

# CITY OF LYNNWOOD

## Parks & Recreation Tournament Rental Packet



City of Lynnwood Parks, Recreation & Cultural Arts  
18900 44<sup>th</sup> Ave W. Lynnwood, WA. 98036  
[www.PlayLynnwood.com](http://www.PlayLynnwood.com)

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# Welcome

Thank you for your interest in running a tournament at the newly renovated Meadowdale Athletic Complex. Within this packet you will find the necessary documents to request a tournament. If you have further questions after reviewing this packet, please contact Travis Hutchins, Athletic Coordinator for the Lynnwood Parks, Recreation and Cultural Arts Department.

## **Meadowdale Athletic Complex Information:**

The complex was originally developed in 1985, on property owned by the Edmonds School District. The City of Lynnwood manages the day to day operations and shares the use of the facility with the City of Edmonds and the Edmonds School District. The complex was newly renovated in the Summer/Fall of 2017 and now includes (3) softball/baseball fields with synthetic infields, as well as (2) full synthetic multi-purpose soccer/lacrosse/football/rugby fields. The two multi-purpose fields can be converted into two additional girls fast-pitch or boys (12 and under) baseball fields. For select tournaments, converting those 2 fields will allow for 5 fields to be available for play.

## **Priority Scheduling for the Athletic Complex:**

- Lynnwood Parks, Recreation and Cultural Arts activities shall have scheduling priority of facilities owned and operated by City of Lynnwood.
- Historical Offerings: We will try to honor dates requested from the previous year with exceptions of cancellations, State, Regional or National Tournament bid approvals and confirmation from sanctioning associations.
- The number of tournament requests' that are turned in during the month of October (tournament request deadline) will also play a deciding factor if all requests from the previous year can be honored.
- We will diversify the use between youth and adults, as well as male & female.

# Tournament Request Checklist

- Applicants must be at least 21 years of age to request and sign permits.
- Facility requests need to be received by the Recreation Coordinator by the end of October to be considered for the initial allocation of weekends.
- Permits will be finalized and sent out by November 24<sup>th</sup> (if possible).
- All remaining dates will be available on a first come basis.
- Facility applicants must submit a completed Tournament Request Application listing each specific tournament, along with a \$250.00 non-refundable deposit to hold each weekend. If multiple rentals are submitted, the rental deposit can be rolled over to the next subsequent tournament. The deposit will then be applied to the last tournament rental of the season.
- Each person or organization requesting fields will receive a permit from Lynnwood Parks and Recreation confirming their tournament dates based off their request. Once the permit is sent, a signed copy must be returned to the Recreation Coordinator and will be placed on file.

# Rental Fees

The following fees will be in effect for 2020.

## **Weekend Tournament Rental Fees @ Meadowdale Playfields:**

Multi-Purpose Fields 1 & 2	\$50.00/hr/field
Softball Fields 3 – 5	\$35.00/hr/field
Lights	*INCLUDED

## **Light Rental Chart**

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

\*This chart is used as a guideline to estimate time of natural sun light. Field fees will be charged on a per hour basis, with increments of .5 hours

## **Rental Deposits:**

A \$250.00 non-refundable deposit will be required of applicant when turning in request. If a rental is cancelled, that deposit will be used as a cancellation fee, and an additional deposit will be required to hold any future tournament dates. Deposits can be made with cash, credit or check.

## **Final Invoice**

A final invoice with all applicable fees will be emailed to the Tournament Applicant the Monday following the tournament. Payments must be made no later than 10 days following your assigned weekend.

### **100% Refunds**

Up to 100% of un-obligated portion of fees will be returned under the following conditions:

- Lynnwood P & R cancels event due to weather conditions, or scheduling error.
- Any cancellations instituted by Police, Fire, and or other emergency personnel, wherein the health and or safety of the participants and or spectators may be at risk.

### **No (0%) Refunds**

Refunds will not be given under the following conditions:

- Any User group who violates Rules & Regulations of the complex.
- Any User group who cancels their tournament due to lack of teams or scheduling conflicts.

# Tournament Schedules

Tournament schedules are due in the Lynnwood Parks & Recreation office no later than 12pm (Noon) on the Wednesday prior to the scheduled tournament. Schedules may be faxed, emailed or brought in person to The Lynnwood Recreation Center.

- Email to Travis Hutchins at: [thutchins@lynnwoodwa.gov](mailto:thutchins@lynnwoodwa.gov) (preferred method)
- Fax (Attn: Travis Hutchins) to 425.771.1363
- Lynnwood Recreation Center: 18900 44<sup>th</sup> Ave W. Lynnwood WA 98036

## **Saturday/Sunday Start Times**

Tournament Directors are encouraged to start their first games at 9am. Games may start at 8am with the approval of the Recreation Coordinator. All games must be finished no later than 10:15pm, since the field lights are on an automatic shut-off.

## **Maintenance / Field Dimension Requests**

All maintenance and special playing field dimension requirements, will be maintained by the Lynnwood Parks Staff in accordance with pre-arranged schedule submitted by the user on their application, and approved by the Recreation Coordinator.

No maintenance or field prep of any kind may be performed by anyone other than Parks & Recreation Personnel.

## **Playing in Inclement Weather**

If it should rain the day(s) of your tournament, the decision on whether the fields are playable will be based on input from the Tournament Director, Umpires, Parks Staff and/or Recreation Coordinator. The Parks Staff and/or Recreation Coordinator will have the final say regarding field usage. Under NO circumstances are you allowed to set-up bases on the outfield or grass areas. Failure to comply with Department Staff decisions may result in that tournament not being renewed the following year.

## **Sanction Requirements**

All softball/baseball tournament rentals must be sanctioned by a recognized state or national sports association (i.e. USSSA, ASA, NSA, CSSA, etc.) and use sanctioned umpires. Exceptions may be granted only by the Recreation Coordinator in Athletics. A letter of explanation requesting the exception must be turned in when the Tournament Application is submitted.

## **Liability Insurance**

All organizations must provide with their use request, proof of insurance, which covers their full period of use. The insurance must provide a general liability policy of minimum coverage of \$1,000,000. This policy also must name the City of Lynnwood as additionally insured.

## **Batting/Fielding Warm-up Areas**

There are limited batting and fielding warm-up areas which are available based on the game schedules. Teams may warm-up from the outfield foul lines, but they are asked to move the batting area around so that areas of the turf do not wear on use. Tournament Directors are expected to include this policy in their written rules to all teams and are required to assist Parks Staff in the enforcement.

## **Banners**

Banners can be hung on the field fences for their specific tournaments. Alternate locations to hang banners must have City of Lynnwood's approval prior to the tournament.

## **Souvenir and other Commercial Sales**

It is prohibited by State Law and County ordinances to use a public facility for commercial purposes without the advance approval of the Director or designee.

# Facility Rental Rules & Regulations

The facilities being used have been developed by the City of Lynnwood (add partners) for the residents of this community. To provide for the safety of the participants and to assure proper use of the facility, we ask that you and your group adhere to the rules and regulations listed.

1. No food or beverages permitted on fields or in gym. Only water is permitted.
2. Applicants must report any damage to the facilities to City of Lynnwood staff.
3. Organizations/Users will be held financially responsible for damage or vandalism during their scheduled activities.
4. Facility users must stay within their permitted facility use time. Any user that is found to exceed their rental time, will be charged for that time.
5. Organizations must use the facilities in the activity that they requested. Any different activity other than what was requested will need to have written authorization.
6. Consumption or possession of alcoholic beverages or the appearance of an intoxicated state is strictly prohibited.
7. City facilities are on School District property. No alcohol, drugs, smoking, vaping, tobacco products or weapons allowed on premises.
8. The following items are not allowed on the fields: metal cleats, gum, chairs, glass, sharp objects, flammable liquids, golfing, fireworks and stakes.
9. Pets are not allowed on any playing fields/gyms except service animals. Leashed pets are permitted on walking trail. Please clean up after your pets.
10. Absolutely no vehicle access beyond marked parking areas. Supplies must be carried to fields/gym. Overflow parking can be used at the Elementary and Middle School lots adjacent to the complex. No overnight RV Parking on School District property.
11. Field use by youths must always be under adult supervision . The Applicant is responsible for the conduct of participants and spectators. Profane language or other objectionable behavior is not permitted.

12. At the conclusion of the last scheduled activity, the site is to be vacated within 15 minutes.
13. The City is not responsible for accidents, injuries or loss of property.
14. The misuse of City Facilities or failure to conform to these regulations will be sufficient reason for denying future requests.
15. Only permitted facilities are to be utilized.
16. No warm-up play is permitted outside of the field area. Kicking balls or hitting balls into any fences, or climbing on fences is strictly prohibited.
17. Facility users must be prepared to present a Facility Use Permit to a City staff if asked. If a User cannot produce the requested documents, they will be asked to vacate the facility. It is the Applicants responsibility to provide a copy of these documents to their field users.
18. All rules and regulations related to the Edmonds School District shall apply to all City Facilities located on school property.
19. The Lynnwood Parks & Recreation Department reserves the right to cancel any Facility Rental Permit for just cause or to amend the rules and regulation regarding use of City facilities.
20. Facility Users must comply with all Facility Use Rules & Regulations, and Lynnwood Municipal Code regulations.

# Facility Driving Directions

## **Meadowdale Athletic Complex**

16700 66<sup>th</sup> Ave W  
Lynnwood, WA 98037

**From Everett:** I-5, Exit #183 (164th Street SW), turn right (W). 164th becomes 44th Ave W. Turn right (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. Turn right on 66th Ave W. The athletic complex is on the left.

**From Seattle:** I-5, exit #181A (44th Ave W). Turn left (N) onto 44th Ave W. Turn left (W) onto 168th, cross Hwy 99. Continue west on 168th, past Beverly Elementary and Meadowdale High. Turn right at the “Y”. Turn right on 66th Ave W. The athletic complex is on the left.

**2020 SOFTBALL TOURNAMENT REQUEST FORM**

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**TOURNAMENT 1**

Tournament Name \_\_\_\_\_ Approx. No. of Teams \_\_\_\_\_

Format \_\_\_\_\_

Classification Men \_\_\_\_\_ Women \_\_\_\_\_ Co-Ed \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Ages (youth) \_\_\_\_\_

Sanctioning Body NSA \_\_\_\_\_ ASA \_\_\_\_\_ USSSA \_\_\_\_\_ Ability Level \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_

Meadowdale Fields: Multi-Purpose {Mead #1 Mead #2} Softball/Baseball {Mead #3 Mead #4 Mead #5}

Comments \_\_\_\_\_

**TOURNAMENT 2**

Tournament Name \_\_\_\_\_ Approx. No. of Teams \_\_\_\_\_

Format \_\_\_\_\_

Classification Men \_\_\_\_\_ Women \_\_\_\_\_ Co-Ed \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Ages (youth) \_\_\_\_\_

Sanctioning Body NSA \_\_\_\_\_ ASA \_\_\_\_\_ USSSA \_\_\_\_\_ Ability Level \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_

Meadowdale Fields: Multi-Purpose {Mead #1 Mead #2} Softball/Baseball {Mead #3 Mead #4 Mead #5}

Comments \_\_\_\_\_

**TOURNAMENT 3**

Tournament Name \_\_\_\_\_ Approx. No. of Teams \_\_\_\_\_

Format \_\_\_\_\_

Classification Men \_\_\_\_\_ Women \_\_\_\_\_ Co-Ed \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Ages (youth) \_\_\_\_\_

Sanctioning Body NSA \_\_\_\_\_ ASA \_\_\_\_\_ USSSA \_\_\_\_\_ Ability Level \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_

Meadowdale Fields: Multi-Purpose {Mead #1 Mead #2} Softball/Baseball {Mead #3 Mead #4 Mead #5}

Comments \_\_\_\_\_

Total Deposit Enclosed **\$ 250.00**

Signatures(s) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_