

## 2020 Field Scheduling Notes, Reminders, and Tips

### Included in this File:

#### Contact Information

Changes for 2020 (most of which were discussed at the 2020 Field Scheduling Meeting on Oct 25)

- 1) Updated Information
- 2) Updated Forms
- 3) Other Changes

#### Other Helpful Information

- 1) Reminders about Important Field Scheduling Topics
- 2) Tips to Help Us to Help You

### Contact Information

**Athletic Field Reservations webpage** - <https://bellevuewa.gov/city-government/departments/parks/rentals/athletic-field-reservations> Includes everything about field scheduling EXCEPT Availability, including forms, fees, process, and guidelines.

**Still have Questions?** Please contact us at the Parks Scheduling Office.

- **Email:** [BallfieldRental@bellevuewa.gov](mailto:BallfieldRental@bellevuewa.gov)  
*Keep in Mind:*
  - Requests and Changes must be made in writing, usually on a form.
  - Please include your group name in the subject line.
  - We typically print attachments in black & white, so colored or highlighted text can easily be lost in printing.
- **Phone:** 425-452-6914
- **In Person:** Bellevue City Hall, 450 -110<sup>th</sup> Ave NE, Bellevue, 98004  
**Office Hours:** Mon-Fri: 8:30 am-4:30 pm  
*Keep in Mind:*
  - Check-in at the "Service First" desk for meetings or to drop-off payment.
  - If meeting with staff, we recommend making an appointment.

**Changes for 2020** (most of which were discussed at the 2020 Field Scheduling Meeting on Oct 25)

### Updated Information –

Most files are found online in the Athletic Field Reference Information section on the webpage. Look for yellow highlights on the electronic files to designate the most important changes.

- 1) **Athletic Field Contact Information** – File has been revised.
- 2) **Field Scheduling Timeline** – File has been revamped.

Change for 2020: August Camp & Tournament requests **AND requests for the full cricket season AT the North Robinswood Cricket Field are due in November.**

Reminder: Requests for any 2020 field use can be submitted at this time. Review the file to determine if multiple request forms are required.

REQUEST FORMS DUE (by 2 pm)	MONTH AND TYPE OF USE
September 15, 2019	January -February 2020 Seasonal, Tournament, & Camp Use
November 15, 2019	March-July 2020 Seasonal, Tournament, & Camp Use August 2020 Camp & Tournament Use August-October 2020 North Robinswood Cricket Field
April 15, 2020	August 2020 <b>Other</b> Seasonal Use September-December 2020 Seasonal, Tournament, & Camp Use
September 15, 2020	January-February 2021 Seasonal, Tournament, & Camp Use

### 3) [List of Fields for 2020](#)

- a. The file now includes if there is a pitcher's mound on the field, both in the alphabetical listing of fields and in the categorized "Fields by Sport/Basepath" section under the chart.

#### b. **Biggest Changes:**

- i. We will be adding the pitching mound back to Highland Park Field 1. The use will now be primarily for 80 ft bases, but also accommodate 90 ft bases.
- ii. It is time to replace the synthetic turf on the Wilburton Soccer Field. The field will be closed June 1-July 31, 2020. Update since the Oct 25 meeting – The Parks Project Manager hopes that the field will be able to reopen in mid-July.

### 4) [Field Rental Fees for 2020](#) – No change in the Hourly Field Rental Fees.

#### Changes:

- 1) **The Admin Fee is increasing to \$8/reservation.** This increase applies to both Admin Fees:
  - a. Admin Fee – Field Cancellation for reservations cancelled with more than 15 days' notice
  - b. Admin Fee – Field Reschedule for reservations rescheduled to a different month or rescheduled with less than 15 days' notice
- 2) **The Game Prep Fee is increasing to \$37/prep.** FYI: This was supposed to have been increased for 2019 use but wasn't.

### 5) [Lights and Darkness Schedule for 2020](#) – Completely revamped for 2020. Now includes more information than most groups want, but the details that weren't available to the user groups previously.

- a. At the top of page 1, there is a list of fields, so that groups know which column to use.
- b. Individual dates are now listed rather than a date range.
- c. The Dusk column is the ending reservation time that will be used for fields without lights. Please be ready to leave the field by this time, unless it is a bright, sunny day.
- d. The Lights-COB column lists the time when light fees will start (& lights turn on) IF the reservation started before sunset on a field whose lights are programmed by the City of Bellevue.
- e. The Lights-KC column lists the time when the light fees will start (& lights turn on) IF the reservation started before sunset on the Marymoor fields, whose lights are programmed by King County, even if the field was reserved through the City of Bellevue.
- f. Time change dates for 2020 are listed.

**Updated Forms** – Submit forms by 2 pm in order to be considered as received on that day.

Found online in the Forms section on the webpage.

To make sure that you are using the latest and greatest form, look for an Oct 2019 revision date near the name. Look for yellow highlights on the electronic files to designate the most important changes.

- 1) [Request Form for Formal Field Use](#) – Minimal changes. Hopefully, you will notice them IF you had trouble in the past typing a long email address for the Secondary Contact or wanting to add more text in the Exceptions: area below the list of fields.
- 2) [Request Form for Additional Field Use](#) – Minimal changes. You will only notice them if text previously would constantly wrap. There are now limits.
- 3) [Update Form for Field Reservations](#) – Simplified. There are now just 3 main categories – Change, Cancel, & Credit. Change now includes adjusting the time, changing the field, or rescheduling to a different date. We also expanded the text areas on this form. To ask for field credit, due to weather, submit the Update Form no later than the 1<sup>st</sup> of the following month. Example: Rainout on March 11? Submit Update Form no later than April 1. **Note:** Use the 4 left columns to provide the information regarding your CURRENT reservation (Receipt #, Date, Field & Time). Use the right column to provide details of what is wanted.
- 4) [Add/Update Form for Field Reservations Spreadsheet Header](#) – Brand new file that can be used in lieu of the previous Request Additional Spreadsheet Header & Update Form Spreadsheet Header files.
- 5) [Concussion Compliance Form](#) – Updated for 2019-2020 school year.

## Other Changes for 2020 –

- 1) **Athletic Field Reservations webpage** – These notes have been forwarded to our WebMaster for posting. Once that is done, the main webpage will be completely updated for 2020. We still need to have the WebMaster update the information for 2020 on the linked webpages.
- 2) **Tournament Payments** – There are 2 changes to Tournament payments for 2020:
  - a. The initial payment amount has been simplified. If requesting a tournament at Bannerwood or a Synthetic Turf Soccer Field or requesting 3 or more fields, the initial payment amount will be \$1,000. Otherwise, the initial payment amount will be \$500.
  - b. The initial payment will be due WITH the request form. If not submitted with the form, we will generate an invoice that must be paid prior to processing the tournament request.  
*Reminder:* If there are multiple brackets with a different list of teams for each, there are multiple tournaments. For example: 60 ft & 70 ft teams playing in a “tournament”, but not playing against one another are 2 separate tournaments. Please let us know if you have any questions.
- 3) **Certificates of Insurance** – Are still required for Formal Field Use. The only change is that now we will be requesting the certificates and confirming receipt prior to processing the requests. Please submit a current Certificate of Insurance or contact us to confirm that we have one on file. Insurance requirements - The City of Bellevue, its officials, employees and volunteers must be named as Additional Insureds on the commercial general liability policy, and the Certificate Holder must be listed as City of Bellevue, PO Box 90012, Bellevue WA, 98009-9012. Minimum amount of general liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

## Other Helpful Information

### Reminders about Important Field Scheduling Topics (most of which were discussed at the 2020 Field Scheduling Mtg)

- 1) Per the **Field Scheduling Timeline**, the request forms for **March-July 2020 use** (and some dates beyond that) are due by **November 15, 2019**.
- 2) The **Admin Fee – Field Reschedule** applies for reservations that change dates to a different month or are rescheduled with less than 15 days’ notice.
- 3) Please realize that we are now **counting days**, rather than working days, so that clients don’t have to know if the office is open. Because of this, the number of days’ notice required was increased in 2019.
- 4) For requests, please submit the form with at least **8 days’ notice**. Want to use a Saturday? Submit a request form no later than 2 pm on the Friday a week earlier.
- 5) **General Cancellation Policy** – Look at the end of the file for a Quick Reference Chart. The quicker we know that your group doesn’t want reserved field time, the more credit is possible.
- 6) **Non-Peak Rate** – For all full turf fields. Applies during the day when the Bellevue School District is in session. Basically, the Bellevue Resident Youth Rate applies to all field use, regarding of the normal billing category.
- 7) The first priority for **North Robinswood** community field use is cricket.
- 8) After reservations are confirmed at **Bannerwood**, please make sure to coordinate the warm-up time wanted.
- 9) **Vendors/Service providers** in our parks must be pre-approved. This includes selling concessions, paid announcers, equipment providers, and those teaching private lessons.
- 10) **Picnic Sites & Buildings** – Please contact if your group would like to use a picnic site or building, so that we can let you know the process or make recommendations. FYI: Our office also does the scheduling for the picnic sites at 12 parks and 3 indoor facilities (Lewis Creek Visitor Center, Mercer Slough Environmental Education Center, and the Tye Community Gym).
- 11) **Park Closure Times:** Parks (including parking lots) are closed at dusk or when the lights go off, whichever is later. For use after dark, the lights will turn off 15 minutes after the end of the reservation. Please don’t linger at the park after closing.
- 12) **Alcohol and drugs** are prohibited at our parks.
- 13) **Dogs** aren’t allowed in Bannerwood stadium, including the bleachers.
- 14) **Sunflower seeds** aren’t allowed on the turf areas or dugouts. In other areas, please dispose of the shells completely.

**The Parks Scheduling Office After-Hours number is 425-452-2864.**

If the light programming needs to be adjusted or your group is locked out of Bannerwood, call and leave a short, but detailed voicemail message.

**Sample Message:** "This is NAME from GROUP. We are at FIELD. WHAT IS ISSUE? (i.e. - need lights now or done with field). Our group's timeslot is START TIME to FINISH TIME. If you have any questions, please call me at NUMBER."

If you are using reserved field time, the lights aren't on, and it's getting dark, leave a message at the Parks Scheduling Office After-Hours Number.

If you arrive 15 minutes early, contact us if the lights do NOT come on within 5 minutes.

If you realize on a weekday after 4:30 pm or anytime on a weekend that you won't use reserved field time, leave a message at the Parks Scheduling Office After-Hours Number. This is the ONLY way to get credit for light fees.

FYI: We usually don't return the call unless we need clarification.

**EXAMPLE:**

Timeslot Reserved	Time of Sunset	Light Programming
5:30-7 pm	4:06 pm	5:15-7:15 pm
	6:06 pm	6:06-7:15 pm

**Payments -**

- 1) Online payments – Please let us know when an online payment has been made.
- 2) Mailing payments – When possible, it is preferred for the check to be mailed in a normal envelope (not window) and addressed to City of Bellevue, Attn: Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009. If done this way, it should be delivered directly to our office. Please allow extra time for mailing, even within Bellevue.
- 3) Payment Reminders – Our office often sends out a reminder when a payment due date is approaching. Does your group count on the reminders? If so, please request a regular reminder.

**Cancelling Field Time for Tournament Teams –**

If you have a team involved in a multi-week tournament or playoffs, we can treat late cancellations as though we had at least 15 days' notice.

This **ONLY** applies when both conditions are met:

- 1) contact us with at least 15 days' notice to let us know WHICH reservations might be cancelled
- 2) provide at least 2 days' notice if the field time needs to be cancelled.

**Allocation Process –** Information available online at:

<https://parks.bellevuewa.gov/rentals/athletic-field-reservations/process-after-a-request-form-has-been-submitted>

**Step 1 –** Availability – What field time is available for community use? This can vary based on City programs.

**Step 2 –** Demand – What groups are requesting the field time? How many participants do these groups have? What is the Bellevue Residency Percentage for each group? The demand for a single season can change multiple times based on the date ranges wanted by each group.

**Step 3 –** Fair Share – What is the fair share of field time for each Bellevue Resident participant that is requesting field time? This number is then multiplied by number of Bellevue Resident participants for each group to determine each groups' fair share of the total amount of field time.

**Step 4 –** Allocation – The Parks Scheduling Office then decides WHAT field, days, and times to offer to each group. This is NOT based on historical use.

**Step 5 –** Proposals – The Parks Scheduling Office offers each group the field time that they CAN reserve and gives them the opportunity to respond regarding how much or little of the field time gets officially reserved.

**"New" Scheduling System -** Our scheduling system went live on March 1, 2018. Changes are still being made to the new system to improve its current functionality and upgrades are still planned to hopefully create an online environment for clients. Stay tuned for updates.

## Tips to Help Us to Help You

**Checking Field Availability:** The best way to check availability is to provide the following information:

- Which Field(s) or Type of Field -
- Single Date Wanted or Date Range -
- Day(s) of the Week -
- Time of Day -
- Length of Time -
- Sport/Activity -
- Adults and/or Youth -
- Number of People anticipated -

When checking availability, if parameters are very specific (only one date/time will work or is preferred), please consider attaching a request form to the email. We can then start discussing the field schedule and process the request immediately, if available.

## Which Form Should I Use ([Request Form for Additional Field Use](#) or [Update Form for Field Reservations](#))?

- Adding Dates to an existing reservation: [Request Form for Additional Field Use](#).
- Adding or Subtracting a time to an existing reservation timeslot on a specific date: [Update Form for Field Reservations](#).
- When requesting field time for make-up games, it is ONLY considered a reschedule if the original reservation date is still in the future. Make-up games for previous rainouts/cancellations are just additions.
- Have lots of additions/updates to submit? Consider sending in a spreadsheet with all the needed information, like on new our [Add/Update Form for Field Reservations Spreadsheet Header](#) file.

## Hints on Completing Forms

### [Request Form for Formal Field Use](#)

- Does the current Primary Contact know their User Code from our new scheduling system? If not, please ask. Once the User Code is handy, it can be utilized on several of the forms and to keep them electronic.
- What months are wanted? If not full months, add the date range wanted (month & date, not year).
- What fields are wanted? Above the list, determine which category applies. Mark all fields being considered.

Field(s) Wanted (pick category based on quantity wanted):

- All fields marked       Only one of the fields marked (numbered in the order preferred)  
 More than one of the fields marked. Please explain or attach note: \_\_\_\_\_

**Mark** all fields being requested with a "X" (or number to designate priority):

- Are there some fields/timeslots that aren't wanted on some days/dates? Attach a note or add text below the list of fields to let us know the details.

Exceptions: Are there any dates/fields/times included in the ranges above that are NOT wanted?  Yes  No  
 Please explain or attach note. (i.e. no fields April 5-14, no Fridays on Field A, no dates after 15<sup>th</sup> on Field B, until 7 pm on Field C, etc....)

### [Request Form for Additional Field Use](#)

- When possible, please include all the information above the chart for easier processing and the Receipt # from the Field Agreement with the current reservation(s) for the month involved.

### [Update Form for Field Reservations](#)

- Use the 4 left columns to provide CURRENT field reservation information. The far-right column is for HOW you want it changed. Updates could be, but are not limited to, adjusting the timeslot, changing the field, rescheduling to a different date, returning field time, asking for rainout/unable to use credit, or requesting prep.

Information Needed Regarding <b>Current</b> Reservation				Type of Update <b>and</b> Details, when needed: Change, Cancel, Credit, Other
Receipt #	Date	Field	Timeslot	
2222222	May 30	Rob West	2:30-4:30 pm	Change to May 31, Rob East, 10:30 am-12:30 pm
1111111	April 25	Highland Park 2	5-8 pm	Credit for Rainout
2221111	June 21	Wilburton 2	12-3 pm	Cancel

### General Cancellation Quick Reference Chart

Cancellation Categories (Unofficial Names)	INITIAL Status*	Admin Only	Partial Credit	Short Notice	Same Day
Amount of Notice Needed	Up to 2 weeks' after Agreement Sent*	Until 15 days' prior	8-14 Days' prior	1-7 Days' prior	Less than 1 Day prior
Amount of Credit Available	Full Credit	\$5/Resv Admin Fee	50% field credit. Additional Items# full credit.	\$0 field credit. Additional Items# full credit.	Credit for light fees only.

EXAMPLE		EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	
Specific Date Being Cancelled	Type of First Field Agreement Sent Out%	Date Field Agreement Sent Out	Date Range for Notice Needed in each Cancellation Category				
Fri, June 26 Robinswood 6-9 pm	INITIAL Field Agreement	Wed, Jan 15	Until 2 pm on Wed, Jan 29*	After 2 pm on Jan 29 until 2 pm on Thurs, June 11	After 2 pm on June 11 until 2 pm on Thurs, June 18	After 2 pm on June 18 until 2 pm on Thurs, June 25	After 2 pm on June 25 until the end of reservation
	General Field Agreement		Until 2 pm on Due Date+	After 2 pm on Due Date+ until 2 pm on Thurs, June 11	After 2 pm on June 11 until 2 pm on Thurs, June 18	After 2 pm on June 18 until 2 pm on Thurs, June 25	After 2 pm on June 25 until the end of reservation
	Tourn Field Agreement		Until 2 pm on Wed, Jan 29*	After 2 pm on Jan 29 until 2 pm on Thurs, June 11 <sup>&amp;</sup>	After 2 pm on June 11 until 2 pm on Thurs, June 18 <sup>&amp;</sup>	After 2 pm on June 18 until 2 pm on Thurs, June 25 <sup>&amp;</sup>	After 2 pm on June 25 until the end of reservation
	Camp Field Agreement		Until 2 pm on Due Date+	After 2 pm on Due Date+ until 2 pm on Thurs, June 11 <sup>&amp;</sup>	After 2 pm on June 11 until 2 pm on Thurs, June 18 <sup>&amp;</sup>	After 2 pm on June 18 until 2 pm on Thurs, June 25 <sup>&amp;</sup>	After 2 pm on June 25 until the end of reservation

% Type of Field Agreement is referenced in the subject line of email when sent out.

\* Initial Status lasts for 2 weeks after it was sent (unless noted).

# Additional Items are Light Fees and Game Prep Fees, when applicable.

+ Listed on the email requesting payment, generally 2 weeks after payment was requested.

& For Tournaments or Camps cancelling all use with less than 2 months' notice, the cancellation fees will be a minimum of the Initial Payment Amount.