

3.03 FACILITY AND FIELD USE

3.03.01 Policy

The South Whidbey Parks and Recreation District (SWPRD) Facility and Field use policy fundamentally attempts to accommodate all users and user group needs and requests, balanced with maintaining fields in usable and safe condition. If a scheduling conflict is discovered, the SWPRD Staff will coordinate with those involved in an attempt to resolve the issue to the satisfaction of all parties.

3.03.02 Annual Calendar

An annual calendar will be developed in periodic meetings between the SWPRD Staff and major User Groups. At minimum SWPRD will strive to maintain the following field spaces open:

1. Baseball (60' base-paths) – March 1st to November 1st one field.
2. Softball - March 1st to November 1st one field.
3. Baseball (greater than 65' base-paths) – March 1st to November 1st one field.
4. Open Field Sports – for the full year one full size field and one youth size field.

NOTE 1: There may be situations during these periods where specific fields will be modified to accommodate User groups or special events and may not be available for the above detailed usage.

NOTE 2: It is incumbent upon all User groups and individual users to take actions to prevent excessive wear and tear to fields and facilities from any one event or program. SWPRD Staff will coordinate with leaders of major User groups to ensure rotation of activity and other steps are consistently taken to maintain fields and facilities in the best possible condition.

NOTE 3: If extraordinary circumstances will impact the ability to maintain minimum fields open per the schedule shown above, SWPRD Staff will notify all effected user groups and the SWPRD Board of Commissioners the same day as the incident.

3.03.03 Reserving Fields and Facilities for Use

Requests to reserve fields and facilities are made using a "Facility and Field Request" form available on the SWPRD Website (www.swparks.org) or from the SWPRD Staff Office.

Reservation requests will be taken at any time. When a reservation request is received, the SWPRD Staff will provide an expected response date for the request. Normally the window for consideration of requests is based on the preparation of the seasonal Park District Activity Guides.

If SWPRD Staff feels that SWPRD facilities and/or fields are unable to accommodate any reservation, and the need for the facility or field will fall before the next scheduled SWPRD Board meeting, SWPRD Staff will notify the User group and the SWPRD Board of Commissioners on the same day the reservation is rejected. If the requested usage dates fall after the next scheduled meeting of the Parks Board, the SWPRD Staff will report on this and any other reservations unable to be accommodated within the park to the Board at that meeting.

Cancellation of any reservation request must be made in person, by phone, or in writing to the SWPRD staff.

NOTE 1: SWPRD staff may request a formal planning meeting with a User group if a reservation request involves a large number (>50) of users or in other special circumstances.

NOTE 2: User groups with significant annual usage needs must complete a written agreement with SWPRD. These groups include but are not limited to:

1. South Whidbey Youth Soccer Club
2. South Whidbey Little League
3. South Whidbey Youth Football
4. South Whidbey School District

3.03.04 Facility and Field Use Priority

Due to limited numbers of Facilities and Fields the District will employ the following priority for facility and field usage. First priority will go to SWPRD Programming, followed by South Whidbey School District Programs based on a shared use agreement with that District, followed by other resident and non-resident groups and individuals as listed.

1. SWPRD Programs
2. South Whidbey School District Programs
3. Resident Youth Sports Association
4. Resident Not-For-Profit Organization
5. Resident Individual Application
6. Resident For-Profit Organization
7. Non-resident Youth Sports Association
8. Non-resident Not-For-Profit Organization
9. Non-resident Individual Application
10. Non-resident For-Profit Organization