

## 2023 Field Scheduling Notes, Reminders, and Tips

### Included in this File:

- Contact Information
- Changes for 2023 - Fee Increases, Revised Forms, Updated Information, & Other Changes
- Other Helpful Information – Reminders & Tips

### CONTACT INFORMATION

#### Athletic Field Reservations webpage - [BellevueWA.gov/field-reservations](https://BellevueWA.gov/field-reservations)

- All files have been updated for 2023 and are now available online.
- Forms, fees, process, guidelines, and everything about field scheduling, EXCEPT Availability.
- For now, our website now includes reference information for 2023 & 2022.

**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
- Including the group name in the subject line helps us keep track of email discussions.
- When following up, replying to the previous email helps us track pending issues.
- When starting a new conversation by replying to a previous email, it helps us if you revise the subject line based on the new topic.
- When referring to a field, please use the park and field name. Most parks have more than one field. We don't want to assume incorrectly or delay processing by asking for clarification.
- We typically print attachments in black & white, so colored or highlighted text can easily be lost in printing.

- **Phone: 425-452-6914**

**Phone Hours:** Mon-Fri, 9 am-4pm

- **In Person:** Bellevue City Hall, 450 – 110<sup>th</sup> Ave NE, Bellevue, 98004

City Hall is currently open to the public, Mon-Fri, 8 am-4 pm

**In-Person Office Staff Hours** – Vary from day-to-day since staff are working a hybrid schedule.

*Keep in Mind:*

- Check-in at the “Service First” desk for meeting or to drop-off payment.
- If meeting with staff, we recommend making an appointment.

### CHANGES FOR 2023

#### Fee Increases

*For field use beginning March 1, 2023. Several fees have increased based on market average. See the [Field Rental Fees 2023](#) and [Fees by Field 2023](#) files for more information.*

- Synthetic Turf Soccer fields for Bellevue Resident Youth increased from \$42 to \$46 per hour.
- Hidden Valley Field 1 for all use increased from \$30-54 to \$35-61 per hour.
- Hidden Valley Fields 2-4 & Newport Hills Ballfield for all use increased from \$23-40 to \$27-47 per hour.
- Non-Synthetic Turf Fields for Bellevue Resident Youth and Non-Resident Youth increased from \$19 & \$25 to \$22 & \$28 per hour, respectively.

## Revised Forms

[Concussion Compliance Form](#)– Updated for the 2022-2023 school year. Needed from non-profit youth groups requesting Bannerwood, Ivanhoe, or North Robinswood.

[Add-Update Field Reservations Spreadsheet](#)– Revised for 2023, so that it now has portrait orientation to accommodate more rows per page. Excel spreadsheet that can be used to add more reservations and/or changing current reservations.

**Updated Information** - Found online in the Athletic Field Reference Information section on the webpage.

[Request Submission Deadlines](#) (previously known as the Field Scheduling Timeline) – Submission deadlines for field request forms, based on when the fields are wanted. We are now accepting field requests for all 2023 field use. Now, the file also includes the due dates for 2024 field use to assist with your planning, even though we aren't accepting 2024 requests, yet.

DUE DATE (by 2 pm)	MONTHS AND TYPE OF USE
September 15, 2022	Jan-Feb 2023 Seasonal, Tournament, & Camp Use
November 15, 2022	March-July 2023 Seasonal, Tournament, & Camp Use
	August 2023 Camp & Tournament Use
	March-October 2023 North Robinswood Cricket Field Use
April 15, 2023	August 2023 Other Seasonal Use
	Sept-Dec 2023 Seasonal, Tournament, & Camp Use

## List of Fields –

- Turf renovation planned – The synthetic turf at Newport Hills Park (Ballfield and Soccer Field) will be replaced Summer 2023. The fields are currently scheduled to be closed for this project is July 5-Aug 20.
- [List of Fields Alphabetical 2023](#) - Includes address, field surface, seasonal dates, sizes, and if each field has lights.
- [List of Fields By Sport/Basepath 2023](#) – A separate file for those that know the sport wanted but unsure which fields can accommodate it.

[Lights and Darkness Schedule 2023](#) – Time of dusk for fields without lights, time for light billing on City fields, and time for light billing on the King County Marymoor fields, based on the date of use.

## Other Changes for 2023

- In most cases, reservations cancelled with less than 8 days' notice will NOT be removed from the confirmation. It should save us time if we don't remove the reservations and add back in all the same amount in cancellation fees. (Light programming involved will still be cancelled and credited.)
- When cancelling or rescheduling a partial reservation, the Admin Fee – Field Cancellation and/or Admin Fee – Field Reschedule will be applied regardless of the amount of time kept. This wasn't always the case in previous years.
- We will no longer be sending out payment reminders automatically. If your group wants a reminder, please request one.

## REMINDERS & TIPS

**Amount of Notice** – Please submit paperwork with as much notice as possible. If received by 2 pm, we will consider it received on that day. If received after 2 pm, it will be considered received on the following day.

**Last Minute Additions/Changes** – Adding, changing, and rescheduling will not be considered with less than 3 days' notice. For weekend changes, this means that the paperwork needs to be submitted no later than 2 pm on Wednesday.

**a. For Requests/Additions** – Submit forms with at least 8 days' notice.

Day of the Week Being Requested	Submit Form by 2 pm, no later than:
Saturday	Friday a week prior
Sunday	Saturday a week prior
Monday	Sunday a week prior
Tuesday	Monday a week prior
Wednesday	Tuesday a week prior
Thursday	Wednesday a week prior
Friday	Thursday a week prior

**b. For Changes** – Like rescheduling to a different date or changing the field/timeslot.

- Must be submitted with **at least 3 days'** notice, so no later than 2 pm on Wednesday for the following weekend.
- Please provide all Receipt #s involved with a change. For example, if March use is being rescheduled to April, we would like to get the March & April Receipt #s.
- **Rescheduling Policy** - When not in INITIAL status, the Admin Fee – Field Reschedule fee will apply IF changing a reserved date with less than 15 days' notice OR the date is being changed from one month to another. When rescheduling part of a reservation, the Admin Fee – Field Reschedule will still be applied. (In the past, it wasn't always.)

**c. For Returns** – Cancelling field time in advance when no longer needed.

- The amount of cancellation credit varies primarily on the amount of notice provided.
- Reservations cancelled with less than 8 days' notice may NOT be removed from the confirmation. It should save us time over removing the reservations and adding in the cancellation fees.
- When cancelling part of a reservation with at least 15 days' notice, the Admin Fee – Field Cancellation will be applied. (In the past, it wasn't always.)
- **General Cancellation Policy Chart:**

Amount Of	INITIAL Status*	Admin Fee Only	Partial Credit	Short Notice	Same Day
<b>Notice Needed</b>	Up to 2 weeks' after Agreement Sent*	Until 15 days' prior	8-14 Days' prior	Less than 8 Days' prior	Day of Use
<b>Credit Available</b>	Full Credit	Admin Fee per Resv	50% field credit. Additional Items# full credit.	\$0 field credit. Additional Items# full credit.	Credit for light fees only. Leave message at PSO After-Hours number.

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

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

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.

### **Cancelling Field Time for Tournament (AKA Playoff) 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 3 days' notice if the field time needs to be cancelled.

### **Light Programming - The Parks Scheduling Office After-Hours number is 425-452-2864. Leave a message.**

If the light programming needs to be adjusted, call and leave a short, but detailed voicemail message.

**Sample Message:** "This is NAME from GROUP. We are at NAME OF 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."

Reasons to Call the Parks Scheduling Office After-Hours Number:

If it is getting dark during reserved field time.

If lights aren't on within 10 minutes of a reservation start time after dark.

If an evening reservation won't be used, especially on a weekday after 4 pm or on a weekend.

This is the **ONLY** way to get credit for light fees.

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

#### **EXAMPLE:**

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

### **Certificate of Insurance –** Required for field use by organizations/companies.

Verbiage 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.

**Non-Peak Rate –** We offer a Non-Peak Rate on our full turf fields, which applies to weekday, daytime use (prior to 3:30 pm), when the Bellevue School District is in session. The Non-Peak Rate is the Bellevue Resident Youth Rate for all use, regardless of age group or Residency Percentage

### **Payments -**

- 1) Online payments – Please let us know when an online payment has been made.
- 2) Mailing payments – Payable to the City of Bellevue and mailed to City of Bellevue, Attn: Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009. Please allow extra time for mailing, even within Bellevue.
- 3) Want a Visa/MasterCard on file, so that your group can respond to invoices with "Charge my card"? Submit a [Credit Card Authorization Form](#).
- 4) Payment Reminders – Even though invoices include a future due date, payments are due when an invoice is sent out. Previously our office sent out a reminder when a payment due date was approaching. **Since payments are due when an invoice is sent out, we will only be sending out payment reminders to groups that have requested them. If your group counted on the reminder, please request one.**

## Allocation Process:

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

**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 field time that they CAN reserve and gives them the opportunity to respond regarding how much or little of the offered field time gets reserved.

## Miscellaneous Topics -

- 1) **Asking for credit due to an unusable field (smoke, rainout, snow, field conditions, etc...)** – If lights might be programmed, please contact us immediately (AKA FieldLights number 425-452-2864), so that we can cancel the light programming. For field credit, the [Add-Update Field Reservations Spreadsheet](#) or [Update Field Reservations Form](#) is due back no later than the first day of the following month.  
**Example:** Want to ask for rainout credit for the March 11 field time? Please submit the form no later than April 1. **NOTE:** We expect groups to enforce they own reservations, so field time not used due to conflict at field isn't guaranteed credit.
- 2) Bannerwood – Once use is reserved, please make sure that any warm-up time wanted is coordinated.
- 3) Providing services at a Bellevue park – At a Bellevue park, anyone being paid to be present or selling items needs to have prior approval. For example, food concessions, catering, vendors, equipment providers, etc... all need to meet requirements prior to getting permission.

## FIELD SCHEDULING TIPS

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

- a. Which Field(s) or Type of Field – (remember that several parks have more than 1 field)
- b. Single Date Wanted or Date Range -
- c. Day(s) of the Week -
- d. Time of Day -
- e. Length of Time -
- f. Sport/Activity -
- g. Adults and/or Youth -
- h. Number of People anticipated -

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

## Hints on Completing Forms

### Field Use Request Form

- Does the current Primary Contact know their User Code from our scheduling system? If not, please ask. Once the User Code is handy, it can be utilized on several of forms.
- Are there some dates within the requested date range that aren't wanted? Add a comment at the bottom of the Field Use Requested page.
- When several individual dates are wanted, feel free to just add a note to the bottom of page 3 that says "See attached list" and then provide a separate list of dates & times.

When making changes to your reservations (add or update), if you want the updated confirmation to be sent out to multiple people, please include the email addresses to use on the form. This is especially helpful when the Secondary Contact submits a change, but the updated confirmation is wanted by the Primary and Secondary Contact.

Add-Update Field Reservations Spreadsheet– Revised for 2023, so that it is portrait and can accommodate longer lists. Excel file that can be used to add more reservations or to ask for updates to current reservations. Please list each timeslot individually with start and end times. Updates could be, but are not limited to, adjusting the timeslot, changing the field, rescheduling to a different date, cancelling field time, asking for rainout/unable to use credit, or requesting prep.

Additional Field Reservations Form - 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. Please list each timeslot individually, including the start and end times.

Update Field Reservations Form - Use the first 4 columns to provide details about the reservations ALREADY booked. The right column is to let us know HOW you want each of those reservations changed. Updates could be, but are not limited to, adjusting the timeslot, changing the field, rescheduling to a different date, cancelling field time, asking for rainout/unable to use credit, or requesting prep. Please list each timeslot individually, including the start and end times.

### EXAMPLE:

Information Needed Regarding Current Reservation				Type of Update and Details, when needed:
Receipt #	Date	Field	Timeslot	Adjust, Change, Reschedule, Return, Credit, Game, Other
1234567	May 18	Robinswood 1	12:30-2:30 pm	Adjust to 12:30-3 pm
1234567	May 26	Wilburton Soccer	3-5 pm	Return
1234567	May 1	Newport Hills Ballfield	4:30-7:30 pm	Reschedule to May 30
1234566	May 4	Lake Hills Park 1	9-11:30 am	Game Prep
1234565	May 7	Ivanhoe Ballfield	5-7:30 pm	Rainout Credit