



The City of
MAPLE VALLEY
Parks & Recreation

Summit Park Scheduling Packet

Contact Information

Summit Park Address:

Location:

23675 SE Tahoma Way
Maple Valley, WA 98038

Parks & Recreation Office:

Location:

Parks & Recreation
City of Maple Valley
22500 SE 248th Street
Maple Valley, WA 98038

Mailing Address:

PO Box 320
Maple Valley, WA 98038

Phone Number: 425-432-9953

Email Address: summit@maplevalleywa.gov

Website Address: www.maplevalleywa.gov/parks

SUMMIT PARK

Priority Policy for Athletic Fields

The following priority ranking will be used to determine field allocations during **Advance Trimester** scheduling:

Priority Categories are as follows:

- I. City of Maple Valley (co)sponsored event.
- II. Tahoma School District sponsored event.
- III. A) Youth organizations within the City of Maple Valley.
B) Independent youth teams within the City of Maple Valley.
- IV. A) Adult organizations within the City of Maple Valley.
B) Independent adult teams within the City of Maple Valley.
- V. Activities related to local/community events.
- VI. Non-community and commercial activities.

Residency for field use is determined by the percentage of rostered participants that reside within the city limits of Maple Valley. Each organization is responsible for certifying the residency of each participant. Teams comprised of 75% or more Maple Valley residents will be considered “within the City of Maple Valley” Copies of the roster may be requested.

Additional factors for allocation of field use may include, but are not limited to:

- Field usage may be restricted, denied or cancelled based on organization’s past usage (i.e., excessive cancellations, damage, etc.).
- Past field use history and dates of events
- National, regional or state event
- Scheduled games versus practices
- Seasonal activities versus non-seasonal activities
- Impact of use on surrounding neighborhood
- Benefit to the City of Maple Valley

Remaining field space may be allocated under a **Current Trimester** scheduling procedure.

Scheduling Procedures

Athletic Facilities will be scheduled in trimesters. All users requesting rental of athletic fields for games or practices must complete an application for athletic field rental.

Advance Trimester Scheduling:

Users may request athletic fields in advance by adhering to the following schedule. 2 hour minimum per day applies to all advance trimester rentals.

I. **Winter** (*January, February, March, April*)

Requests are accepted October 15 - November 1

Permits will be issued by November 15.

Rental groups must confirm allocated use by November 30.

II. **Spring/Summer** (*May, June, July, August*)

Requests are accepted February 15 - March 1

Permits will be issued by March 15.

Rental groups must confirm allocated use by March 31.

III. **Fall** (*September, October, November, December*)

Requests are accepted June 15 - July 1

Permits will be issued by July 15.

Rental groups must confirm allocated use by July 31.

Exception: *Tournament/Special Event requests must be submitted by November 15; final field allocations will be issued by December 31.*

Current Trimester Scheduling:

Individuals or groups requesting rental of athletic fields during the current Trimester will be handled on a first-come, first-served basis. Reservation requests must be received at least 2 business days prior to rental date.

Tournament/Special Events

Scheduling

Individuals or groups desiring to host a tournament or special event must complete an Application for Summit Field Use.

Tournament/Special Event requests must be submitted by November 15, permits will be issued by December 31. Requests submitted after November 15 will be considered during Current Trimester process.

Once the application is approved, the rental group will have ten (10) business days to pay the rental deposit. If multiple rentals are submitted, the rental deposit shall be rolled over to the next subsequent rental date. The deposit will be applied towards the final field rental fee for all tournament(s) or special events. If a rental is cancelled, an additional rental deposit is required to hold future rental dates.

Cancellations

If a tournament is reserved for more than one (1) day and the second and/or subsequent day(s) are later cancelled, the rental group will be charged \$200.00 per day cancellation fee.

Tournament/Event cancellations made after March 1 will result in forfeiture of field rental deposit.

Rules

In addition to normal Park Rules and other rules governing the use of the Park, the following apply:

- Event Coordinator must submit the following:
 - Tournament Check List at least 7 days before scheduled event.
 - Tournament Game Matrix (dates, times, and fields) no later than 12:00pm Wednesday before scheduled event. \$50.00 late fee may be assessed.
 - These items should be emailed to summit@maplevalleywa.gov or delivered in person to:
Maple Valley Parks & Recreation
22500 SE 248th St
Maple Valley, WA 98038.
- The Parks Department must approve schedules prior to the start of the event.
- Event Coordinator shall be responsible for entry fees, invitations, and all public relations in regards to tournament/special event information.
- Event Coordinator shall provide to the Parks Department news releases, flyers, and layout of equipment.
- Event Coordinator will provide proper supervision throughout scheduled event (i.e., a person designated as "Tournament Director" and other staff) at the park at all times.

General Rules and Regulations

- User groups may not “sub-lease” their field allocation.
- All event signage within the Park must be approved at least ten (10) business days prior to the rental event by the Parks and Recreation Department.
- All admission fees, requests for donations, concessions, and sales of merchandise must be authorized by MVPR. MVPR reserves the right to assess a fee or percent of proceeds.
- To maintain park facilities in the best possible condition, City of Maple Valley reserves the right to limit the amount of play at any time.
- All other rules and regulations regarding park usage must be followed by all users.



City of Maple Valley Park Rules

Please enjoy this park while adhering to the following rules:

Park Hours
Sun - Thur = 7:00am - 9:00pm
Fri - Sat = 7:00am - 10:00pm

*Unless otherwise posted or authorized
by Maple Valley Parks and Recreation*

- ➔ All persons must abide by posted signs.
- ➔ Smoking, including marijuana and the use of electronic smoking devices is prohibited.
- ➔ Pets must be on a leash and under the physical control of their owner at all times, except in designated off leash areas.
- ➔ Pet owners are responsible for prompt clean-up and proper disposal of pet waste in trash receptacles.
- ➔ Overnight camping and open fires are prohibited except as approved by permit.
- ➔ Alcohol is prohibited except as approved by permit.
- ➔ Amplified sound that is plainly audible 50 feet from the source is prohibited.
- ➔ Harm to wildlife, and theft or damage to plants, trees and park structures is prohibited.
- ➔ Discharge of firearms, fireworks, graffiti, and littering is prohibited.
- ➔ Profane, threatening, or abusive language and engaging in disorderly/lewd conduct is prohibited.
- ➔ Engaging in commercial activity is prohibited except as approved by permit.
- ➔ Scheduled use of facilities has priority. To schedule facilities, please call 425-432-9953.



These regulations are enforced in accordance with the Maple Valley Municipal Code.



To volunteer to help maintain or enhance this park, call the Parks Operation Manager at 425-413-6672.



For emergencies or to report illegal activity, call 911.

SUMMIT PARK
23675 SE Tahoma Way

For more information or to report hazardous conditions, contact Parks & Recreation.

425-432-9953

parksrec@maplevalleywa.gov



RULES FOR SYNTHETIC TURF FIELD USE

Scheduled use has priority!

Help prolong the life span of the field by observing the following rules:



NO DOGS OR PETS

No dogs or other animals are allowed on synthetic fields.



NO FOOD, GUM, SEEDS OR TOBACCO PRODUCTS

Lotions, oils, athletic creams or any other substance that can stain are also prohibited.



NO FLAVORED DRINKS

Water in non-breakable containers only!
No soda, juice, sports/energy drinks, coffee.



NO EQUIPMENT WITH SHARP OR NARROW LEGS

Tables, chairs, benches with a sled base are permitted.
No flags, shade structures, tents, stakes, or umbrellas.



NO METAL CLEATS

Tennis/turf shoes or molded cleats only.
Footwear should be clean and free of mud.



VEHICLES OF ANY KIND ARE PROHIBITED

Includes but not limited to autos, bikes, scooters, RC cars, skateboards, planes, drones, or others that use fuel.

Also prohibited on the synthetic turf fields:

Portable heaters, hitting golf balls, altering playing surface in any way, climbing fence, hit/kick/throw balls into fence.

MAPLE VALLEY MUNICIPAL CODE 7.05.035

**For emergencies or to report illegal activity, call 911.
SUMMIT PARK - 23675 SE Tahoma Way**

**To schedule facilities or report hazardous conditions, contact
Parks & Recreation
425-432-9953
parksrec@maplevalleywa.gov**



Athletic Field Rental Rates

	Youth Hourly Fee	Adult Hourly Fee	Tournament Fee	Light Fee	Base Lengths
Summit Park #M1 (Multipurpose)	\$25	\$50	Hourly Rate	\$25	N/A
Summit Park #M2 (Multipurpose)	\$25	\$50	Hourly Rate	\$25	N/A
Summit Park #D1 (Diamond)	\$25 - \$50*	\$50 - \$100*	Hourly Rate	\$25 - \$50	60', 65', 70', 80', 90'
Summit Park #D2 (Diamond)	\$50	\$50	Hourly Rate	\$25	60', 65', 70'
Summit Park #D3 (Diamond)	\$50	\$50	Hourly Rate	\$25	60', 65', 70'
Deposits	<p><u>Advance Reservations</u> = \$500 due within 10 business days of field allocation. If more than one month of advance reservations are made the deposit will roll over to the next month advance reservations for up to a year.</p> <p><u>Tournaments</u> = \$500 deposit is due at time of booking confirmation. Final payment in full is due by noon on Monday following tournament.</p>				
Concessions**	<p>\$100 per day for concession stand use. \$50 per day per vendor for stand-alone concessions.</p>				
Miscellaneous Fees	Additional fees charged, per request of service				

*Field D1 rental may be charged \$50 for youth & \$100 for adult per hour, depending on base length.

Concessions: Sale of concessions at Summit Park requires advance approval. All concessions must meet King County Health Department requirements and appropriate permits must be obtained in advance. **Concessions sale of gum and sunflower seeds prohibited.

All fees are hourly, per field unless otherwise noted.

The City of Maple Valley reserves the right to add additional fees depending on the request for service.

Rates are subject to change.

Payment of Rental Fees

Field Rental Payment:

- Advance Trimester scheduling: A \$500 deposit will be due within 10 business days of field allocation. If more than one month of advance reservations are made the deposit will roll over to the next month advance reservations for up to a year. Advance fees will be charged per use monthly. Monthly payments must be made by the 15th of the month for the prior month (e.g. payment due March 15th for February usage).
- Current Trimester Scheduling: Field rental payments will be due at time of booking for any approved application scheduled during a current Trimester.
- Tournaments/Special Events: \$500 deposit is due at time of booking confirmation. Final payment in full is due by noon on Monday following tournament.

Tournament/Special Event Field Rental Deposit:

Individuals or groups reserving an athletic facility for a tournament/special event will be required to pay a \$500 deposit. This deposit will hold the requested facility for the approved date(s).

Once the application is approved, the rental group will have 10 business days to pay the rental deposit.

If multiple rentals are submitted the rental deposit shall be rolled over to the next subsequent rental date.

The deposit will be applied towards the final field rental fee for all tournaments or special events. If a rental is cancelled, an additional rental deposit is required to hold future rental dates.

Tournament/Special Event cancellations made after March 1 will result in forfeiture of field rental deposit.

Light Rental Guidelines

Light fees are **\$25.00** per hour per field. Generally, light fees will be charged after the following times:

January	4:30pm	May	8:00pm	September	7:00pm
February	5:00pm	June	8:30pm	October	6:00pm
March	6:30pm	July	9:00pm	November	4:30pm
April	7:30pm	August	8:00pm	December	4:00pm

Cancellation Policy

The City of Maple Valley Parks & Recreation reserves the right to cancel any rental at any time. Reasons for cancellation may include, but are not limited to the following:

1. Users group violates the Rules and Regulations.
2. Severe weather and/or conditions in which use could cause excess damage to the facilities or potential injury to participants.
3. Emergency or no notice cancellations instituted by Police, Fire, Park, or other official personnel, wherein the health and/or safety of the participants and/or spectators could be at risk.
4. User groups failing to pay on time rental and/or other fees associated with the use of City of Maple Valley facilities.
5. City sponsored or co-sponsored events.
6. Any unforeseen circumstances.

Field Closure Information

The Summit Park synthetic turf Sport Fields allows for play in most types of weather. It is up to the league's umpires/referees/coaches/league officials to determine if the fields are safe for play under certain weather conditions. The City reserves the right to close the fields due to extreme weather conditions or field maintenance needs.

Individual coaches, players and parents should not call City staff for field closure information. Please call your league/tournament contact.

Refund Policy

100% Refunds

Refunds may be granted on the following conditions:

1. City of Maple Valley Parks & Recreation cancels event due to weather conditions, scheduling error, etc.
2. Cancellations instituted by Police, Fire, or other personnel, wherein the health and/or safety of the participants and/or spectators could be at risk.

50% Refunds

User group cancels approved allocated time prior to 21 calendar days before the scheduled event, will be refunded/charged 50% of rental fee.

0% Refunds

Refunds will not be given for the following conditions:

1. User group who violates the Rules and Regulations.
2. User group cancels event 21 calendar days or less, prior to the scheduled event.
3. Cancellation of a portion of practice, game or tournament/special event by the user group.
4. Cancellation of a portion of practice, game or tournament/special event caused by weather conditions.
5. Unconfirmed schedule changes issued by user group.
6. Failure to provide insurance 7 calendar days prior to field rental.

User groups requesting a cancellation/refund must submit in writing to Maple Valley Parks & Recreation at least 21 calendar days prior to the scheduled use.

Insurance/Liability Coverage

In order to obtain a permit for the use of facilities owned by the City of Maple Valley, it will be necessary to obtain comprehensive general liability insurance coverage.

Obtaining the insurance is the field users' responsibility. A copy of the insurance certificate, with endorsement page, is required 7 days prior to user group using City of Maple Valley Facilities.

User groups may contact any insurance company of their choice, provided minimum requirements are met.

1. The following will be the minimum insurance requirements:
 - Has a minimum limit of **\$1,000,000** for bodily injury and property damage per occurrence.
 - Has a minimum limit of **\$2,000,000** aggregate.
 - Names the City of Maple Valley, its officers, and employees as an additional insured party against any and all liability arising or resulting from your usage or said premises.
 - The name and address for the additional insured must read:
**City of Maple Valley
Parks & Recreation
22500 SE 248th St
Maple Valley, WA 98032**
 - The policy must include the name of the park and the dates of use.
 - All additions to the policy shall be in the form of an endorsement, a copy of which shall be added to the certificate of insurance evidencing proof of coverage.
 - The certificate of insurance for the required policy must be filed in Maple Valley Parks & Recreation Department **7 days** prior to the use of any facility.
2. The user group will be responsible for any and all damage to the City's premises, equipment, and property. If after an activity, additional maintenance is required (in excess of normal cleaning services/time), the user group will be charged accordingly.
3. The user group will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.
4. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
5. The City has the right to revoke any permit(s) issued due to the group causing damage to the field by inappropriate behavior or activities caused by the group's use of the field.

Hours of Operation

The City has established the following Hours of operation for Summit Park:

Sunday – Thursday	7:00am – 9:00pm
Friday – Saturday	7:00am – 10:00pm

Field rentals may begin as early as 9:00am. Program, events, and activities must be done and the park vacated by the posted closing time.

Miscellaneous

The City of Maple Valley complies with the State of Washington’s “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, effective July 26, 2009) that prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletic programs.

All youth teams/groups shall submit a signed statement of compliance verifying all coaches, athletes and their parent/guardian have complied with the mandated policies for the **Management of Concussions and Head Injuries** as prescribed by HB 1824-Z. Lystedt law and **Sudden Cardiac Arrest Awareness** as prescribed by State Bill-5083, section 3.