



SCHEDULED USE OF MILL CREEK SPORTS PARK POLICY

Subject Mill Creek Sports Park Use and Fees	Index: Communications and Marketing Number: 200-10
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Effective Date: March 19, 2019	Supersedes: CCP 13-003 March 1, 2013	Contact: Jody Hawkins communications@millcreekwa.gov	Approved By and Date: City Council March 12, 2019
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1.0 PURPOSE:

The City of Mill Creek has park fields and facilities that are available for reservation to a wide range of users. This policy establishes consistent procedures for granting use of the fields and facilities, prioritizing user groups, ensuring equitable distribution and maximum use of the facilities by the public, and establishing administrative rules. It also identifies fee schedules utilized for Mill Creek Sports Park.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

External entities desiring to use Mill Creek Sports Park.

3.0 REFERENCE:

- [MCMC Chapter 3, Section 42.230](#) Miscellaneous Fees
- [MCMC Chapter 12, Section 12](#): Park Regulations
- [Ordinance 2003-569](#): Uses, Regulations, Offenses and Penalties Applicable to the Use of City Parks
- [RCW 28A.600.190](#): Youth Sports, Concussion and Head Injury Guidelines

4. POLICY

- 4.1 The following procedures will be used by all City staff when scheduling, approving and facilitating use Mill Creek Sports Park field and facility use requests and in applying fees for said use, and by user groups when requesting and using the fields.
- 4.2 Permission to use Mill Creek Sports Park fields or facilities does not constitute an endorsement of a group's philosophies, policies or beliefs.

5.0 DEFINITIONS:

- 5.1 **Block Time Users:** User groups needing blocks of field use time over an extended period.
- 5.2 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.3 **City Manager:** The city's chief executive officer.
- 5.4 **Everett School District:** The public school district that provides educational services for Mill Creek residents.
- 5.5 **Gross Receipts.** The value accruing from the sale of goods without any deduction for costs of products sold, material used, labor, or other expenses. It excludes monies collected as Washington State Sales Taxes.
- 5.6 **League, Organization, or Club:** A group having eight or more teams playing in a round-robin competitive format.
- 5.7 **Priority Ranking:** The order by which users are granted room access, as identified in section 6.1.
- 5.8 **Recreation Office:** The City office that is responsible for receiving, approving and facilitating indoor facility use requests.
- 5.9 **Resident:** A person whose primary residence is within the City of Mill Creek boundaries.
- 5.10 **Responsible Party:** The person directly responsible for informing team coaches, representatives, and participants of the Mill Creek Sports Park policy and for ensuring payment of all fees assessed for field rentals and usage.
- 5.11 **User:** The individual or organization that uses the Mill Creek Sports Park.

6.0 PROCEDURES:

6.1 Priority Users

- 6.1.1 First Priority Group: City of Mill Creek sponsored programs and events.
- 6.1.2 Second Priority Group: Use will be granted to leagues, organizations, clubs and groups based in Mill Creek or with 51% or more of the participants residing within the city limits of Mill Creek. Priority will be given to groups in the following order:

- A. Youth
 - Recreation Teams
 - Select Teams
- B. Adult
 - Recreation Teams
 - Select Teams

6.1.3 Everett School District will be given priority after second priority user groups have been scheduled.

6.1.4 Third Priority Group: Use will be granted to leagues, organizations, clubs and groups with participants being composed of less than 51% City of Mill Creek residents. Priority will be given to youth groups, then to adult groups.

6.2 Fields Available for Scheduling. The City's fields available for scheduling include:

- Freedom Field - Little League/Softball
- Freedom Field - Modified Soccer

6.3 Scheduling

6.3.1 The City of Mill Creek will have preferential use of all parks and recreation fields and facilities for camps, classes, and other special events.

6.3.2 Facilities are scheduled for three periods each year:

- Spring and Summer: March, April, May, June and July
- Fall: August, September, October and November
- Winter: December, January and February

6.3.3 Field Reservations will be accepted in person at Mill Creek City Hall or via email at recreation@cityofmillcreek.com for established user groups.

6.3.4 Block Time Users: Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

6.3.4.a Spring/Summer Applications: (For use March 1 through July 31): League application forms must be filed at City Hall between January 1-31 to be considered for Block Time User application.

6.3.4.b Fall Applications: (For use August 1 through November 30): League application forms must be filed at City Hall between June 1-30 to be considered for Block Time User application.

- 6.3.4.c Winter Applications: (For use December 1 through February 28/29): League application forms must be filed at City Hall between October 1-31 to be considered for Block Time User application.
- 6.3.5 Regular league applications (practices and games) for Block Time Users must be submitted to the City within the above listed dates.
- 6.3.6 Block time users may not book time in increments smaller than three hours per day. If less time is desired, that can be booked as an individual user after the Block Time is allocated.
- 6.3.7 Tournament applications for Block Time Users must be submitted separately and 30 days prior to the start of play. A tournament bracket must be submitted to the City within 10 days prior to the event.
- 6.3.8 Individual teams may reserve field space according to priority categories and will be considered on a first come, first served basis after Block Time is allocated. Applications must be submitted three days prior to scheduled field use.
- 6.3.9 City staff shall have discretion to resolve scheduling conflicts based upon historical use, community interest, or other factors. Priority will be given to Mill Creek user groups. However, the City reserves the right to make the facilities open to a wide range of users and shall make final decisions in regard to scheduling.
- 6.3.10 User groups requesting the residency scheduling priority or resident fees may be required to submit a roster showing residency at the time of a field request.
- 6.3.11 Field customer is responsible for assuring all litter related to their use is picked up and the site is left in the condition it was found. This includes litter removal from field, dugouts, bleachers, parking lot, concession stand area, and bathrooms.
- 6.3.12 Block Time Users will provide the City, prior to start date, and a list of league representatives and/or directors that are responsible for field use. The list will include phone numbers and email addresses if available. Block Time Users shall verify that their coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by RCW 28A.600.190 (Youth Sports, Concussion and Head Injury Guidelines).
- 6.4 Fees
- 6.4.1 Fee Schedule: Fees are prescribed in accordance with MCMC 3.42.230.A.

- 6.4.2 Payment must be made in advance for approved field use for Individual Teams/Users. Fees are to be paid to the City of Mill Creek.
- 6.4.2.a Block Time Users: Payment for approved field time will be invoiced monthly and is payable upon receipt of invoice. Lights will be billed monthly according to use.
- 6.4.2.b Individual Teams/Users: All fees are due three days at time of application. Until payment is received, the field/facility is not reserved.
- 6.4.3 A \$20 administrative fee will be applied to approved Block Time User applications for any extensive block time application revision requests. Extensive revisions are those that take more than 15 minutes to adjust.
- 6.4.4 If it is necessary for the City to repair damages or clean the premises (e.g., field, dugouts, bleachers, or concessions stand) during or following the users rental, the customer will incur the maintenance/repair costs at \$45 an hour with a one-hour minimum.
- 6.4.5 For large events/tournaments, the City may be able to provide staffing and/or equipment. Any additional equipment, materials or staffing requested by applicant, and provided by the City, shall be at the expense of the applicant. Users shall submit a Special Events Permit for each tournament sixty (60) days in advance. Permit applications are available at www.cityofmillcreek.com/eventpermit.
- 6.5 Cancellations and Refunds
- 6.5.1 An adjustment to Block Time User applications shall be submitted to the City in writing and shall be received at least two weeks prior to the date to be adjusted in order to receive full credit for unneeded time.
- 6.5.2 Field reservations for individual groups are non-refundable except as stated in item 6.5.4.
- 6.5.3 The City reserves the right to limit the amount of play permitted on the fields and cancel reservations/permits in the event of adverse weather conditions, damage or field maintenance. If the City closes a field, every attempt will be made to reschedule subject to an agreement with the user.
- 6.5.4 The City will track all City field closures. At the end of the total field use time, a refund, if applicable, will be issued to the permit holder for City mandated field closures.

6.6 Insurance

- 6.6.1 Field users shall provide a Certificate of Insurance to the City prior to use except as provided in paragraph 6.6.5. This requirement is satisfied by providing the City with a copy of the customer's Certificate of Insurance naming the City of Mill Creek as an additional insured and a copy of the endorsement to this insurance policy, meeting the requirements in paragraph 6.6.2.
- 6.6.2 The user shall provide evidence of commercial general liability insurance of two million dollars (\$2,000,000.00) combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Prior to usage of the facility, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage. The following shall be on the Certificate of Insurance:
- Location of activities (e.g., City of Mill Creek)
 - Type of activities (e.g., softball, baseball, or soccer)
 - Separate Endorsement Sheet
 - Dates of coverage
- 6.6.3 Insurance carrier may FAX to the City of Mill Creek at (425) 745-9650 or email to recreation@cityofmillcreek.com.
- 6.6.4 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.
- 6.6.5 The City Manager may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

6.7 Concession Stand

- 6.7.1 Groups or individuals may rent the concession stand on a monthly basis subject to availability. A Use Agreement form must be completed and submitted to the City at least two weeks prior to the date of use. The Use Agreement form and a complete list of rules and regulations for use of the concession stand are available at in the Recreation office at City Hall North or by email at recreation@cityofmillcreek.com.
- 6.7.2 To compensate for use of the concession stand for one month or longer, the user group will pay fifteen percent (15%) of gross receipts to the City of Mill Creek each calendar month, with a maximum of \$1,100 monthly fee. Payment may be negotiated by the City Manager to be received as

a flat rate during the term of the agreement and may be adjusted to a percentage of the gross at the end of the concession rental. Payment shall be received by the City for each month the Concessionaire operates the Concession Stand and within fifteen days of the Concessionaire receiving an invoice. A late charge of 10 percent of the sum due and owing each month shall be assessed by the City and shall be immediately due and payable by the Concessionaire if the fees are not received in full and when due. All payments shall be made to the following:

Attn: Finance Department
City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012

- 6.7.3 A monthly utility fee of \$50.00 will be charged to the user.
 - 6.7.4 A written statement of daily gross receipts on forms provided by the City shall accompany each payment. The user group shall submit any other information requested by the City for evaluation and monitoring purposes; and shall, at all times, keep records available for audit by an authorized representative of the City of Mill Creek.
 - 6.7.5 No user will subcontract outside vendors to allow sales of merchandise without prior approval from the City.
 - 6.7.6 No user shall make modifications to the Concession Stand without prior approval from the City.
- 6.8 Rules and Regulations
- 6.8.1 Failure to comply with rules and regulations may result in cancellation of use, forfeiture of fees, and/or suspension of team/league from using the park.
 - 6.8.2 Alcoholic beverages are prohibited.
 - 6.8.3 Beverages (including sports drinks) and food of any kind (including seeds and gum) are prohibited on the artificial turf field and dugouts. Plain water is permitted.
 - 6.8.4 Pets are prohibited on the artificial turf field and the dugouts.
 - 6.8.5 Smoking, marijuana and tobacco use are prohibited at Mill Creek Sports Park.
 - 6.8.6 Metal cleats or spikes are prohibited.

- 6.8.7 League teams may not use ball fields unless pre-scheduled.
- 6.8.8 Users shall not sublease the field.
- 6.8.9 Games and or practices shall not start before 8:00 a.m. and all activity shall conclude by 10:00 p.m. NO EXCEPTIONS. No teams will be allowed in the park prior to 8:00 a.m.
- 6.8.10 Permittee must designate a Responsible Party for all field rentals.
- 6.8.11 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.
- 6.8.12 User responsibilities:
 - 6.8.12.a Baseball/softball users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game. The mound must be covered after the last scheduled practice/game of each day.
 - 6.8.12.b Soccer users are responsible for ensuring that individual teams clean up the field after each practice/game. Soccer users also must refrain from kicking balls into the fence, which damages the fence.
- 6.8.13 User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the Recreation Office. Serious or repeated offenses by users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at \$45 per hour if deemed necessary by the City
- 6.8.14 Field Lights will be turned off at 10 p.m. unless an earlier time has been agreed upon by City and user. All activities, including cleanup, must be completed by this time. Games and practices shall be scheduled accordingly.
- 6.8.15 The City of Mill Creek is not responsible for any personal property loss, damage to vehicles, etc.
- 6.8.16 Users who ignore the field closure signs will be in violation of MCMC 12.12.150 and Ordinance 2003-569, and subject to penalties.