

FIELD SCHEDULING GUIDE



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City of Bothell™

PARKS & RECREATION



City of Bothell™

PARKS & RECREATION (MAIN)

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Updated M-F at 3:00 p.m. and at 8:00 a.m. on weekends



City of Bothell
PARKS & RECREATION

BOTHELL PARKS & RECREATION MISSION:

The Parks & Recreation Department enhances the quality of life for the Bothell community by providing high quality parks, natural spaces, trails, community gathering places, recreation programs and events with a strong emphasis on customer safety.

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FIELDS SCHEDULING TIMELINE

WINTER 2020 (Jan. 2 – end of Feb.)	SPRING 2020 (first Mon. in March - early June)	FALL 2020 (Tues. after Labor Day – end of Dec.)
<i>PRIORITY: Youth soccer & lacrosse</i>	<i>PRIORITY: Youth softball/baseball & lacrosse</i>	<i>PRIORITY: Youth soccer & football</i>
Tournaments must be scheduled at least 90 days before event date. Returning tournaments may be scheduled up to one year in advance.		
Formal use allocation meeting: 12/11/19	Formal use allocation meeting: 1/29/20	Formal use allocation meeting: 8/5/20
Informal use scheduling begins: 12/23/19	Informal use scheduling begins: 2/10/20	Informal use scheduling begins: 8/17/20

North Creek Sportsfields (turf): Open year-round
 North Creek Sportsfield #3 (grass): Open last weekend in March – end of October*
 Doug Allen Sportsfields (grass): Open first week of April – end of October*
 Cedar Grove Sportsfield (grass): Opens second week of April – end of October*

*** All dates weather permitting.**

FIELD RENTAL FEES	
<i>(Fees updated annually and subject to change – below fees effective 1/1/2020 per Resolution #1393)</i>	
SYNTHETIC TURF	GRASS FIELDS
Youth teams: \$31/hr Adult teams: \$60/hr	Youth teams: \$22/hr Adult teams: \$43/hr
Lights: \$25/hr Equipment storage at sportsfields (per season): \$250	
NON-PREPARED (GRASS FIELDS ONLY)	
Youth teams: \$18/hr Adult teams: \$36/hr	Resident & non-profit organizations: \$42/hr Non-resident & for-profit organizations: \$52/hr
Refundable damage deposit for all non-sporting uses: \$200	
<i>Additional field preparation may be provided by the City at the request of the user upon advance payment of estimated labor and materials costs, as determined by the Director or designee.</i>	
PRIVATE & PUBLIC SCHOOL USE (1 HR. MIN.)	
SYNTHETIC TURF	GRASS FIELDS
\$40/hr	Negotiated by Director or designee
TOURNAMENT FEES	
Tournament non-refundable deposit (applied to total due): Youth \$107/Adult \$214 Hourly youth/adult field rates as shown above. <i>Deposit and 50% of tournament fees due at signing. Payment in full and tournament bracket due at least 4 weeks prior to event.</i>	
CONCESSIONS	
Ongoing concessions/vendors: 10% of gross revenue	Special event/tournament concessions/vendors on all City properties (per day, per vendor or booth): \$30

2020 FIELD LIGHTS SCHEDULE

Light fees begin at the time shown for each date range. Lights may come on earlier than times stated on this page. Monday – Friday the lights do not come on until 5:30 p.m. since no field use can be scheduled before that time. Lights do not come on early based on weather (i.e. cloudy).

DATES:	LIGHTS ON AT:
January 1 – 25	4:00 p.m.
January 26 - February 15	4:30 p.m.
February 16 - 29	5:00 p.m.
March 1 – 7	5:30 p.m.
March 8 – 28 (Daylight Savings Time 3/8)	6:30 p.m.
March 29 – April 11	7:00 p.m.
April 12 – May 2	7:30 p.m.
May 3 – 30	8:00 p.m.
May 31 – July 31	8:30 p.m.
August 1 – 8	8:00 p.m.
August 9 – 29	7:30 p.m.
August 30 – September 12	7:00 p.m.
September 13 – 26	6:30 p.m.
September 27 – October 10	6:00 p.m.
October 11 - 31	5:30 p.m.
November 1 – 21 (Daylight Savings Time 11/1)	4:00 p.m.
November 21 – December 31	3:30 p.m.

Lights are billed for a minimum of one hour per use. If an organization schedules field time 30 minutes beyond the light schedule they will receive a full hour of lights, with the lights coming on 30 minutes earlier.

CANCELLATION POLICY

Cancellation more than one business day before reservation: No charge

Same-day cancellation of fields/lights (non-weather/safety related): 75% of fee
(full refund if field is re-rented by City)

No charge if field use is cancelled by City of Bothell or due to weather/safety related.

FORMAL FIELD USE & ALLOCATION PROCESS

“FORMAL USE” DEFINITION: Ongoing use throughout a season (see *Field Scheduling Calendar* on p. 4) or groups scheduling four (4) or more dates.

WHO IS ELIGIBLE TO PARTICIPATE?

Sports organizations of four teams or more that serve City of Bothell residents.

Each organization shall have one Field Scheduler to communicate with the Recreation Coordinator. Informal communications between Parks & Recreation staff and members of the user groups, other than the designated Field Scheduler, shall be regarded as informal discussions and are not considered binding agreements. **Individual coaches or teams should not contact the Recreation Coordinator for field times.**

HOW IS FIELD USAGE DETERMINED?

Field allocation is based off of the number of Bothell residents inside the city limits that participate in each organization, based on the previous season’s registration numbers. Organizations must submit a verified list (see “Verifying Player Residency” on p. 7) of their players that reside in Bothell’s city limits to the Recreation Coordinator by each season’s deadlines. List must include the following information for each player:

- Name (or organization ID number)
- Address
- School district

FIELD ALLOCATION FORMULA <i>(Field Scheduling Guide 4.5.2)</i>	
Field Allocation Rate = # of available field slots ÷ # of Bothell residents participating in all organizations	<p><i>Ex: If the North Creek Sportsfields have 24 weekday slots, 16 Saturday slots, and 4 Sunday slots, and there were 200 residents participating in all organizations, the allocation rate would be...</i></p> <ul style="list-style-type: none"> • WEEKDAY: $24 / 200 = .12$ • SATURDAY: $16 / 200 = .08$ • SUNDAY: $4 / 200 = .02$
Number of weekly field slots per organization = # of Bothell residents in organization X field allocation rate	<p><i>Ex: If an organization had 50 residents out of that 200 total, this would be their allocation...</i></p> <ul style="list-style-type: none"> • WEEKDAY: $50 \times .12 = 6 \text{ slots}$ • SATURDAY: $50 \times .08 = 4 \text{ slots}$ • SUNDAY: $50 \times .02 = 1 \text{ slot}$

Once an organization has submitted their list of verified players, they can submit an online **Formal Use Field Request** (form can be found at www.bothellwa.gov/sportsfields) to request their specific days/times/fields. **A submitted request form does not guarantee organizations will receive their requested days, times or fields.**

ALLOCATION PRIORITIES

The City gives priority to those organizations with the highest number of players residing within Bothell city limits that will be playing their games on City fields. Below is the order of priority regarding field distribution:

1. City sponsored programs
2. Northshore School District programs (Doug Allen only)
3. Organizations serving youth and/or those with special needs within the Bothell city limits
4. Organizations serving adults within the Bothell city limits
5. Organizations serving youth and/or those with special needs within the Northshore School District
6. Organizations serving adults within the Northshore School District
7. Organizations serving youth and/or those with special needs outside the Northshore School District
8. Organizations serving adults outside the Northshore School District

VERIFYING PLAYER RESIDENCY

Not all players with a Bothell address actually reside within Bothell's city limits. The city on your mailing address is there to help the post office service your home, and does not necessarily mean that you are a resident of that city. To check if an address is within the city limits and qualifies as a Bothell resident, organizations must:

1. Go to www.bothellwa.gov/cobmap.
2. Enter a street address into the box in the upper right corner, and hit ENTER.
3. If the blue address marker shows up within the dashed blue boundary line and the address is listed on the left with (BOTHELL) after it, the player lives within the city limits. If the marker shows up outside the boundary line and says (UNINCORPORATED SNOHOMISH COUNTY) or another area, the player resides outside of the city limits.

Tips on searching an address:

- Leave out punctuation (ex: "St" instead of "St.", "20 100th St" instead of "20- 100th St").
- Don't use individual apartment numbers, just search the main complex address.
- Don't write "Street", "Avenue", "Boulevard", etc. Abbreviate! ("St", "Ave", "Blvd", etc.)
- You don't have to search using the full city/state/zip. Street address will suffice.
- Occasionally there is an address that COBMAP does not recognize. If that happens, you can cross-reference the address using Google Maps or another online mapping service.

The Recreation Coordinator may choose to check any list of verified residents submitted for a season.

If more than 3 players on a list are found to not live within the city limits, the Recreation Coordinator will notify the organization that their list has not been accepted and they must submit a newly verified list by posted deadline.

Questions on verifying residency? Call (425) 806-6760 or email recreation@bothellwa.gov.

ALLOCATION DATES & DEADLINES

An organization's verified list of players may be submitted for the coming year anytime after Dec. 1. Allocation seasons and deadlines for 2019 are as follows:

WINTER 2020 (January 2 – end of February)	SPRING 2020 (First Monday in March - early June)	FALL 2020 (Tuesday after Labor Day – end of December)
Verified resident numbers: Fri, 1/12/19	Verified resident numbers: Fri, 1/10/2020	Verified resident numbers: Fri, 7/24/20
Winter allocation meeting: Wed, 12/11/19	Spring allocation meeting: Wed, 1/29/20	Fall allocation meeting: Wed, 8/5/20
Final schedule sent to organizations by: Wed, 12/18/19	Final schedule sent to organizations by: Fri, 2/7/20	Final schedule sent to organizations by: Fri, 8/14/20
PRIORITY: Youth soccer & lacrosse	PRIORITY: Youth softball/baseball & lacrosse	PRIORITY: Youth soccer & football

We do not currently have a summer field allocation, due to our summer sports/camps programming. If you would like to inquire about summer field availability, contact the Recreation Coordinator.

Allocation meetings are **mandatory** for organizations wishing to participate in a season's ongoing field use. If an organization's Field Scheduler cannot attend, they must notify the Recreation Coordinator in advance and send a proxy in their place.

ORGANIZATION REQUIREMENTS

Once allocation is complete and schedules have been sent to organizations, organizations must submit the following to the Recreation Coordinator prior to their first day of field use:

- A certificate of insurance AND endorsement naming the City of Bothell as additionally insured, with General Liability limits set at no less than \$1,000,000 per occurrence. Insurance documents should use the following information:
City of Bothell
18415 101st Ave NE
Bothell, WA 98011
- A signed Field Use Agreement for upcoming field use.
- New Organizations: Half of their anticipated fees for the season, as well as any equipment storage deposit due.
- Returning Organizations: Must be in good financial standing with the City of Bothell, and submit any equipment storage deposits due.

Organizations will not be allowed to begin field use until all of the above has been submitted, and will forfeit any fees for use scheduled prior to meeting requirements. Once requirements have been met, scheduled use may begin immediately.

SCHEDULING FIELDS

Our turf fields (North Creek #1, #2 & #4) are the only fields available for reservation year-round. See p. 4 for information on when our grass fields become available for use.

PRO TIPS FOR SCHEDULING FIELDS

MEET ALL DEADLINES

- Non-tournament field requests must be submitted no less than five (5) days in advance.
- Tournament field requests must be submitted no less than 30 days in advance.
- Make sure all paperwork (insurance, agreements, etc.) are on file prior to starting field use.

SUBMIT SEPARATE FORMS FOR EACH ACTIVITY TYPE

- To ensure fields are prepped accordingly, fill out a separate field request form for practices, games, tournaments, etc. League games will have priority over practices.

REQUEST WHAT YOU NEED

- Groups that request more field time than needed may be denied future use.
- Be sure to consider the following when planning your requests:
 - ✓ Tryouts
 - ✓ Pre-season
 - ✓ Jamborees
 - ✓ Holidays
 - ✓ Practices
 - ✓ Playoffs
 - ✓ All-Stars
 - ✓ Pre-game warmups

A notice of no fewer than one business day is required to change a field reservation, and must be made in writing and reference your contract #. Changes requested less than one day in advance will forfeit 25% of their rental fee unless the field time is taken by another group.

Individual coaches for any organization must contact their organization's Field Scheduler for practice dates and times.

EQUIPMENT STORAGE

If an organization has large equipment (goals, pitching mounds, etc.) to store at a field during their season of scheduled use, they must make a note of it on their field request form(s) and provide:

1. A means of securing and locking equipment to a fence.
2. The combinations for all equipment locks.
3. A \$250/season equipment storage fee, due prior to field use.

Maintenance staff will provide instructions to organizations as to where at the fields equipment should be stored. Bothell Parks & Recreation is not responsible for any theft or damage to equipment stored at our fields.

FINAL PAYMENT

Once an organization has reached the end of their formal use, an invoice will be sent with the final payment amount due for the completed season. Payments must be received by Parks & Recreation within two (2) weeks of receipt of invoice.

Any applicable deposits will be refunded within 3-5 weeks of completion of use.

INFORMAL FIELD USE

“INFORMAL USE” DEFINITION: Scheduled use for three (3) or less dates.

REQUESTING FIELD TIME

After a season’s formal use allocation has taken place, other user groups may request to reserve field time on City of Bothell fields on a first come, first serve basis (if available). To do so, renter must fill out an online Informal Field Use Request (form can be found at www.bothellwa.gov/sportsfields) to request their specific day/time/field(s). **A submitted request form does not guarantee renter will receive their requested days, times or fields.**

SCHEDULING FIELDS

Our turf fields (North Creek #1, #2 & #4) are the only fields available for reservation year-round. See p. 4 for information on when our grass fields become available for use.

PAYMENT

All informal use fees are due at time of booking. We will not hold a field without a payment.

See cancellation policy on p. 5 for information on cancelling scheduled field use.

TOURNAMENTS

SCHEDULING TOURNAMENTS

Tournament dates will be considered separate from league dates and can be set prior to scheduling play for formal and informal field use. First-time tournaments must be scheduled at least 90 days in advance. After that, successful tournaments that are in good standing with the City of Bothell may submit a tournament request and have their dates held one year in advance.

Tournaments may only be held at the North Creek Sportsfields.

To request their tournament dates/times, an organization must fill out an online Tournament Request form (form can be found at www.bothellwa.gov/sportsfields). **A submitted request form does not guarantee renter will receive their requested days, times or fields.**

TOURNAMENT DEPOSITS & FEES

All tournament requests must be submitted with a non-refundable tournament deposit **AND** 50% of their rental and team fees. The tournament deposit will be applied to field rental fees, but is non-refundable if the tournament is cancelled. Tournaments will not be considered without all payments. See p. 4 for current deposits and fees.

TOURNAMENT REQUIREMENTS

Four (4) weeks prior to start of tournament, the following must be received by the Parks & Recreation:

- Full payment of remaining fees
- Certificate of insurance/endorsement (see p. 16 for requirements)
- Signed field use agreement
- Tournament bracket

Failure to submit any of this information on time may result in denial of use and billing for all fields scheduled, regardless of use.

Tournament damage deposits will be refunded within 3-5 weeks of tournament completion.

OTHER FIELD USE

SPORTS CAMPS

Online Informal Field Use Request forms are used for Sports Camps (form can be found at www.bothellwa.gov/sportsfields). See Field Scheduling Timeline on p. 4 for informal use scheduling dates.

One field is required for every 50 participants anticipated at a Sports Camp. This number may be adjusted at the Parks & Recreation Director's discretion if the Sports Camp is demonstrative rather than participatory.

Sports Camp staff is responsible for assuring all litter is picked up and field is left in the condition it was found in. Failure to clean up the field(s) on a daily basis may result in the loss of damage deposit as well as future consideration for field use.

All sports camp rental fees are due at time of booking. We will not hold a field without a payment.

See cancellation policy on p. 5 for information on cancelling scheduled field use.

NON-SPORTING EVENTS

Based on availability, fields may be scheduled for non-sporting events. See Field Scheduling Timeline on p. 4 for informal use scheduling dates.

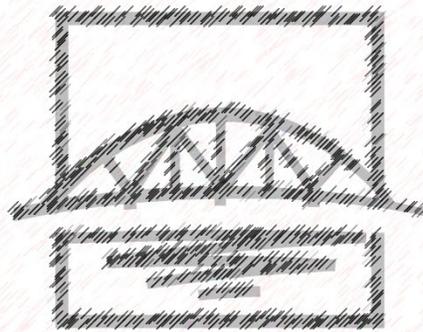
Groups of over 100 people requesting to hold a non-sporting event on a City field must submit a **City of Bothell Special Event Application** (found at www.bothellwa.gov/specialevents). Parks & Recreation staff will hold the requested date while the event is under review by City staff. Contact the Recreation Coordinator to check field availability prior to submitting your Special Event Application.

Once your event has been approved, all non-sporting event fees are due at time of booking. We will not hold a field for an event that has been approved without a payment.

See cancellation policy on p. 5 for information on cancelling scheduled field use.

CHARGING ADMISSION

Events charging admission at any City field must notify the Recreation Coordinator at the time of field request and will be charged 10% of the gross income received in addition to any admission taxes the City may require. The organization will be required to provide a financial record of the event five (5) business days after the completion of the event. Those spectators not wishing to pay admission or make a donation are to be **admitted free**.



City of Bothell™

FIELD POLICIES & PROCEDURES

FIELD POLICIES & PROCEDURES

PURPOSE: *Bothell Parks & Recreation strives to manage all City fields in a manner that assures equitable distribution, achieves maximum use of facilities by the public, and when necessary, protects the fields from damage by overuse.*

Parks & Recreation is responsible for the scheduling and maintenance of all City of Bothell fields, and reserves the right to limit the amount of play permitted on all fields throughout the year.

All field users are responsible for following any site-specific rules and regulations posted at individual fields, as well as the policies and procedures set forth in this document. Failure to follow any of these rules may result in the forfeiture of current reserved field time, as well as future consideration of use.

Field users should carry their approved field usage contract to the field to avoid any conflicts. This field usage permit shall be a copy of the final City of Bothell contract issued to the organization. Schedules produced by organizations will not be sufficient proof to settle disputes.

ABSOLUTELY NO...
<p>Alcohol (including unopened containers) Tobacco (cigarettes, pipes, chewing, etc.) Gum Candy Sunflower seeds Metal spikes Violence Physical/verbal abuse</p>
ON BOTHELL FIELDS OR IN DUGOUTS

FIELD USE START TIMES

Use of North Creek Sportsfields may not begin until 5:30 p.m. on weekdays due to parking constraints in the Bothell Business Park, unless a written agreement with a building owner in the business park is provided to the Recreation Coordinator by the field user. This parking agreement must provide sufficient parking to accommodate all participants and spectators anticipated to attend the event.

Use of Doug Allen Sportsfields may be limited before 4:30 p.m. on weekdays, due to parking constraints at Westhill Elementary School.

WEEKEND FIELD USE START TIMES		
North Creek Sportsfields: 8:00 a.m.	Doug Allen Sportsfields: 9:00 a.m.	Cedar Grove Sportsfield: 10:00 a.m.

Exceptions may be made for tournaments or special events, subject to approval by the Parks & Recreation Director and/or designee.

All field use must be completed by 11:00 p.m.

City of Bothell field may **NOT** be rented on the following holidays, due to staff availability:

- New Years Day
- Presidents Day
- Martin Luther King Jr. Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas
- New Years Eve

PRACTICES

Baseball is limited to 12 years and under on all fields.

Practices are not allowed on North Creek Field #3, Cedar Grove Sportsfield, or in any City of Bothell neighborhood park. All Doug Allen Sportsfields may be reserved for practices. No football practice allowed on grass fields.

Priority is given to games over practices.

INCIDENTAL/UNSCHEDULED USE

Incidental/unscheduled use for organized groups/teams is not allowed at City of Bothell Sportsfields. Unorganized (pickup games, family use, etc.) incidental use is allowed as long as such use does not interfere with scheduled use, field maintenance or require parking.

PETS

Pets are allowed "on leash" at Doug Allen Sportsfields and Cedar Grove Sportsfield. No pets are allowed on any of the North Creek Sportsfields.

BANNERS/POSTERS/NOTICES

In accordance with the City of Bothell Municipal code, no signs, posters or notices may be displayed in any way at any City of Bothell field without prior written permission from the Parks & Recreation Director and/or designee. (BMC 8.60.065)

PARKING

Field users should park in designated parking areas at all fields. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

- **North Creek Sportsfields:** Parking in the business park is not allowed until 5:30 p.m. on weekdays and is restricted to those spaces located immediately adjacent to each field.
- **Doug Allen Sportsfields:** Parking in the Westhill Elementary parking lot is not available until 4:30 p.m. on weekdays during the school year. Street parking is available.

FIELD LIGHTS

All North Creek Sportsfields have field lights. Field lights may only be scheduled until 11:00 p.m. – **NO EXCEPTIONS.** Lights are scheduled for each use based on the City's Field Light Schedule (p. 5). Lights must be booked for a minimum of one hour.

SALE OF CONCESSIONS AT FIELDS

Sale of concessions is permissible at City of Bothell Fields with advanced approval and payment of fees. The renter is responsible for submittal of all concession permits and fees (p. 4).

If the renter intends to allow concessions, they must submit an online Concessions Request form (form can be found at www.bothellwa.gov/sportsfields). Concessions include, but are not limited to, food, beverages, t-shirt sales, sports equipment, souvenirs, programs, etc. Concession permits must be requested three (3) full weeks prior to the event.

All concessions must meet King or Snohomish County health requirements, and appropriate health permits must be obtained from the county in which field(s) are located. (BMC 8.60.040)

Concessionaires must provide the City with a certificate of insurance naming the City additional insured no less than two (2) weeks prior to the event (see below for insurance requirements). Failure to provide acceptable insurance coverage will result in the denial of concession permit.

A \$200 refundable damage/clean up deposit will be required of all organizations allowing concessions at their scheduled event. Deposit shall be paid two (2) weeks prior to event.

Concessionaires are limited to one sign with business name/logo. In addition, price sheets not to exceed 11"x17" may be posted. A copy of the proposed sign(s) must be submitted including dimensions. All signage must be displayed within the boundaries of the assigned booth space. **NO STAKING PERMITTED.**

INSURANCE REQUIREMENTS

If deemed necessary by the Parks & Recreation Director and/or designee, renter may be required to provide insurance for their event/field use. Renter should be able to purchase insurance through their own insurance provider, and requirements are:

- A certificate of insurance AND endorsement naming the City of Bothell as additionally insured, with General Liability limits set at no less than \$1,000,000 per occurrence. Insurance documents should use the following information:

**City of Bothell
18415 101st Ave NE
Bothell, WA 98011**

Insurance must be received by the Recreation Coordinator at least two (2) weeks prior to rental.

FIELD MAINTENANCE

All facility maintenance at City fields shall be performed by City of Bothell Maintenance Staff. Staff will have final say on field playability and safety at fields following inclement weather, field maintenance or any emergencies that may occur.

PROHIBITED
<ul style="list-style-type: none">• Relocating or removing City-owned bases, pitching rubbers, soccer goals, etc. on any fields without express permission from Parks & Recreation.• Digging ditches or applying foreign materials to the fields in an attempt to "dry out" a field.• Making any modifications to City fields or facilities.• Driving any vehicles on City fields, or adjacent pathways, except by approval from the Parks & Recreation Director and/or designee.• Intentionally throwing, hitting or kicking balls into or over the fences, backstops or buildings.

Renters found to be non-compliant with these rules may forfeit current reserved field time as well as future consideration for field use. Any requests for change should be made directly to the Parks & Recreation Director and/or designee.

FIELD CLOSURES

During periods of inclement weather, Parks & Recreation may close fields as determined by the Maintenance Staff. Closures may also result from poor field conditions, which would cause hazardous conditions for the public and/or excessive repair work to bring the field back to playable condition. Although fields that are closed will be posted with "Field Closed" signs, **it is the organization's responsibility to obtain field closure information and stay off the fields during those times.** You may call the **Field Conditions Line** to obtain current field conditions.

FIELD CONDITIONS LINE: (425) 806-6102

Field conditions line will be updated at 3:00 p.m. Monday through Friday, and at 8:00 a.m. on weekends and holidays. **Individual coaches, players and parents should not call Parks & Recreation staff for field closure information.**

If the fields have not been closed by the Maintenance Staff, it is the umpire, referee or coach's responsibility to make the field closure determination at the field. **If a user group cancels field use due to unsafe playing conditions, the group's Field Scheduler must email the Recreation Coordinator within 24 hours to report the cancellation and receive a refund.**

It is the 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 condition. Any team or organization that plays on a field that has been officially closed may forfeit current reserved field time as well as future consideration for field use.

FIELD DAMAGE & CLEANUP

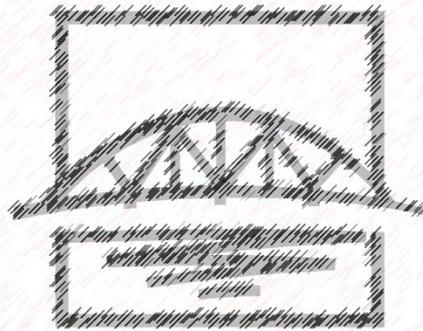
Renters are responsible for making sure their litter and garbage is properly disposed. Forfeiture of field time or additional fees may result from fields being left in unsatisfactory condition.

Renters shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented.

Disputes arising from implementation of these policies and procedures shall be appealed **in writing** to the Parks & Recreation Director for resolution.

AFTER HOURS CONTACT

In case of problems at the fields (failure of lights to come on, sprinkler issues, etc.) contact the City of Bothell Police Department directly at (425) 486-1254. Caller must identify what organization they are with and what field they are on. The Police Department will contact an on-call maintenance employee who will assist you.



City of Bothell™

SPORTSFIELD INFORMATION

NORTH CREEK SPORTSFIELDS

North Creek Field #1 *(open year-round)*

- Synthetic Turf, backstop, dugouts, bleachers
- Basic Uses—Soccer, Softball, Baseball, Lacrosse and Football
- Soccer field dimensions are 330' x 200'
- Softball field dimensions are RF = 295' CR = 350' LF = 315'
- Pitching rubber can be set at 40', 46', and 50'
- Bases can be set at 60' and 65'

North Creek Field #2 *(open year-round)*

- Synthetic Turf, backstop, dugouts, bleachers
- Basic Uses—Soccer, Softball, Baseball, Lacrosse and Football
- Soccer field dimensions are 330' x 180'
- Softball field dimensions are RF = 300' CR = 300' LF = 300'
- Pitching rubber can be set at 40', 43', 46', and 50'
- Bases can be set at 60' and 65'

North Creek Field #3 *(open last weekend in March – end of October)*

- Grass field, dirt infield, backstop, dugouts, bleachers
- Basic Uses—Soccer, Softball and Baseball
- Soccer field dimensions are 330' x 180'
- Softball field dimensions are RF = 285' CR = 415' LF = 295'
- Pitching rubber can be set at 40', 46', and 50'
- Bases can be set at 60' and 65'
- Field #3 is a designated Medevac site

North Creek Field #4 *(open year-round)*

- Synthetic Turf, backstop, dugouts, bleachers
- Basic Uses—Soccer, Softball, Baseball, Lacrosse and Football
- Soccer field dimensions are 330' x 200'
- Softball field dimensions are RF = 295' CR = 350' LF = 315'
- Pitching rubber can be set at 40', 46', and 50'
- Bases can be set at 60' and 65'

**Field dates weather permitting.*

RESTROOMS for the North Creek Sportsfields are located in the left field areas of North Creek Field #2 and on the third base line of North Creek Field #4. Drinking fountains are located at the restrooms as well as Field #1 and Field #3.

.....

PARKING for all North Creek Sportsfields is in the business park lots after 5:30pm, and only in the spots adjacent to fields. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

.....

TRASH & RECYCLING BINS are available at all North Creek Sportsfields.

.....

NORTH CREEK #1:
19016 North Creek Pkwy

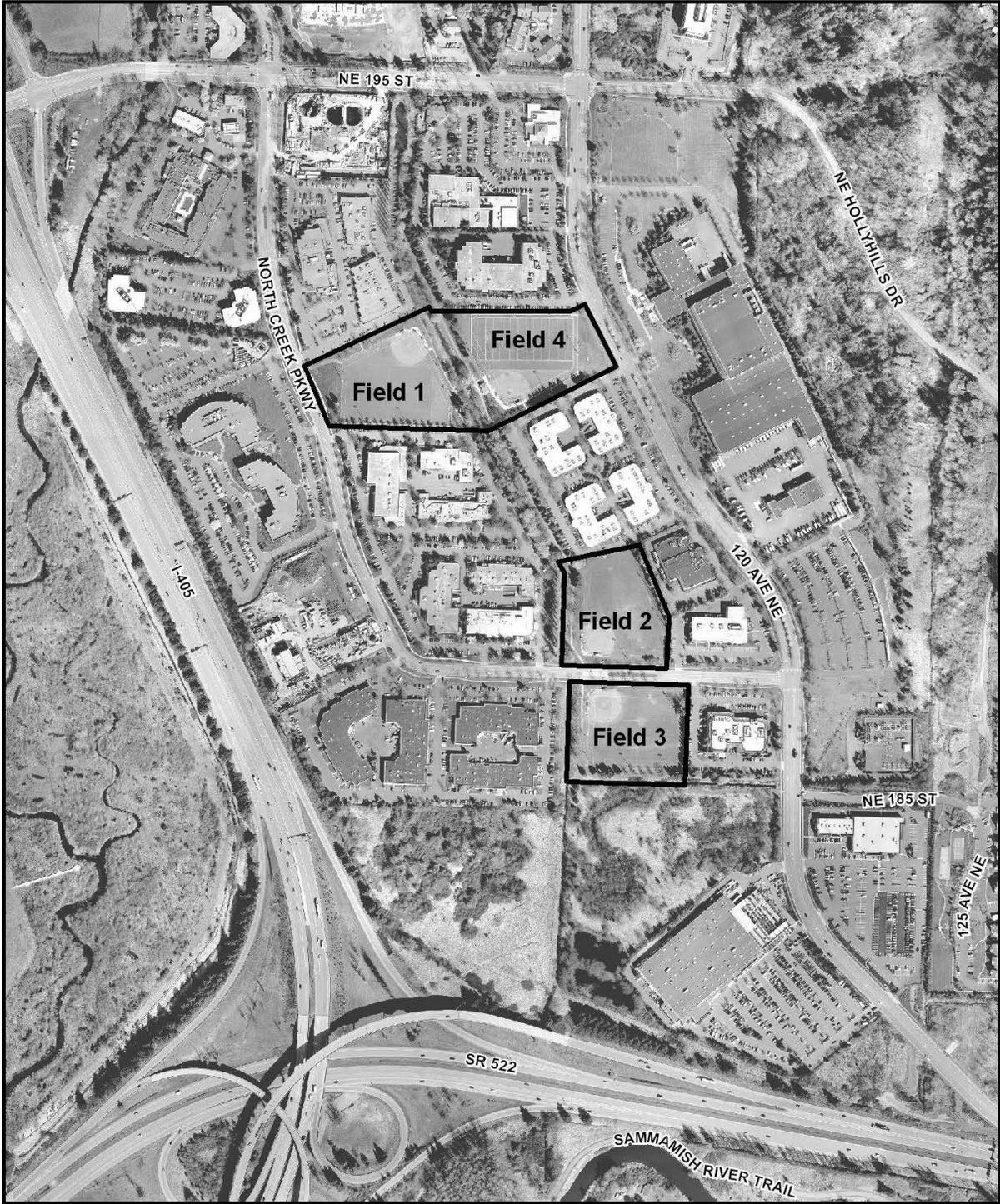
NORTH CREEK #2:
11902 North Creek Pkwy

NORTH CREEK #3:
11905 North Creek Pkwy

NORTH CREEK #4:
19113 120th Ave NE

Weekend use begins at 8:00 a.m.

Lights available at all North Creek Sportsfields.



North Creek Sportsfields

Field 1: 19016 N Crk Pkwy Field 3: 11905 N Crk Pkwy S
 Field 2: 11902 N Crk Pkwy Field 4: 19113 120th Ave NE



Prepared by: GIS Services
 December, 2008

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City of Bothell

DOUG ALLEN SPORTSFIELDS

Doug Allen Field #1 *(open first week in April – end of October*)*

- Grass “micro” field
- Basic uses—Soccer, T-Ball and Summer Sports Camps
- Field dimensions are 200’ x 130’

Doug Allen Field #2 *(open first week in April – end of October*)*

- Grass “micro” field
- Basic uses—Soccer, T-Ball and Summer Sports Camps
- Field dimensions are 200’ x 130’

Doug Allen Field #3 *(open first week in April – end of October*)*

- Grass field
- Basic uses—Soccer and Summer Sports Camps
- Field dimensions are 330’ x 200’

Doug Allen Field #4 *(open first week in April – end of October*)*

- Grass field with skinned softball infield, backstop, dugouts and bleachers
- Basic uses—Soccer, Softball and Summer Sports Camps
- Soccer field dimensions are 235’ x 135’
- Softball field dimensions are 225’ to all fields—this is a small outfield area due to the homes located in center and right fields
- Pitching rubber can be set at 40’ and 46’
- Bases can be set at 60’ and 65’

**Field dates weather permitting.*

RESTROOMS and drinking fountain for all Doug Allen Fields are located at the east (upper) end of Field #3.

.....

PARKING for all Doug Allen Fields is in the Westhill Elementary parking lot. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

.....

TRASH & RECYCLING BINS are located on Field #1, Field #3, Field #4 and near the restrooms.

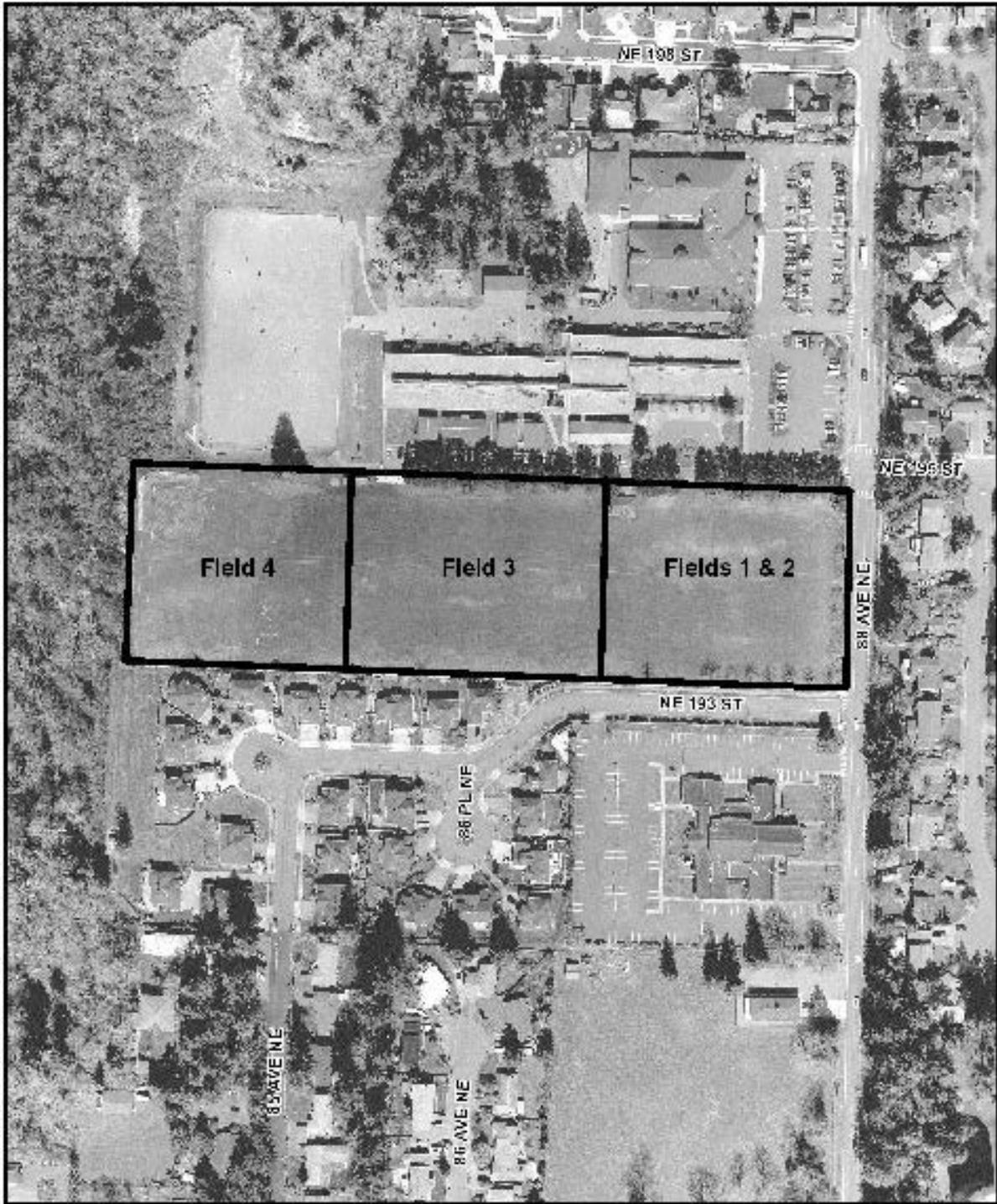
.....

**DOUG ALLEN
SPORTSFIELDS:
19417 88th Ave NE**

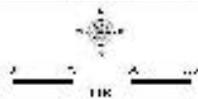
Weekend use begins at 9:00 a.m.

No lights at the Doug Allen Sportsfields.

No weekday parking at Westhill Elementary until after 4:30 p.m.



Doug Allen Sportsfields
 19417 88th Ave NE



As of 12/15/2019
 10:00 AM
 City of Portland
 Planning and Community Development
 1220 NE Oregon Street, Suite 300
 Portland, OR 97232
 Phone: 503.944.1313
 Fax: 503.944.1314
 www.portland.gov



CEDAR GROVE SPORTSFIELD

Cedar Grove Sportsfield (*open second week in April – end of October**)

- Grass field, dirt infield, backstop and dugouts
- Basic Uses—Soccer and Baseball/Softball
- Soccer field dimensions are 300' x 180'
- Softball field dimensions are RF = 200' CF = 210' LF = 230'
- Pitching rubber can be set at 40', 46' and 50'
- Bases can be set at 60' and 65'

**Field dates weather permitting.*

RESTROOMS and a drinking fountain just west of the backstop.

.....

PARKING is located in the main parking lot as well as along the south end of the field. All participants park at their own risk. The City is not responsible for theft or damage to vehicles.

.....

TRASH & RECYCLE BINS are located outside of each dugout. There is also a recycle receptacle inside each dugout.

.....

Cedar Grove Park also has the following amenities on site:

- Picnic Shelter
- Playgrounds
- Sport Court
- Walking Trail

.....

**CEDAR GROVE
SPORTSFIELD:
22421 9th Ave SE**

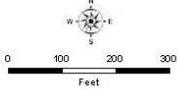
Weekend use begins at 10:00 a.m.

No lights at Cedar Grove Sportsfield.



Cedar Grove Park
 22421 9th Ave SE Bothell, WA

Path: G:\Mapas\GIS\Users\Patricia\CedarGrovePark.mxd



Prepared by: GIS Services
 December, 2010

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