

CITY OF LYNNWOOD

Tournament Rental Guide



City of Lynnwood Parks, Recreation & Cultural Arts
18900 44th Ave W. Lynnwood, WA, 98036
www.LynnwoodWA.gov/Community/Play-Lynnwood

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Welcome

Thank you for your interest in running a tournament at Meadowdale Athletic Complex!

In this packet you will find the necessary information and resources about hosting a tournament at our facility. If you have further questions after reviewing this packet, please contact us at Lynnwood_Rec@LynnwoodWA.gov

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 Edmonds School District. The complex was renovated in 2017 and includes three (3) softball/baseball fields, as well as two (2) 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 two fields will allow for five fields to be available for play.

Facility Features

- Three (3) lighted softball/baseball fields with turf infield and natural grass outfields
- Two (2) lighted multi-purpose turf fields with lines for soccer, lacrosse, baseball/softball
- Concessions Building - open and fully operational during tournaments
- Restrooms
- Onsite Parking Lot and two (2) overflow lots

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 prior year cancellation, poor registration, 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 November, 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 November 16th to be considered for the initial allocation of weekends.
- Permits will be finalized and sent out by December 10th.
- 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 valid credit card on file that can be charged after booking.
- 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 Athletics Coordinator and will be placed on file.
- In order to receive a tournament rates, reservations must include a minimum of five hours of continuous play.

Rental Fees

The following fees will be in effect for 2026.

Weekend Tournament Rental Fees @ Meadowdale Playfields:

Multi-Purpose Fields 1 & 2	\$60.00/hr/field <i>or</i> \$42.00/hr/field**
Softball Fields 3 – 5	\$42.00/hr/field
Temporary Fencing	\$50.00/day/ field
Lights	\$25.00/hr/field

**Tournaments using the multi-purpose fields for softball or baseball will be billed at the same rate as fields #3–5

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 the time of natural sunlight. Light fees will be charged on a per hour basis (\$25/hr), in increments of 0.5 hours.

Final Invoice

All tournaments require a credit card to remain on file. The final invoice, with all applicable fees, will be charged to the credit card on file the Tuesday following the tournament.

Tournament Cancellations

- 60–45 days prior to the rental date(s): No penalty.
- 44–30 days prior: A fee of \$100 per field, per day will be charged to the credit card on file.
- Less than 30 days' notice: The minimum tournament fee of five hours per field, per day will be charged.

Additionally:

- Any unused fields will incur a fee of \$100 per day.
- If fewer than five hours of play are scheduled, the hourly rate will apply for the time used on the field.
 - Exception: Due to the later start time, Saturday bookings on Field 1 under five hours are exempt from this policy.

100% Refunds

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

- Lynnwood Parks, Recreation and Cultural Arts Department 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
- Any cancellations prior to 45 days of the date specified on the rental agreement

No (0%) Refunds

Refunds will not be given under the following conditions:

- Any user group who violates Rules & Regulations of the complex.

Tournament Hosting Information

Tournament Schedules

Tournament schedules are due in the Lynnwood Parks & Recreation office no later than 12:00pm (noon) on the Wednesday of the week prior to the event (10 days prior).

Schedules may be faxed, emailed or brought in person to the Lynnwood Recreation Center.

Tournament Directors needing more time to submit their schedule must email the Athletics Coordinator to receive an exception. At the latest schedules must be submitted the Monday prior.

- Email to Athletic Coordinator
- Fax (Attn: Recreation Coordinator) to 425.771.1363 Lynnwood Recreation Center
- Deliver: 18900 44th Ave W. Lynnwood WA 98036

Saturday/Sunday Start Times

Tournament Directors are encouraged to start their first games at 9:00am. Games may start at 8:00am with the approval of the Athletics 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 Athletics Coordinator. The Parks Staff and/or Athletics 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, USA Softball, NSA, CSSA, etc.) and use sanctioned umpires.

Exceptions may be granted only by the Athletics Coordinator. 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 in the outfield foul lines between Fields 3-5, but 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 and are required to assist Parks Staff in the enforcement. Adult softball teams are not to use multipurpose fields 1 and 2 for batting practice (regardless if they're open).

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.

No food or drinks are allowed to be sold at Meadowdale Playfields. There is a privately run concession stand, who are contracted to be open on tournament weekends.

Facility Rental Rules & Regulations

The facilities being used have been developed by the City of Lynnwood (and 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 following rules and regulations.

1. No food or beverages permitted on fields or in gym. Only water is permitted.
2. Applicants must report to City of Lynnwood staff any damage caused to the facilities.
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 manner/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 synthetic fields: metal cleats, gum, sunflower seeds, 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 the walking trail only. Please clean up after your pets.
10. Absolutely no vehicle access beyond marked parking areas. Supplies must be carried to fields. Overflow parking can be used at the Elementary and Middle School lots 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 cleaned & vacated within 15 minutes.

13. The City is not responsible for accidents, injuries or loss of property. There is a lost and found for items lost/left during your weekend, in the field office.

14. The misuse of City Facilities or failure to conform to these regulations will be sufficient reason for denying/losing 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.

CITY OF MEADOWDALE
PARKS AND RECREATION DEPARTMENT



Welcome to Lynnwood Parks.
Please observe the following rules.

PARKS ARE OPEN DAWN TO DUSK

Unless Otherwise Posted

Pets must be on a leash and feces collected and deposited in appropriate receptacle.

Unscheduled team play and pets are not permitted on athletic fields at Meadowdale Playfields.

The Following are Prohibited:

Possession or use of alcoholic beverages or drugs

Possession or use of fireworks

Possession or use of firearms

Unauthorized sale of merchandise, food or services

Any use of tobacco products

Destruction or removal of park property and vegetation

Motorized vehicles in non-designated parking areas

Any fire within a public park except for the purpose of cooking on a provided grill

Dumping or disposal of personal trash or home debris

Misconduct or unnecessary roughness

Golfing other than at approved facility

Livestock or other hooved animals

Overnight camping

Soliciting



Violation of any of the above is a misdemeanor and will be enforced by citation or arrest.

THANK YOU FOR YOUR COOPERATION

Facility Driving Directions

Meadowdale Athletic Complex

16700 66th 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.



AVAILABLE LODGING

- 1,600+ available hotel rooms
- Rates 40% less than downtown Seattle

View all available lodging at ExploreLynnwood.com/Hotels

	LOCATION	FREE BREAKFAST	FREE PARKING	PHONE
	4117 196th St SW			(425) 775-8030
	19332 36th Ave W			(425) 775-7600
	4220 Alderwood Mall Blvd			(425) 670-0500
	206100 44th Ave W			(425) 775-2500
	3021 196th St SW			(425) 670-2520
	2515 196th St SW			(425) 672-1234
	3801 Alderwood Mall Blvd			(425) 320-5905
	2515 196th St SW			(425) 672-1234
	18123 Alderwood Mall Pkwy			(425) 560-8943
	4300 Alderwood Mall Blvd			(425) 775-7447
	18200 Alderwood Mall Pkwy			(425) 771-1100

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1-800-662-2044 | info@ExploreLynnwood.com
ExploreLynnwood.com |   [@explorelynnwood](https://www.instagram.com/explorelynnwood)





THINGS TO DO IN AND AROUND LYNNWOOD

We're your ideal home base for city excursions, outdoor recreation, wine tasting, casinos, shopping, and so much more. Stroll and shop at the 1.3 million square foot Alderwood Mall. Taste international flavors. Hike a mountain trail. Do it all in, near, and from Lynnwood. At the vibrant heart of it all.

Check out some of our top things to do and visit ExploreLynnwood.com to find more attractions!

SHOPPING:

Alderwood Mall
3000 184 St SW
(425) 778-7675

AVIATION ATTRACTIONS:

Boeing Future of Flight and Factory Tour
8415 Paine Field Blvd, Mukilteo, WA
(800) 464-1476

Flying Heritage & Combat Armor Museum

3407 109th St SW, Everett, WA
(877) 342-3404

GOLFING:

Lynnwood Golf Course
20200 68th Avenue W
(425) 672-4653

ESCAPE ROOMS:

KryptoScape
19031 33rd Ave W (425)
324-3999

Escapology

18602 Alderwood Mall Pkwy
(425) 775-4581

GREAT OUTDOORS:

Meadowdale Beach Park / Lund's Gulch
6026 156th St SW

Puget Sound Express Whale Watching
459 Admiral Way, Edmonds, WA
(360) 385-5288

High Trek Adventures
11928 Beverly Park Rd, Everett, WA
(425) 382-2066

ENTERTAINMENT:

Dave & Buster's
18606 Alderwood Mall Pkwy
(425) 412-9250

Back 9 Parlor
3105 Alderwood Mall Blvd
(425) 582-9813

Lynnwood Bowl & Skate
6210 200th St SW
(425) 887-3133

Edmonds Center for the Arts
410 4th Ave N, Edmonds, WA
(425) 275-9595



ExploreLynnwood.com





GROUP FRIENDLY DINING

Lynnwood is host to an exploding foodie scene, with more than enough unique restaurants and diverse dining experiences to keep you full and happy for days. Enjoy our culinary wonderland and find many restaurants perfectly suited for large groups and teams. Find more at: ExploreLynnwood.com/Restaurants

Avanti Pizza & Pasta

16715 52nd Ave W
(425) 742-7575

Fogo de Chão

18602 Alderwood Mall Pkwy
(425) 539-0444

PF Chang's

3000 184th St SW
(425) 921-2100

B3 Breakfast & Burger Bar

4027 196th St SW
(425) 672-3666

Fuji Teppanyaki & Sushi

5621 196th ST SW
(425) 361-7574

Pier 88 Boiling Seafood & Bar

3015 184th ST SW
(425) 678-8516

Baekjeong

3000 184th St SW
(425) 490-6328

Indigo Kitchen

2902 164th St SW
(425) 741-8770

Royal India

7531 196th ST SW
(425) 967-3636

The Blazing Onion

3000 184th St SW
(425) 640-9100

The Keg Steakhouse & Bar

18110 Alderwood Mall Pkwy
(425) 778-0900

Silver Spoon Thai Restaurant & Bar

3828 196th ST SW
(425) 967-3255

Happy Lamb Hot Pot

18602 Alderwood Mall Pkwy
(425) 361-1529

Kona Kitchen

3805 196th St SW
(425) 578-5662

Sparta's Pizza & Pasta House

17630 Hwy 99
(425) 745-1880

Chops

3411 184th ST SW
(425) 582-8377

Moonsun India Grill

3101 184th St SW
(425) 361-7327

TK Noodle Café

3101 184th ST SW
(425) 678-8836

Dave & Buster's

18606 Alderwood Mall Pkwy
(425) 412-9250

Moonshine BBQ

4911 196th St SW
(425) 672-9592

Zeek's Pizza

4309 196th St SW
(425) 673-7738

Tokuni

19888 40th Avenue W
(425) 242-2828

Sumo Sushi

19428 Highway 99
(425) 510-3107

The Cheesecake Factory

3000 184th St SW
(425) 412-1376

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