Parks, Community Programs & Services Department
ATHLETIC FIELD SCHEDULING GUIDE

I. Field Rental Fees

North SeaTac Park		
Baseball/Softball (grass)		
Field Use (Hourly fee, per field. Two hour minimum.)	$40 – Resident	$45 – Non-Resident
Tournament (Per day, 3 field use. Must rent all 3 fields.)	$1,200/day/complex	
Soccer/Lacrosse/Other (synthetic turf) Fields 1 & 2		
Field Use (Hourly fee, per field)	$65 – Resident	$85 – Non-Resident
Tournament (Per day, 2 field use. Must rent both fields.)	$1,800/day/complex	
Field Lights (Per hour)	$30/hour	
Valley Ridge Park		
Baseball/Softball/Soccer/Other – Fields 1, 2, 3 & 4 (synthetic turf)		
Field Use (Hourly fee, per field. Two hour minimum.)	$65 – Resident	$85 – Non-Resident
Tournament (per day, 4 field use. Must rent all 4 fields.)	$3,400/day/complex	
Field Lights (Per hour)	$30/hour	

Block Booking Timeslots: **North SeaTac Park (Synthetic Turf)**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am
11am-2 pm	11am-2pm	11am-2pm	11am-2 pm	11am-2 pm	11am-2 pm	11am-2 pm
2-5 pm - Priority Use – Highline School District – SeaTac Schools					2pm-5 pm	22p-5 pm
5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm
8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm

Block Booking Timeslots: **Valley Ridge Park (Synthetic Turf)**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am
11am-2 pm	11am-2pm	11am-2pm	11am-2 pm	11am-2 pm	11am-2 pm	11am-2 pm
2-5 pm - Priority Use – Highline School District – SeaTac Schools					2pm-5pm	2pm-5pm
5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm	5pm-8pm
8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm	8pm-11pm

II. SeaTac Fields Description and Location

	Type of Surface	Base Length	Field Size	Date Available	Lights
North SeaTac Park (S. 128th St. & 20th Ave. S.)					
Baseball/Softball					
Field 1	grass	60', 65', 70', 80', 90'	345' (Center)	March-October	No
Field 2	grass	60', 65', 70', 80', 90'	315' (Center)	March-October	No
Field 3	grass	60', 65', 70', 80', 90'	345' (Center)	March-October	No
Soccer/Lacrosse/Other					
Field 1	synthetic turf	N/A	330' x 225'	Year Round	Yes
Field 2	synthetic turf	N/A	330 x 225'	Year Round	Yes
Valley Ridge Park (4644 S. 188th St.) Next to Tyee Educational Complex					
Soccer/Baseball/Softball/Other					
Field 1	synthetic turf	60', 65'	330' x 210'	Year Round	Yes
Field 2	synthetic turf	60', 65'	330' x 210'	Year Round	Yes
Field 3	synthetic turf	60', 65'	315' x 210'	Year Round	Yes
Field 4	synthetic turf	60', 65', 90'	300' x 210'	Year Round	Yes

III. Scheduling Procedures

A. "Sport Field Application" shall be completed each year. A single application may be used for multiple field/tournament events during the calendar year.
B. The "Sport Field Application" form is available online at: https://www.seatacwa.gov/government/city-departments/parks-community-programs-services/sport-field-rentals or in person at the SeaTac Community Center.
C. Submit "Sport Field Application" by email or in person at the SeaTac Community Center.
D. Following the processing of applications according to the Priority of Use Policy and deadlines detailed in the subsequent section, all applications will be considered on first come first served basis.
E. A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

IV. Priority for scheduling field usage

A. Priority of Use
   1. City of SeaTac (Internal programs ran by Recreation Department)
   2. Highline School District (All Highline Public Schools activities from 2pm-5pm)
   3. Historical use for applications submitted prior to schedule deadlines (based on previous year reservations including tournaments).
   4. First come basis.
B. To be considered in the priority use system for all locations, leagues, groups or teams must complete a "Sport Field Application" form and submit to the field scheduler by the arranged deadline. The scheduler will put the application in order based on the "Priority Use" ranking. Annual application is due by December 1st. Please contact the field scheduler for questions.
C. Any Application received after the priority use deadline will not be considered on a "Priority Use" basis but will be considered on a first come first served basis. Any applications that have the same priority use basis and are received by the application deadline will be decided by historical use.

V. Co-sponsored Groups

A. The City of SeaTac will co-sponsor youth sports organizations who have met the following requirements:
   1. Provide youth recreational sports opportunity to SeaTac residents that otherwise would only be provided by the City of SeaTac, Parks, Community Programs & Services Department.
   2. Organizations need to show that at least 51% of their rosters (entire organization, not individual team) reside in SeaTac.
B. A representative from each co-sponsored group will attend a pre-season meeting with City staff to discuss use, scheduling, maintenance policies, and the concerns of the co-sponsor.
C. Co-sponsored groups that meet the above criteria will receive:
   1. A 50% rebate on all field usage fees.
   2. All field lighting fees waived.

VI. Resident Rate

A. To qualify for the Resident rate, leagues need to show that at least 51% of their rosters (entire organization, not individual team) reside in SeaTac. This rate is not intended to be used for league games.

VII. Payment Policies

A. For a single event or for usage that is to occur within two weeks of scheduling, payment is to be made in full at time of scheduling. For others, fees are due upon receipt of your invoice.
   • A confirmation of reserved fields will be provided at the time of scheduling with a receipt of payment or with the billing.

B. Acceptable Forms of Payment
   • Credit Card - To pay with credit card call 206.973.4781 to set up a credit card on file.
   • Check - Remit check to SeaTac Community Center, 13735 24th Ave. S., SeaTac, WA 98168 ***(Include permit number on check.)***
   • No cash payments accepted.

C. **Refunds**
   1. Non-tournament use: Refunds will only be given for reservations cancelled with at least 30 calendar days' notice.
   2. Tournaments: Please refer to the tournament checklist.

VIII. Contacts and Forms

A. To schedule/reschedule or to pay for use of a field:
   Email: sportfieldrentals@seatacwa.gov
   Phone: 206.973.4781

B. Field Maintenance Issues: 206.973.4788 (recorded message)

C. Lighting Issues – SeaTac Community Center: 206.973.4680 (Monday-Friday 8:30 a.m.-5 p.m.)

D. Sport Field Conditions Message Line: 206.973.4679
   The following terminology is used on the Sport Field Condition Line:
   • **Open** - Available for use. Maintenance has been performed as scheduled.
   • **Closed** - Field conditions do not permit any use. No maintenance has been performed.
   • **Time of use decision** - (game time/ practice time) - Field conditions may change and it is the responsibility of the user to determine if the field is safe to use. Field maintenance has been performed at the highest level possible based on conditions.

E. Online Forms: The following forms can be found on the City of SeaTac website.
   - Sport Field Applications with Tournament Checklists (One for Valley Ridge Park, one for North SeaTac Park synthetic turf, and another for the grass fields at North SeaTac Park)
   - Athletic Field Scheduling Guide
   - City of SeaTac website: www.seatacwa.gov/SportFields

IX. General Athletic Field Use Rules and Regulations

A. Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage in any City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity in a community center, park building or other structure for which a permit has been issued by the Department, and for which a banquet permit has been issued, provided that the activities and the use of alcoholic beverages shall conform to the permits therefore. ORD. 2.45.550
B. Being or remaining in or loitering about in any City park, recreation area or other park area while in a state of intoxication is prohibited. ORD. 2.45.560
C. City of SeaTac is not responsible for any personal property loss, damage to vehicles, etc.
D. All organizations or individuals must provide with the request a Certificate of Liability Insurance from an insurance company licensed to conduct business in the State of Washington, which covers their full period of use. A photocopy of the insurance certificate is required, and the insurance must provide a general liability policy with minimum coverage of $2,000,000. This policy must also name the City of SeaTac as a Primary-Non Contributory Additional Insured.
E. Athletic field lights will not remain on past 11:15 p.m.
F. It is the league/organization's responsibility to obtain field closure updates due to inclement weather and/or unplayable conditions. Please call the field condition line at 206.973.4679 for daily updates.
G. Sport field users will only perform maintenance to fields in a manner and with materials approved of by the City Parks maintenance staff.
H. Use of fields is subject to all other Park and City codes.
I. Failure to follow the Athletic Field Use Rules and Regulations may result in cancellation of use without refund.

X. Tournaments

A. Leagues/Organizations or individuals requesting fields for tournament play for any sport will be required to fill out a "Sport Field Application" at the time of scheduling. All tournament users shall arrange a meeting with a City of SeaTac representative and complete a tournament checklist prior to use. Tournament use will be considered based on field availability. For additional tournament information including the required deposits and cancellations/refunds, please refer to the tournament checklist. Tournament checklist can be found here: www.seatacwa.gov/SportFields

XI. Field Lighting

A. Light fees are billed by the quarter hour. Lights are scheduled prior to sunset as close as possible.

XII. Gender Equity Policy

It is the policy of the City of SeaTac that no person shall be discriminated against on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities, in compliance with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective July 26, 2009). Third parties who contract with or receive leases or permits from the City of SeaTac, for community athletic programs or use of sports facilities are also prohibited from discriminating on the basis of gender. If you have questions or comments about this policy or the City's compliance with this policy, please contact the Parks & Recreation Director, Mary Tuttle, at the City of SeaTac, 4800 South 188th Street, SeaTac, WA, or 206.973.4681.

XIII. Non-Discrimination Policy

Title VI of the 1964 Civil Rights Act prohibits discrimination on the basis of race, color, and national origin in organizations receiving federal financial assistance. The City of SeaTac is committed to assuring equal access and non-discrimination according to Title VI of the Civil Rights Act.