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ATHLETIC FACILITIES POLICIES



Parks/Rental Regulations and Guidelines

General Field Rules

1. Applicant is expected to leave the premises in the same condition in which they were found or better. Ensure that individual teams clean-up the facility after each use, including dugouts, athletic field, and surrounding area. Remove all trash in the area to trash cans and/or dumpster. If cans are already full, please take trash with you and contact the City for follow-up. All groups must leave the facility in a condition satisfactory to the City of Mercer Island if not, violators must accept the Recreation Division's estimated damage appraisal.
2. Users shall not make any modification to any athletic field without prior approval from City staff (including, but not limited to bleachers, goals, fencing, portable restrooms, etc.). All field modifications including field size increases or decreases, or the request for multiple teams use on a single field, must be approved by the Recreation Division.
3. General maintenance and field preparation will be performed by Parks Maintenance staff to ensure safety for all uses.
4. It is unlawful for any person to use threatening, abusive, insulting or indecent language in public parks of the City, or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or to destroy any improvements.
5. Do not drive vehicles over any portion of any public park. The applicant will be responsible for all damages to the facility and accessories, and shall be responsible for reimbursement to the City.
6. No alcoholic beverages, which include beer, wine, or liquor, shall be sold or consumed on City Park premises, or any grounds, or parking lots used in conjunction with said facilities. The tournament/activity will be cancelled if this becomes a problem for the City of Mercer Island.
7. All alcohol, tobacco products, and drugs are prohibited in all City Parks.
8. Pets are not allowed on athletic fields during organized play. Pets are not allowed on synthetic turf fields at any time. Dogs must be leashed, and feces removed from the park.
9. Staff will make the final determination as to the playability of ball fields. The renter will take responsibility for damages caused by playing on wet fields where a "Field Closed" sign is posted. The City of Mercer Island reserves the right to revoke any permits where it deems such action advisable for the best interest of the Division. The user group is responsible for any damages caused to a field by playing in questionable weather: This includes damages done trying to dry out a field, such as digging ditches, raking mud into the fencing, pushing water into the outfield/grass area or applying a drying agent.
10. It is the league/team/organization's responsibility to ensure that all team's coaches, managers, parents, and players understand the regulations and guidelines.

Failure to follow regulations and guidelines may result in additional fees, loss of priority status, and/or cancellation of future field use and access.

Parks/Rental Regulations and Guidelines

Rules Specific to Grass Fields

All of the above General Field Rules shall apply on grass fields, including the following:

1. Bases will provided on ball fields as requested.
2. Baseball fields will receive a fresh drag at the start of the day when games are scheduled.
3. Bases/pitching rubbers may not be moved or removed unless given permission by the City. Failure to comply could result in loss of field use.
4. Throwing, hitting, kicking, and/or climbing on or into cyclone fencing or backstops is prohibited.
5. The user groups are not permitted to perform maintenance duties unless approved in writing by City staff.

Rules Specific to Turf Fields

All of the above General Field Rules shall apply on grass fields, including the following:

1. No food, snacks, drink, or gum (non-breakable bottles containing water only are allowed).
2. No metal or screw in cleats or spikes. Tennis/turf shoes or rubber-molded cleats are the only approved shoes allowed.
3. No fireworks, remote controlled cars, planes, or model rockets.
4. No motorized vehicles, bikes, rollerblades, scooters, or skateboards.
5. No hitting, kicking, or throwing against the fences. Climbing fences is prohibited.
6. No golfing.
7. No pets.
8. No stakes, chairs, tables, canopies, or tents, or portable heaters on the turf.

Use of City of Mercer Island fields/parks is intended solely for the applicant on file and as such cannot be transferred or sublet to any other entity. Failure to comply will result in loss of future field use.

Batting Cages

Regulations and Procedures

1. Only baseball or softball rentals of Island Crest North and South Mercer Play Field #3 will include access to the adjacent batting Cage.
2. When Island Crest North or South Mercer Play Field #3 are not reserved for baseball/softball, batting cages will be available for independent reservation.
3. An online [Field Use Application Form](#) must be completed and submitted a minimum of seven days (7) prior notice.
4. If multiple organizations request to rent the batting cage conflict, the City of Mercer Island will give priority access to organizations that is consistent with the Athletic Facilities Allocation and Use Policy.
5. Use of the batting cages for batting practice purposes only.
6. Subletting between users is not allowed. Subletting will result in immediate revocation of batting cage privileges.
7. Batting cage users are required to obey City of Mercer Island use rules and regulations as outlined within the Mercer Island Athletic Facilities Use Policies. In addition, City, state, county, and federal laws apply.
8. The City of Mercer Island reserves the right to terminate rental agreement at any time.

Facility Rules

1. All park rules and regulations apply.
2. Reservation contract required for access.
3. Use batting cage at your own risk.
4. Only one batter in the cage at a time.
5. Keep the door closed while batting.
6. Wear a helmet while in the batting cage.
7. No metal spikes; turf shoes preferred.
8. Contract holder is responsible for participant safety and use of the facility.
9. Drugs, alcohol, food, sunflower seeds, gum, tobacco, and glass are prohibited.
10. No pets allowed in batting cage facility.
11. All equipment must be removed after each use and doors shut.

Concession Stands

Concession stand access is available at various facilities. For more information about selling concessions or utilizing the concession facility contact rentals@mercerisland.gov. Pursuant to Mercer Island City Code 9.30.090, it is unlawful in any park to solicit or ask for any payment or gift of money or to sell, offer, or solicit for sale any goods, service, or merchandise without the written permission of the director or a concession contract issued by the City.

Facility Rules

1. Concessionaires and all individuals involved in the operation of the concession stand must be in compliance with all State, Federal and City laws, ordinances, regulations and codes.
2. Concessionaire advertising is limited to the concession stand itself and on one professionally produced A-frame board within a 15' radius of the concession stand.
3. Access doors are not to be propped open and must be closed during concession stand use.
4. To help protect the health, safety, and welfare of the citizens of our city, the use and sale of tobacco, or other unapproved nicotine delivery products, is not permitted.
5. The sale of alcohol is prohibited without the prior approval of the Recreation Division.
6. Concessionaire is responsible for cleaning the premises and restoring it to original condition. This includes all trash receptacles to be emptied, all items not property of the City to be removed, all food/drink areas are to be mopped and cleaned.
7. All small rooms, aisles, and exits shall be kept clear of chairs and other obstructions.
8. Fridge and freezer doors to be closed, cleaned, and emptied daily.
9. Concessionaire is responsible to turn off all lights and lock all exterior windows and doors upon exiting the facility.
10. No children under the age of 14 are allowed in the concession stand at any time.

Facility Rental

1. The concession stand rental permit will be issued in concurrence with the field rental.
2. An online [Field Use Application Form](#) must be completed and submitted a minimum of seven days (7) prior notice.
3. All applicants seeking to rent the concession stand will be held to the same standards and fees (refer to the Recreation Division's fee schedule).
4. Application fees for accepted concessionaires are non-refundable.
5. Once the permit application is approved, the City will send notice to the Concessionaire and the Concessionaire must submit the first month's rental fee and a \$250 security and damage deposit fee within 3 business days of the notice being sent.
6. All fees must be paid prior to issuance of the permit and prior to the Concessionaire having access to the facility.
7. Prior to the first use, permitted concessionaires will receive a pin code from City staff to gain access into the concession stand.

Payment and Billing

Individuals - Payment to accompany application at time of submittal.

Tournaments - Balance to be billed after event.

Month Billing - This option is only available for ongoing usage by organizations. Payment must be made by the due date provided in the contract/invoice, as established by the City, and approved by the Recreation Facility Supervisor.

Failure to pay and/or submit a signed contract by established deadlines may result in loss of future field use, priority status, and/or the ability to request additional field space. Payment via check, Visa, or MasterCard are accepted. Users have the opportunity to place a credit card number on file with City for the purpose of automatically paying field use fees. Please e-mail rentals@mercerisland.gov if you have any questions.

Additional Information

For-profit/Commercial Athletic Field Use

Per the state of Washington Constitution, Article 8, Section 7, it is against the law to use public property for monetary gain. Such business/organization conducted for profit is NOT ALLOWED on City of Mercer Island property. The only exception is when there is a written contract in place with the City that allows such business/organization to be legally conducted, all corresponding requirements are met, and the City receives compensation for use of the public property.

Fair Play Act

The City of Mercer Island complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to rentals@mercerisland.gov.

Field Prep Requests

Baseball or Softball Games preps which require field lining and dragging must be requested at least (7) days prior to scheduled date. Additional requests must be submitted at the time of application. All prep work (field preps, lights, etc.) will be billed for unless the City cancels the scheduled event or closes the facility due to weather or unsafe conditions.

Inclement Weather

It is the league/team/organization's responsibility to obtain field closure information. Playability is determined by the City of Mercer Island's Parks Maintenance Division of the Public Works Department. The City of Mercer Island reserves the right to close a field or cancel a rental at any time due to any emergency, severe weather, vandalism, poor playing conditions, situations that may result in field damage or personal injury, or for any other reason deemed necessary.

Ballfield Conditions Hotline: 206-275-7894

Weekdays – Condition line will be updated at 2pm.

Weekends – Condition line will be updated at 8am and if necessary, at 11am, should conditions change.

After the "Ball Field Conditions" line has been updated, field playability is determined by the user group or umpire, for a game.

Storage

Equipment, gear, and any other material must be removed at the conclusion of each booking. Storage may be available at certain locations. These requests may be submitted to the City for review and approval by the Department Director or designee. Unauthorized storage may result in items being removed and discarded by City Staff at the expense of the organization.

Additional Information

Prioritization for User Groups

The primary use of City of Mercer Island athletic fields and recreation areas are for public recreation activities. Priority use of recreational facilities are determined by the following groups:

A. Mercer Island Parks and Recreation and Mercer Island School District (as described in the Interlocal Agreement).

B. Tier One (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have a minimum of 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have a minimum of 75% Mercer Island residents.
3. Non-profit youth and adult non-recreation based organizations that have a minimum of 75% Mercer Island residents.

C. Tier Two (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have less than 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have less than 75% Mercer Island residents.

D. Tier Three (listed in order of priority):

1. For-profit youth organizations.
2. For-profit adult organizations.