



Parks, Community Programs & Services Department

ATHLETIC FIELD SCHEDULING GUIDE

I. Field Rental Fees

	Resident	Non-Resident
Sunset		
Soccer (grass)		
Baseball/Softball (grass)		
Game Fee	\$28/hour	\$32/hour
Practice Fee	\$17/hour	\$21/hour
North SeaTac Park		
Baseball/Softball (grass)		
Fee for 3 field complex. League/Tournament play.		
Saturday & Sunday	\$1,000/complex	\$1,200/complex
Saturday or Sunday	\$550/complex	\$650/complex
Mid-day Prep	\$30/field	\$30/field
Valley Ridge Park		
Baseball/Softball and Soccer – Fields 1, 2, 3 & 4 (synthetic turf)		
Game or Practice Fee	\$60/hour	\$70/hour
Lights	\$25/hour	\$30/hour
Tournament (per day, 3 field use)	\$2,000/day	\$2,270/day
Portable Mounds	\$20/per field	\$30/per field
Portable Fencing	\$110/per field	\$120/per field

Block Booking Timeslots:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-11 am	8-11 am	8-11 am	8-11 am	8-11 am	8-11 am	8-11 am
11 am-2 pm	11 am-2 pm	11 am-2 pm	11 am-2 pm	11 am-2 pm	11 am-2 pm	11 am-2 pm
2-5 pm - Priority Use – Highline School District – SeaTac Schools					2-5 pm	2-5 pm
5-8 pm - Priority Use – SeaTac sponsored youth groups. (Youth groups that serve a majority of SeaTac resident youth.)					5-8 pm	5-8 pm
8-11 pm	8-11 pm	8-11 pm	8-11 pm	8-11 pm	8-11 pm	8-11 pm

II. Scheduling Procedures

- A. "Sport Field Application" shall be completed for all requests. A single application may be used for multiple field/tournament events during the calendar month of the request at a single time. If the user requests monthly billing a "Sport Field Application" shall be completed for each month.
- B. The "Sport Field Application" form is available online at ci.seatac.wa.us/SportFields or in person at the SeaTac Community Center and the SeaTac Maintenance Facility.
- C. Submit "Sport Field Application" by mail, email or in person at the SeaTac Community Center or SeaTac Maintenance Facility. See contacts section for appropriate location depending on field.
- 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.

III. Priority for scheduling field usage

- A. Priority of Use
 1. City of SeaTac
 2. Highline School District (Tyee High School, Chinook Middle School and Bow Lake, Madrona and McMicken Heights Elementary Schools)
 3. Youth Co-Sponsored Groups (South Highline American Little League)
 4. Historical use for applications submitted prior to schedule deadlines.
 5. First come basis.

- B. To be considered in the priority use system for North SeaTac Park and Sunset Park, leagues, groups or teams must complete a "Sport Field Application" form and submit to the field scheduler by the deadlines shown below. The scheduler will put the application in order based on the "Priority Use" ranking. The following are the dates that applications need to be submitted in order to be considered by "Priority Use". Annual application is due by September 1 for the following year.

For Valley Ridge Fields # 1, 2, 3 and 4, application needs to be received by October 1 of the current year for requests in the following year. Using the same guidelines but including block booking of fields.

- 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.

IV. 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. Show proof of registered players to be at least 51% residents of the City of 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.

V. Resident Rate

- A. To qualify for the Resident rate, leagues need to show that at least 51% of their rosters reside in SeaTac.

VI. 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-Thursday 8:30 a.m.-9:30 p.m., Friday 8:30 a.m.-5:00 p.m., Saturday 8:30 a.m.-4:00 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 Application (One for Valley Ridge Park and another for North SeaTac & Sunset Parks)
Athletic Field Scheduling Guide
Credit/Refund Request Form
Tournament Checklist – North SeaTac Park
Tournament Checklist – Valley Ridge Park
City of SeaTac website: www.ci.seatac.wa.us/SportFields

VII. 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.

VIII. Field Lighting

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

IX. SeaTac Fields Description and Location

	Type of Surface	Base Length	Outfield Distance	Date Available	Lights
Sunset Play Fields (S. 136th St. & 16th Ave. S.)					
Baseball/Softball					
Field 1	grass	60', 65', 90'		March-October	No
Field 2	grass	60', 65' 70'		March-October	No
Soccer					
Field 1	grass	N/A		Sept.-November	No
North SeaTac Park (S. 128th St. & 20th Ave. S.)					
Baseball/Softball					
Field 1	grass	60', 65', 70', 80', 90'	327'	March-October	No
Field 2	grass	60', 65', 70', 80', 90'	302'	March-October	No
Field 3	grass	60', 65', 70', 80', 90'	327'	March-October	No
Valley Ridge Park (4644 S. 188th St.) Next to Tyee Educational Complex					
Baseball/Softball					
Field 1	synthetic turf	60', 65'		February-Mid August	Yes
Field 2	synthetic turf	60', 65'		February-Mid August	Yes
Field 3	synthetic turf	60', 65'		February-Mid August	Yes
Field 4	synthetic turf	60', 65', 90'		February-Mid August	Yes
Soccer					
Field 1	synthetic turf			Year Round	Yes
Field 2	synthetic turf			Year Round	Yes
Field 3	synthetic turf			Year Round	Yes
Field 4	synthetic turf			Year Round	Yes

XI. 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, Community Programs & Services Director, Lawrence Ellis, at the City of SeaTac, 4800 South 188th Street, SeaTac, WA, or 206.973.4681.