



MEMORANDUM

Date: February 3, 2014

To: Parks & Community Services Board

From: Jon Wilson, Community Services Supervisor – Enterprise Facility Scheduling Office

Subject: Informational Presentation on the Enterprise Facility Scheduling Office
(Informational – no Board action required)

At your February 11, 2014 Parks and Community Services Board meeting, I will present information on the Enterprise Division's Facility Scheduling Office.

The Facility Scheduling Office schedules:

- Outdoor picnic areas;
- All athletic fields including school district fields;
- Large and small special events held in city parks; and
- Rentals at Tyee Community Gym, Winters House, Lewis Creek Visitor Center, and the Mercer Slough Douglas Fir Community Room.

