
Fall	September - December
Winter	January – March

Application Due Dates	Season	Assignment Date
1 st Monday in March	Spring/Summer, April-Aug.	1 st Friday in March
1 st Monday in August	Fall, Sep–Dec.	1 st Friday in August
1 st Monday in December	Winter, Jan-March	1 st Friday in December

Requests will be processed by the Parks and Recreation Department. The application will ask for your preferred gym request as well as an alternate request. In efforts to meet and maximize use, all applications must be submitted by the deadlines listed above to be assured consideration for the specific season as listed for advanced scheduling.

Gym space will be assigned based on the assignment procedure (see above), making every effort to accommodate as many requests as possible and no single user shall receive a disproportionate amount of gym allocations.

Applications will not be accepted more than 30 days before application due dates.
Applications will not be processed prior to application due dates.

Applications received after the due dates will be processed on a first-come, first-serve basis pending availability.

The MICEC reserves the right to move the user to the other side of the gym if needed.