

**APPENDIX A
SPOKANE PARKS & RECREATION DEPARTMENT
ATHLETIC FIELD RENTAL GUIDE**

Introduction

The City of Spokane Parks & Recreation Department (SPRD) manages the athletic field scheduling for the City of Spokane to assure quality, maintenance, equitable distribution, and maximum use by the public, and when necessary, protection of fields from overuse.

The following guidelines are intended to assist USER GROUPS when making facility reservations and to guide City staff in resolving conflict that arises with scheduling fields. However, City staff may deviate from these guidelines as determined necessary and appropriate.

Athletic Fields

SPRD manages and schedules play at *Dwight Merkel Sports Complex, Franklin Park Softball Complex, and Southeast Sports Complex, Park fields, and elementary school fields belonging to Spokane Public School District.*

Facility Contact Information

Field Scheduling and Allocations

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Who Needs to Reserve Fields?

- Sports Associations
- Tournament Organizers
- Special Events
- Businesses
- Non-profit organizations
- The Public- (if they wish to have guaranteed space)

How are Athletic Fields Allocated?

Groups requesting rental of athletic fields must complete an Athletic Field Use Application.

****All USER GROUPS must meet all application requirements as outlined within this document. ****

The Park Board has authorized SPRD staff to use Park Board Policies to be the *final authority* with sole discretion to *assign and schedule fields, approve or deny* specific requests, and to *reassign fields* due to extenuating circumstances.

SPRD will do its best to assign fields to USER GROUPS in order to offer the *broadest opportunity for participation to City of Spokane residents.*

Field Allocation Priorities

In general, tournament or league games will take priority over practices. National, State or Regional Tournament applications will be processed prior to league and practice requests. Past historical performance of the USER GROUP will go into the decision about new allocations (i.e. no outstanding bills...)

Guidelines:

- Spokane Parks and Recreation Department (SPRD) has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
- SPRD will set up meetings in which user groups who have conflicting bookings will meet to resolve issues amongst themselves with SPRD having final authority to resolve disputes.
- SPRD may consider the primary sport the facility was built for in order to resolve/determine conflicting requests.
- SPRD may also consider equitable access for groups representing a variety of sports in order to resolve / determine conflicting requests.

Field Allocation Priority Scale:

1. **Tournaments & Special Events**-If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.
 1. Department sponsored programs
 2. National sanctioned tournaments
 3. Regional sanctioned tournaments
 4. State sanctioned tournaments
 5. Invitational sanctioned tournaments
2. **SPRD Recreational Programs** take precedence at all facilities. These programs will primarily be general adult and youth recreation sport programs and niche adult or youth recreational sports programs. Niche programs are not currently or historically offered in the community, and it is the intention of SPRD to fill these programming voids when applicable.
3. **Spokane Public School programs** may supersede other organizations' facility requests many fields in accordance with established joint facility usage agreement.
4. **Recreational youth athletic programs** - no participants get "cut"
5. **Recreational adult athletic programs** - no participants get "cut"
6. **Select youth athletic programs** - participation is by invitation or through a 'try-out' process.
7. **Select adult athletic programs** - participation is by invitation or through a 'try-out' process
8. **Independent of national affiliate** - sponsored youth or adult athletic programs.
9. **New USER GROUP'S requests** or "one-time" requests will be dealt with on an individual basis.

SPRD will allocate the majority of fields to user groups that offer the broadest opportunity for participation to the citizens of Spokane.

Number of field units assigned to USER GROUPS will be based on:

- a. Priority Scale
- b. Number of participants within user groups.
- c. Total number of requests received.
- d. Field availability.

Field Scheduling Process

1. Existing field allocations will be rolled-over on a quarterly basis - USERGROUPS with historical use will retain or release their Spring/Summer/Fall/Winter field allocations.
2. New field requests are considered using the above priorities and are allocated on a first-come first-served basis.
3. Priority will be given to fields being used for their intended purpose. For example, a baseball field will be given to a baseball USERGROUP over a soccer USERGROUP if there is a conflict and no prior historical use exists.

Application Requirements

1. An annual application fee of fifty dollars (\$50) will be charged to the USERGROUP upon submitting the application or a request.
2. A Certificate of Insurance with proof of required coverage through duration of the reservation period must be provided at time of application.
3. Athletic Field Use Applications or other required documents that are incomplete, not received or received after the deadline will not be considered in the “priority-scale” but will be considered on a first-come first-served basis.
4. USERGROUPS are required to identify a current and reliable contact person, and must update SPRD of any changes to this contact person.
5. Youth user groups or any group with participants younger than eighteen (18) years of age must sign and submit the Head Injury Concussion Law form sent out by SPRD.
6. Specific Tournament requests must be made through a separate [Tournament Facility Use Application](#) (see additional “tournament requirements”)

Insurance Requirements

1. USER GROUPS shall secure and maintain, at no expense to the City of Spokane, a comprehensive general liability policy issued by one or more companies authorized to provide insurance in the State of Washington. Under such insurance:
 - a. The City of Spokane shall be identified as an additional named insured.
 - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage.
 - c. Must use this address:
 - City of Spokane Parks and Recreation
5th Floor City Hall, 808 W Spokane Falls Blvd
Spokane, WA 99210
2. Field Use Agreements require insurance verification **seven (7) business days** prior to the start of the reservation, or the reservation will be subject to cancellation. The USER GROUP shall, file with the City of Spokane certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
3. SPRD reserves the right to require additional insurance and/or additional fees depending on type of activity planned.

Insurance Example (Appendix B)

Tentative Timeline for Field Allocations

1. SPRD proposes next year’s fees to the Park Board Recreation Committee at the June Recreation Committee Meeting (User groups encouraged to attend).
2. SPRD proposes/reviews next year’s fees to Park Board at the July Park Board Meeting (User groups encouraged to attend).
3. Park Board approves next year’s fees at the August Park Board Meeting (User Groups encouraged to attend).
4. Tournament and Special Event Field Use Applications are due by the October 15th of the year prior to the event year.
5. USER GROUPS may be asked to meet with SPRD to resolve requests where a conflict exists. These meetings will be held within the last week of October and will be organized based on field quadrants (SE, SW, NE, and NW) and Sports Complexes.
6. Field allocations will be sent to each USER GROUP following the Allocation Request Dates below.
7. Field Use Agreements must be signed and returned within one week of the date they were sent to the USERGROUP by SPRD. If the USERGROUP fails to sign/return promptly, the reservation may be cancelled.

Allocation Request Dates:

REQUEST ARE DUE ON	DATE RANGE OF REQUEST
January 15 th of current year	Spring Season (April – June)
March 15 th of current year	Summer Season (July- August)
May 15 th of current year	Fall Season (September – October)
August 15 th of current year	Winter Season (November – March)
October 15 th of current year	Tournament Requests for the next year

Field Scheduling Policies

Requests for an Athletic Field must be made a minimum of **seven (7)** full business days prior to use.

Payment:

- Once a permit is sent, **payment** is expected within **twenty-four (24) hours**. Failure to pay within twenty-four (24) hours of the billed permit means the athletic field(s) requested will be subject to cancellation and will be released back to open for first-come-first-served reservation. Users requesting more than ten (10) reservations may be moved to a monthly billing schedule (identified by the Field Allocations Office).
- All Field allocations will be charged to the USERGROUP whether used or not. This means if a group does not use the entire length of their requested booking, they will be charged for the entire length of the original booking, and/or any additional time over that is used.

Cancellation/Change/Refund:

- A **refund** of fees shall only be made if a written notice of **cancellation** is received by Athletic Field Allocations Office a minimum of **fourteen (14)** full business days prior to the date of the reservation. With the exception of Inclement Weather (see below).
- Athletic Fields booked or cancelled within **fourteen (14)** full business days are not eligible for refunds and the USERGROUPS will be responsible for paying the full reservation fee, including applicable fees.
- USERGROUPS may request **changes** to their reservation up to **five (5)** full business days prior to their scheduled reservation. A request for change will result in a Five Dollar (\$5.00) change fee, per each reservation. Changes do not include cancellation of use.

Inclement Weather:

- The Athletic Field Allocations office will allow cancellations and a full refund if the air quality index is in the Unhealthy - Hazardous (151-500) range, or an “Act of God,” which makes the fields unplayable as determined by SPRD/Maintenance Staff. Refund requests must be made in writing no later than **three (3) days** after the reservation date to qualify for refund under these terms.
- See also “Field Playability”

Field Use:

- Grass athletic fields will be available for use, weather permitting, approximately April 1st through October 31st. Synthetic turf fields may be available year-round depending on the ability of SPRD to ensure adequate field safety and performance of proper turf & facility maintenance. See “Dwight Merkel Winter Use” below.
- Each USERGROUP will schedule their own games & practices according to the number of field units they have been assigned.
- USERGROUPS must release any of their field reservations that they are not planning on using within fourteen (14) full business day prior to the reservation. If a USERGROUP is found with unused booked space three times within a calendar year, that allocation will be dropped and will be released back to the public for reservations.

- **Trading between USER GROUPS is not allowed.**
- **USER GROUPS may not “sub-lease” their approved fields.**

Sports Complex Scheduling:

- Breaks between rentals with less than 1.5 hr. time in between are deemed unsellable. SPRD acknowledges that USER GROUPS tend to show up early to warm up etc. prior to reservations. Scheduling breaks less than 1.5 hours between reservations for the same USER GROUP will not be allowed.

Dwight Merkel Winter Use:

- Winter use of fields (November-March) will be limited to Dwight Merkel’s two artificial turf fields.
- Turf time must be booked according to the schedule below.

November, December, & January Booking Blocks						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	2pm-4pm	8am-10am	8am-10am
4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm	10am-12pm	10am-12pm
6pm-8pm	6pm-8pm	6pm-8pm	6pm-8pm	6pm-8pm	12pm-2pm	12pm-2pm
8pm-10pm	8pm-10pm	8pm-10pm	8pm-10pm	8pm-10pm	2pm-4pm	2pm-4pm
					4pm-6pm	4pm-6pm
					6pm-8pm	6pm-8pm
					8pm-10pm	8pm-10pm

February & March Booking Blocks						
(This schedule begins once high school soccer starts – mid to late February)						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1pm-3pm	1pm-3pm	1pm-3pm	1pm-3pm	1pm-3pm	8am-10am	8am-10am
3pm-5:30pm	3pm-5:30pm	3pm-5:30pm	3pm-5:30pm	3pm-5:30pm	10am-12pm	10am-12pm
5:30pm-7:30pm	5:30pm-7:30pm	5:30pm-7:30pm	5:30pm-7:30pm	5:30pm-7:30pm	12pm-2pm	12pm-2pm
7:30pm-9:30pm	7:30pm-9:30pm	7:30pm-9:30pm	7:30pm-9:30pm	7:30pm-9:30pm	2pm-4pm	2pm-4pm
9:30pm-11pm	9:30pm-11pm	9:30pm-11pm	9:30pm-11pm	9:30pm-11pm	4pm-6pm	4pm-6pm
					6pm-8pm	6pm-8pm
					8pm-10pm	8pm-10pm

Restrooms:

- **Park restrooms are open full time Memorial Day through Labor Day (barring vandalism etc.). USER GROUPS will be required to supply their own portable restrooms in areas a restroom is not available or pay for the cost of the portable restrooms.**
- **Portable Restrooms must be placed in an agreed upon location, maintained by the USERGROUP, and secured with a padlock.**

Elementary Schools:

- Elementary Schools that are Express Sites will not be scheduled before 6pm on weekdays. These sites, at the discretion of the school district, may go offline at any time with little to no prior notice and are subject to change each year. Please visit <https://www.spokaneschools.org/Page/394> for more information.

Field Maintenance:

- If a user group requests work to be completed for their reservation(s) outside of the normal scope of work of our field crew. The additional materials will be paid for in full by the user group making the request. City Staff will determine the cost as well as determine if the request requires additional labor above and beyond our labor incorporated into our field fees. Additional labor charges may be charged back to the user per the discretion of the Field Maintenance Foreman.

Fall & Spring Usage – Daylight Restrictions

Permits on non-lit fields will not be issued past certain times in the Spring/Fall Seasons due to daylight.

Fall Season

Sept 1st-15th all reservations on non-lit fields will not be permitted past 7pm

Sept 16th-30th all reservations on non-lit fields will not be permitted past 6:30pm

October 1st-15th all reservations on non-lit fields will not be permitted past 6pm

October 16th-31st all reservations on non-lit fields will not be permitted past 5:30pm

Spring Season

April 1st-15th all reservations on non-lit fields will not be permitted past 7pm

April 16th-30th all reservations on non-lit fields will not be permitted past 7:30pm

May 1st – 31st no reservations will be permitted past 8pm

- After these end times the city does not permit usage of City owned fields used for athletic purposes.
- For any lighted fields, lights will be scheduled and billed fifteen (15) minutes prior to your reservation and fifteen (15) minutes after the conclusion of your reservation.

Application/Deposit/Payment Policies

- All applications/USER GROUPS will be charged a non-refundable application fee of \$50.00.
- Field Use Agreements must be completed and received prior to use.
- If field rentals become past due, SPRD will implement a deposit equal to or greater than 25% of all future field use fees for the year.
- Users who request ten (10) or fewer field reservations will be required to pay for their reservation request within 24 hours of receiving their permit. If payment is not received, the reservation is subject to cancellation.
- Users who request eleven (11) or more field reservations and are identified by the Athletics Department as a qualifying USERGROUP, will receive a monthly invoice sent out by the accounting department. Payments will be due on the last day of the month for the prior month's usage.
- Payments not received within the allotted time will affect requests for the following year and/or quarter whichever timeframe the USERGROUPS next request takes effect.
- Payment via check must have the Permit Number written on the check, and made out to "City of Spokane".
- Fees are subject to change based on increased field maintenance costs.

City of Spokane Parks and Recreation Athletic Use Fees

SPRD reserves the right to adjust the cost of lights per hour based on the increase or decrease of utility costs. All reservations held at Dwight Merkel, Franklin Park, and SE Sports Complex will be subject to a \$5 per reservation (date/ time/ field) booking fee.

2024 SPRD Approved Field Fees		
Facility Name	Type of Use	Per Hour Fee
Dwight Merkel	Adult Diamond	\$32.00
	Youth Diamond	\$19.00
	Adult Turf	\$57.00
	Youth Turf	\$47.00 Winter Rate \$57 (November- March)
	Adult Grass	\$37.00
	Youth Grass	\$27.00
SE Complex	Soccer Field	\$25.00
Franklin	Adult Diamond	\$21.00
	Youth Diamond	\$13.00
	Soccer field	\$18.00
Lights: All Complexes	Light fee (per hour)	\$14.00
Tier II Parks	Adult Use	\$4.00
	Youth Use	\$3.00
Tier III Parks	Adult Use	\$1.50
	Youth Use	\$1.50

Tournaments			
Dwight Merkel	Type of Use - Diamonds	Time Slots	Fee
Adult	Full Day (avg > 7+ hours)	8am-11pm	\$2,550.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$1,650.00
Youth	Full Day (avg > 7+ hours)	8am-11pm	\$1,950.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$1,250.00
Dwight Merkel	Type of Use- Grass Fields	Time Slots	Fee
Adult	Full Day (avg > 7+ hours)	8am-11pm	\$3,800.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$2,100.00
Youth	Full Day (avg > 7+ hours)	8am-11pm	\$2,700.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$1,600.00
Franklin	Type of Use - Diamonds	Time Slots	Fee
Adult	Full Day (avg > 7+ hours)	8am-11pm	\$1,875.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$1,175.00
Youth	Full Day (avg > 7+ hours)	8am-11pm	\$1,275.00
	Half Day (avg < 7 hours)	8am-3pm; 3pm-11pm	\$875.00

Other Miscellaneous Fees

Type	Notes	Fee
Reservation Change	Per Change	\$5
Unused Reservations	Didn't notify SPRD	\$25
Annual Application Fee	Non-refundable	\$50/organization
Tournament Fee	Applies toward tournament (non-refundable)	\$350/tournament/complex
Extended Tournament	Per Quarter Hour Over	\$50
Fence Rental	Per Field	\$95
Turface	Beyond first 5 bags	\$17/bag
Extra Field Prep	Per prep/field	\$52.50
Dwight Merkel Shelter	2 hours minimum	\$25/hour
RV Parking	Approved Tournaments at Dwight Merkel Only	\$49/night
Admissions	Gate Fee	10% of Gate
Facility Key Replacement	Key assigned to user	\$50 per lost key
Storage Pod Rental	USER pays for pod in addition to fee	\$25/month
Tennis Courts (Comstock & Mission only)	Per Court/Per Hour	\$3

Field Playability

SPRD will also reserve the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to the field. The determination to rest a field and begin restorative activities will be at the discretion of the Maintenance Department.

Field Closure/Rainouts

- During periods of inclement weather, field closures will be determined by maintenance personnel before 2:00pm daily. If maintenance personnel are unable to make a definitive determination to the playability of the field, it will be up to the umpire, referee, or other authority officiating a game to make the call if the field conditions are playable. Closures may result from poor playing conditions that could cause safety hazards for the public.

Damaged property that could result in excessive repair work to bring the field back to a playable condition may result in a field closure.

It is the USER GROUP'S responsibility to obtain field closure information.

If a field is closed, no practice is allowed.

General Rules and Regulations

The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. SPRD reserves the right to immediately terminate the use of fields and the USER GROUP agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations. Failure to comply with these rules and regulations may jeopardize USER GROUP'S future use of SPRD Athletic Fields.

- Authorized USER GROUP representatives are directly responsible for informing their team coaches/representatives of all SPRD policies regarding use of athletic fields.
- SPRD reserves the right to require police or other security supervision for any event booked. Security requirements must be met and confirmed prior to the event date. Cost of police or other security supervision will be charged to field user.
- SPRD is not responsible for any personal property loss, damage to vehicles, etc.
- Users, its members, guests and invitees will show respect and sportsmanship towards Parks Department staff, officials, opposing team(s) and spectators.
- USER GROUPS may not use athletic fields unless pre-scheduled.
- There is to be no scheduled play at SPRD sports complexes before 6:00 am or after dusk on unlighted fields and no use after 11:00 p.m. on lighted fields.
- USER GROUPS must vacate fields and dugouts upon the conclusion of their scheduled play.
- Additional rules and regulations may be required for a specific athletic field or facility.
- USER GROUPS should make necessary changes, amendments, or alterations to their rules and regulations concerning games stopped due to time regulations.
- Climbing on fences is prohibited.
- Golf is prohibited from being played on all athletic fields at all times.
- USER GROUPS may not store items on SPRD property during or after your event, unless approved by the SPRD. Any unauthorized items may be assessed a storage fee and/or disposed of.
- All other Standard Park Rules and/or City of Spokane regulations apply while on park property. These can be found on our web page at: <https://my.spokanecity.org/parks/rules/>

Food/Beverage:

- Alcoholic beverages are not allowed in any SPRD athletic field or facility except by special license and approval by SPRD staff.
- All forms of tobacco - including vaping and shelled seeds (sunflower seeds etc.) are strictly prohibited.

Maintenance:

- SPRD maintenance will complete all field maintenance. USER GROUPS will not be allowed to drag, rake, add field drying agent ("Turface") or line any part of athletic fields unless assigned under the terms of the Athletic Field Use Agreement.
- USER GROUPS must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. USER GROUPS damaging city property will be held responsible for the cost of repair, replacement, or clean up.

Vendors/Event Coordination

- No private vehicles may be driven in the complexes. Any materials or items that need to be delivered should be scheduled with the operation or maintenance staff prior to the event.
- Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission from SPRD.
- USER GROUPS must inform SPRD of any special equipment (dunk tanks, horse rides, concession stands, music stages, etc.) that might be used during your event.
- USER GROUPS requiring use of electrical power/water (if available) will be assessed an additional fee. Electrical hook-up for amplification of music (of any kind) requires permission from the SPRD.
- Amplified sound must be kept at a reasonable volume. Any complaints from the surrounding neighborhood will void all amplified sounds from your event or future events.
- USER GROUPS need approval for any tents, signs, banners, posters etc. they would like put up from the SPRD. Nailing or stapling of schedules, banners, posters, etc. to any part of facility is prohibited. USER GROUPS may use tape, string, rope, or other approved items. Items must be removed at the conclusion of event.
- Other users during your scheduled event may share event parking.

Baseball/Softball:

- Use of peripheral items or equipment such as scoreboard controls or P.A. systems is permitted by special request only. All special requests must be made with SPRD staff in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.
- No hitting into fences with baseballs or softballs (whiffle-balls and/or tennis balls are allowed).
- Standing on dugout benches is prohibited.
- Baseball/Softball fields WILL NOT be lined for practices, bases may be provided. (Must inform the field allocation department which allocations are practices and which are games).
- Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.

Soccer:

- USER GROUPS must check soccer goals to make sure they are secure before they are used. If they are unsecure, they must bring it to the attention of SPRD Operations staff immediately.
- Soccer goals and equipment will be left at the field/complex it is assigned to. SPRD will not transport equipment to another field/complex.
- Soccer fields will be lined and goals positioned for a full size soccer field. Any modifications to the size of soccer field must be made by the user group.

Tournament/Special Events

****A non-refundable field reservation fee of \$350 is required with each tournament application per facility the tournament is requesting to reserve. This fee must be paid to the City of Spokane at the time of applying for your tournament(s), which will be applied towards final tournament cost. If the tournament is cancelled for any reason, the \$350 reservation fee per complex reserved is not refundable.***

All tournaments that run over the allotted time by the SPRD may not have the ability to finish the tournament, depending on prior allocations. All tournaments running past the allocated time will be charged additional fees. In order for future tournaments to be considered, the tournament organizer must meet the following requirements:

- Pay all fees for your concluded tournament within seven (7) days of receiving billing from the SPRD.
- Maintenance must have at least 15-30 minutes (1/2 prep and full prep, respectively) per field between games.
- You performed within the scope of your tournament application and did not cancel the tournament. Cancellations decided by the SPRD will be allowed to roll forward the field reservation fee.

Tournament Requirements

In addition to the General Rules and Regulations, USER GROUPS sponsoring tournaments must adhere to specific tournament policies.

If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.

Revenue Distribution

Revenues from individual events at the Dwight Merkel Sports Complex, Southeast Sports Complex, and Franklin Park Complex are shared between The City and the Promoter or Tournament Director.

The City Retains:

- 100% of the fee charged to permitted merchandise or food vendors
- 10% of gross admissions

The Promoter may retain:

- 100% of any event-day sponsorship revenue

Baseball/Softball Tournament Field Maintenance

Baseball/Softball Fields will be maintained throughout the tournament to the best of the field maintenance staff's capabilities. Tournament directors are required to work with the field maintenance staff to schedule maintenance breaks throughout the day. Infield play or practice is prohibited during maintenance breaks for the safety of employees and participants.

- **Full Prep** is machine dragging the entire infield, watering, and re-chalking.
- **Half prep** is defined as work done on pitcher's mound and batter's box along with any unsafe areas to include a quick raking, water spray and chalking.

Park maintenance personnel have the final authority regarding the playability of the fields. Park staff will consult with the umpire-in-chief and the tournament director regarding the playability of fields during inclement weather. When innings are in progress, the umpire will make the decision to continue or stop play.

Maintenance personnel will be scheduled to staff the fields during the course of the tournament at department-established levels.

The tournament director is responsible for assisting field maintenance personnel to keep participants off the playing field when the maintenance is taking place.

Field maintenance standards include, but are not limited to:

- Dragging the infield and raking around the bases
- Watering the infield
- Chalking lines and boxes
- Resetting bases and pitching rubbers

The tournament director will be charged for using more than 5 bags of field conditioner per field, per day to continue field playability. The tournament director will be charged \$17 per additional bag of field conditioner used at the request of the tournament director.

Facility maintenance will be provided during the course of the tournament. Facility standards include, but are not limited to:

- Restocking and cleaning rest rooms every two hours or as needed
- Empty garbage cans when full or as needed
- Pick up litter and trash around grounds every two hours

Tournament Game Schedule

A tournament schedule outlining start and stop times per fields is required and must be submitted to Carissa Ware by 5pm ten (10) business days prior to the starting date or a \$50 fee will be charged. An additional \$25 / day fee will incur for each day the schedule is not turned in thereafter. If your tournament starts on a Saturday, your schedule needs to be submitted to the department by 5pm on the Monday of the week prior.

You are required to provide this schedule in writing and in the desired format of the department. Changes after this deadline will result in other fees, charged to the Tournament Director(s). You may email your schedule to:

cware@spokanecity.org

- Games will not be scheduled to start earlier than 8 a.m.
- Games must be completed no later than 11:00 PM. There are no exceptions due to a City of Spokane Park Ordinance.
- Two tournaments at the same complex will be considered to be scheduled on the same day.
- When SPRD league play is scheduled, there will be field preps at a minimum of every three (3) games by the SPRD maintenance department.
- On days where SPRD league play is scheduled, tournaments are required to be off of all fields by 4:30pm. Exceptions are at the discretion of SPRD; tournament directors will receive written notification if approved.
- Admission fees may be charged. You must request, in writing, the dates of the tournaments when you wish to charge a gate fee. SPRD will then issue a written approval for your tournament(s). You must have the written approval with you at the tournament(s) to provide verification. All persons must be allowed access to the concession stand, even if they refuse to pay the admission fee. The city will retain 10% of gate sales. You will be required to provide documentation of ticket sales.
- The Spokane Parks & Recreation administrates food concession and merchandise vendor sales. All concessionaires must have a signed contract with SPRD.
- SPRD reserves the right to charge for parking where applicable at any and all tournaments. Tournament organizers have the option of paying an additional car fee to SPRD in order to secure free parking. This includes fee for RV parking.
- Tournament directors are responsible for informing all teams, coaches, officials and participants of City of Spokane policies, procedures, rules and park regulations.

- The tournament director/sponsor will provide each team with the tournament procedures to include the rules and regulations as well as any associated policies and procedures as required by the Parks Department. Failure to comply may result in the denial of further use of facilities or the cancellation of scheduled events.

Recreational Vehicle / Over-Night Parking

Overnight parking is prohibited without a permit. A limited number of overnight, dry RV parking spaces are available at Dwight Merkel Sports Complex for select events.

To obtain a RV permit please go to www.spokanerec.org.

Anyone who does not adhere to these guidelines may be towed at the owner's expense or may be locked within the complex during normal closed hours.