

# CITY OF LYNNWOOD

## Facility Rental Guide



City of Lynnwood Parks, Recreation & Cultural Arts  
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# Rental Application Checklist

- Submit a completed and signed Field or Gym Rental Application Form (found online). Forms will automatically be emailed to Athletic Coordinator for review. Separate forms are required for each activity type.
- Requests must be submitted no later than the dates listed on the Seasonal Permit Request Date schedule (pg 7). Any request submitted after the application window will be approved based on availability.
- Any League/Organization/Renter requesting a facility must be in good financial standings with the City of Lynnwood.
- Scheduling of Lynnwood's facilities will be governed by the rental policy and procedures.
- Once the permit is issued, payment and proof of insurance must be on file and completed before a group's first scheduled use can occur. Permits will be issued through email.
- Final confirmation of use is given when the City has received payment, insurance (if required) has been received and a permit has been sent to the applicant.

# Facility Rental Rules & Regulations

The facilities being used have been developed by the City of Lynnwood, City of Edmonds, Edmonds School District, State of Washington, Snohomish County and Snohomish County Tourism Promotion Area for the residents of this community. To provide for the safety of the participants and to ensure proper use of the facility, we ask that you and your group adhere to the rules and regulations listed below.

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.
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 Edmonds 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, chairs, glass, sharp objects, flammable liquids, golfing, fireworks or stakes.
9. Pets are not allowed on any playing fields/gyms. 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.

11. Field use by youths must be under adult supervision at all times. 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 applicant's responsibility to provide a copy of these documents to their field users. Coaches should also be provided a copy of these facility rules.
18. A league schedule does not substitute for a City of Lynnwood Facility Use Permit.
19. All rules and regulations related to the Edmonds School District shall apply to all City facilities located on school property.
20. 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.
21. Facility users must comply with all Facility Use Rules & Regulations and Lynnwood Municipal Code regulations.

# Facility Driving Directions

## **Cedar Valley Community School**

19200 56th Ave W  
Lynnwood, WA 98036  
(425) 431-7390

**From Everett:** I-5 Southbound, exit #181 (Lynnwood), following signs to the west onto 196th. Continue west on 196th. Turn right (N) onto 58th Ave W.(light) (Bank of America on corner). At end of road, turn right to the school. Park anywhere in the lot directly to the west of the school.

**From Seattle:** I-5 Northbound, exit #181A (44th Ave W), turn left (N), turn left (W) onto 196th Street SW. Continue west on 196th. Turn right (N) onto 58th Ave W (light) (Bank of America on corner). At end of road, turn right to the school. Park anywhere in the lot directly to the west of the school.

## **Meadowdale Middle School**

6500 168<sup>th</sup> Street SW  
Lynnwood, WA 98037  
(425) 431-7707

**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”. The school 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”. The school is on the left.

## **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.

# MEADOWDALE PERMIT REQUEST

## SEASONAL DATES

FALL	WINTER	SPRING - SUMMER
<ul style="list-style-type: none"><li>• <b>8/1 - 11/30</b></li><li>• Applications accepted 6/1 through 6/15</li></ul>	<ul style="list-style-type: none"><li>• <b>12/1 - 2/29</b></li><li>• Applications accepted 10/1 through 10/15</li></ul>	<ul style="list-style-type: none"><li>• <b>3/1 - 7/31</b></li><li>• Applications accepted 1/2 through 1/16</li></ul>

Tournament Applications will be accepted from November 1-November 16 each year.

# GYM PERMIT REQUEST

## SEASONAL DATES

FALL - WINTER	SPRING - SUMMER
<ul style="list-style-type: none"><li>• <b>10/1 - 3/31</b></li><li>• Applications accepted 8/1 through 8/15</li></ul>	<ul style="list-style-type: none"><li>• <b>4/1 - 9/30</b></li><li>• Applications accepted 2/1 through 2/16</li></ul>

# 2023 Facility Rental Fees

Activity	Adults (Per Hour)	Youth (Per Hour)	Tournaments (Per Hour)
Meadowdale Softball Fields with Synthetic Infields (M3, M4, M5)	\$46/\$40*	\$36/\$30*	\$35.00
Meadowdale Synthetic Multi-Purpose Fields (M1 & M2)	\$56/\$50*	\$46/\$40*	\$50.00
Meadowdale Middle/ Cedar Valley Gym (Full)	\$56/\$50*	\$46/\$40*	n/a
Meadowdale Middle Auxiliary Gym	\$36/\$30*	\$31/\$25*	n/a
Lights* (per hr & per field)	\$25.00	\$25.00	*Included
<b>\$30.00 Permit Fee</b>			

## 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.



# Cancellations and Refunds

## **1-Day Rental -**

Cancellation notice: If a one-time rental is canceled prior to five (5) calendar days of the date specified in the rental agreement, there will be no penalty. If a rental is canceled within five (5) calendar days of the date specified in the rental agreement, there will be no refund and the credit card on file will be charged for the booking.

## **Long-Term Booking/Seasonal Booking -**

Cancellation notice: If a day scheduled as part of a long-term/seasonal booking is canceled prior to five (5) calendar days of the date specified in the rental agreement, there will be no penalty. If a long-term/seasonal booking is canceled within five (5) calendar days of the date specified in the rental agreement, there will be no refund and the credit card on file will be charged for the booking.

## **Rules & Policy Reminders**

- Renters can show up 15 minutes prior to their booking to prep field or allow for warming up;
- No Show: Rental bookings longer than 2 hours will be considered a “no show” after 30 minutes of waiting and no refund will be issued. Rental bookings less than 2 hours will have 15 minutes to show up after 15 minutes its considered a “no show” and the rental will be canceled with no refund issued;
- To dispute a booking time, you must email [kjackson@lynwoodwa.gov](mailto:kjackson@lynwoodwa.gov) (Subject: Dispute) and state the reason for the time you would like to dispute.