

**CITY OF WEST RICHLAND  
RESOLUTION NO. 1-19**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,  
ADOPTING UPDATED POLICIES FOR SCHEDULED USE OF ATHLETIC  
FIELDS AND PARK RESERVATIONS AND REPEALING RESOLUTION 9V15**

**WHEREAS**, the City of West Richland has a parks and trails system with many amenities including facilities and athletic fields; and

**WHEREAS**, the City provides the opportunity for individuals, group and sports teams and leagues to reserve use of certain facilities and fields; and

**WHEREAS**, the City wants to ensure equitable and reasonable use of the facilities and fields; and

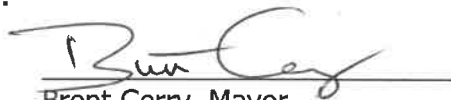
**WHEREAS**, the updated policies include corrected closure information, updates to block time reservations from increments of one hour to increments of 3 minutes and includes an updated bounce house policy;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON, DO RESOLVE AS FOLLOWS:**


**Section 1.** The West Richland City Council hereby adopts a City of West Richland Policy for Scheduled Use of Athletic Fields and Park Reservations as shown in attachment.

**Section 2.** Resolution 9-15 is hereby repealed in its entirety.


**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON**, this 15th Day of January, 2 19.

  
Brent Gerry, Mayor

ATTEST:

  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

  
Bronson Brown, City Attorney

**CITY OF WEST RICHLAND POLICY  
FOR  
SCHEDULED USE OF ATHLETIC FIELDS AND PARK RESERVATIONS**

**PURPOSE**

1. Establish scheduling priorities.
2. Outline facility-scheduling policies.
3. Establish rules and regulations regarding use.
4. Assure equitable distribution and maximum use of the facilities by the public.
5. Manage the limited number of City sports fields.

The City of West Richland has park fields that are available for reservation to a wide range of users. In order to be consistent in granting use of these park fields, identifying priority user groups and establishing administrative rules, the following policy applies.

**1. PRIORITY USERS:**

Priority will be given to groups in the following order. In some instances, the City may reschedule reservations for second priority groups to allow for first priority groups, at the discretion of the City.

***First Priority Groups:***

1. City of West Richland sponsored and co-sponsored programs and events.
2. Richland School District sponsored and co-sponsored programs and events.

***Second Priority Groups:***

Use will be granted to leagues, organizations, clubs and groups based in West Richland or with 51% or more of the participants residing within the city limits of West Richland. Priority will be given to groups in the following order:

1. Youth
  1. Recreation Teams
  2. Select or "Competitive" Teams
2. Adult
  1. Recreation Teams
  2. Select or "Competitive" Teams

***Third Priority Group:***

Use will be granted to leagues, organizations, clubs and groups with participants being composed of less than 51% City of West Richland residents. Priority will be given to youth groups, then to adult groups.

**2. FIELDS / FACILITIES AVAILABLE FOR SCHEDULING:**

**2.1 Bombing Range Sports Complex**

Football Field 1

Soccer Field 1  
Soccer Field 2  
Soccer Field 3  
Soccer Field 4  
Soccer Field 5  
Soccer Field 6  
Baseball Field 1  
Baseball Field 2  
Baseball Field 3  
Baseball Field 4

## 2.2 Flat Top Park

Soccer Field  
Softball Field: Not Fenced  
Pavilion and Kitchen

### **3. SCHEDULING POLICIES:**

3.1 The City of West Richland will have preferential use of all parks and recreation fields and facilities for classes, events, leagues and any other use as determined by the City.

3.2 Facilities are scheduled for three periods each year:

Spring & Summer: March -July

Fall: August - November

Winter: CLOSED December - February

3.3 Field Reservation requests will be accepted in person or via email at West Richland Community Development office.

3.4 **Block Time Users:** Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- Spring/Summer Applications: (For use March 1 through July 31)  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between January 2 – 30 to be considered for Block Time User application.
- Fall Application: (For use August 1 through November 30)  
Athletic field reservation request forms must be filed at the West Richland Community Development Department Office between June 1 – 30 to be considered for Block Time User application.
- Winter Applications: (For use December 1 through February 28/29)  
Fields will be CLOSED for Winter season.

3.4.1 Regular Athletic field reservation request (practices & games) for Block Time Users must be submitted to the City within the above listed dates.

3.4.2 Block time users may not book time in increments smaller than one half an hour per day. If less time is desired, that can be booked as an Individual User after the Block Time is allocated.

3.4.3 Tournament applications for Block Time Users must be submitted separately and at least 30 days prior to the start of play. A special event permit may be required. A tournament bracket must be submitted to the City within 10 days prior to the event.

3.4.4 City staff shall have discretion to resolve scheduling conflicts based upon historical use, community interest, or other factors. Priority will be given to West Richland user groups. However, the City reserves the right to make the facilities open to a wide range of users and shall make final decisions in regards to scheduling.

3.4.5 User groups requesting the residency scheduling priority will be required to submit a roster showing residency at the time of a field request.

3.4.6 User groups are responsible for assuring all litter related to their use is picked up and the site is left in a clean condition. Site includes: Field, Dugouts, Bleachers, Parking Lot, Concession Stand Area, and Bathrooms.

3.4.7 Block Time Users will provide the City, prior to start date, a list of league representatives, and /or directors that are responsible for field use. List to include phone numbers and email addresses. Block Time Users verify that their coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824 (Zachary Lystedt Law).

3.4.8 User groups cannot reserve dates that they are not actively utilizing the reserved field(s).

3.4.9 Violation of any policy will result in revocation of reservation and forfeiture of all fees paid.

#### **4. INSURANCE:**

4.1 Field users shall provide a Certificate of Insurance to the City prior to use except as provided in paragraph number 4.4 below. This requirement is satisfied by providing the City with a copy of the customer's Certificate of Insurance naming the City of West Richland as an additional insured and a copy of the endorsement to this insurance policy, meeting the requirements in paragraph 4.2.

##### **4.2 Liability Insurance Requirements:**

The user shall provide evidence of commercial general liability insurance. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Prior to usage of the facility, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage.

The following must be on the Certificate of Insurance:

- Location of activities must show on certificate (For example: City of West Richland)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of West Richland at 509-967-2419.

4.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

4.4 The Community Development Director may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

4.5 Amusement rides including bounce houses or other inflatable devices will be allowed with the issuance of a Parks Special Use Permit at Flat Top Park and Bombing Range Sports Complex only. The amusement ride/inflatable must be provided by a vendor who has an up to date annual operating permit from the Department of Labor and Industries (L&I) and the ride or inflatable must have a valid operating decal posted on the ride or inflatable in an easily viewable location. In addition, the vendor must provide the City with a Certificate of Insurance, evidencing that the vendor has liability insurance with limits of at least \$1 million and shall list the City of West Richland as an additional insured. Finally, the vendor must be responsible for set-up, take-down and supervision of the amusement ride or inflatable while the equipment is in use on City property. A list of certified amusement ride/inflatable operators can be found on the L&I website.

## **5. RULES AND REGULATIONS:**

5.1 Failure to comply with rules and regulations in WRMC 12.12.030 may result in cancellation of use, forfeiture of any applicable fees, and/or suspension of team/league from using the park.

5.2 Pets are prohibited on the fields and the dugouts.

5.3 Smoking and Tobacco use are prohibited.

5.4 Metal cleats or spikes are prohibited.

5.5 League Teams may not use fields unless pre-scheduled.

5.6 No subleasing the field permitted.

5.7 The park hours are as follows:

Summer (April 1 – September 30) 5am – 11pm

Winter (October 1 – March 31) 6am – 9pm

No activities are permitted outside of this time.

5.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the West Richland

policies for Athletic Field usage and for ensuring payment of all fees assessed for field rentals and usage.

5.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.

5.10 The City of West Richland reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions, damage that could cause safety concerns, or any other reason at the discretion of the City.

5.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt back on to the mound after each game. Soccer Users and Football Users are responsible for ensuring that individual teams clean up the field after each practice/game.

5.12 Litter Control – User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the City. Serious or repeated offenses by facility users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at an hourly rate based on the Fee Schedule if deemed necessary by the City. Failure to pay maintenance or cleaning fees will result in forfeiture of all fees and park use privileges.

5.13 The City of West Richland is not responsible for any personal property loss, damage to vehicles, etc.

5.15 Users who ignore the field closure signs will be in violation of city code and subject to penalties, and/ or fines.