

CITY OF LYNNWOOD

Parks & Recreation Tournament Rental Packet



[City of Lynnwood Parks, Recreation & Cultural Arts](#)

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Table of Contents

| | |
|--|-----|
| Welcome..... | 3 |
| Tournament Request Checklist..... | 4 |
| Rental Fees..... | 5 |
| Tournament Schedules..... | 6-7 |
| Facility Rental Rules and Regulations..... | 8-9 |
| Facility Driving Directions..... | 10 |
| Softball Tournament Request Form..... | 11 |

Welcome

Thank you for your interest in running a tournament at Meadowdale Athletic Complex. In this packet you will find the necessary information and documents to request a tournament. If you have further questions after reviewing this packet, please contact Kynlyn Jackson, 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 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 15 to be considered for the initial allocation of weekends.
- ☐ Permits will be finalized and sent out by November 30th. (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 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 Recreation Coordinator and will be placed on file.
- ☐ A tournament is considered to be more than 5 hours of consecutive rental time on one or more fields.

Rental Fees

The following fees will be in effect for 2024.

Weekend Tournament Rental Fees @ Meadowdale Playfields:

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

Final Invoice

All tournaments will 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

If a tournament is canceled prior to fourteen (14) calendar days of the date(s) specified on the rental agreement, there will be no penalty. If a tournament is canceled within fourteen (14) calendar days of the date(s) specified in the rental agreement, the credit card on file will be charged \$100.00 per field for a one-day rental and \$200.00 per field for a two-day rental. Shortening a two-day tournament into a one-day tournament within fourteen (14) calendar days of the dates specified in the rental agreement will result in the credit card on file being charged \$100.00 per field.

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 14 calendar days of the date specified on the rental agreement. (See above)

No (0%) Refunds

Refunds will not be given under the following conditions:

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

Tournament Schedules

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

- Email to Kynlyn Jackson at: Lynnwood_Rec@lynnwoodwa.gov (preferred method)
- Fax (Attn: Kynlyn Jackson) to 425.771.1363
- Lynnwood Recreation Center: 18900 44th 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 in the outfield foul lines between M3-M5, 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.

Parking

There will be no vehicles, trailers or campers allowed to be parked at any time on sidewalks or next to buildings. In addition there is no parking allowed on lawns, sidewalks, next to buildings, in front of dumpsters, or in restricted emergency vehicle lanes. Please help do your part in helping with this issue or you may forfeit your priority booking date for the following year. Due to increased activity at the complex on the weekends, there are extra patrols and ticketing being done by the City of Lynnwood's Police Department.

Emergencies

In the event of an emergency call first-responders at 911. If you are trained in AED please utilize the public device that is placed on the NE corner of the building across from field 5 in between the concession stand and restrooms.

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 walking trail only. 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 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.

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.

2024 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 _____

Signatures(s) _____ Date _____

Print Name _____