

Mercer Island Administrative Regulation, Procedures and Policies
Athletic Facilities Allocation and Use Policy



Effective Date: 05/05/22	Last updated: 06/09/16 05/05/2022	Approved by: Jason Kintner, Chief of Operations
Code and Statutory Authority: MICC 9.30 MICC 3.53.020	Related Polices: MICEC Allocation and Use Policy	<i>Jason Kintner</i> Endorsed By: Parks and Recreation Commission 05/05/2022

Purpose

The City of Mercer Island uses the following facility allocation and use policy for all City of Mercer Island athletic facilities, the South Mercer playfields, and the Mercer Island School District elementary school fields. This policy describes principles guiding the appropriate use of athletic facilities and what priority may be given to various users who wish to rent the facilities.

Scope/Background

Athletic facility space is a finite resource, but the range of potential users and uses are expansive. This policy guides the purposeful allocation of athletic facilities to ensure that the facilities are used to achieve Recreation Division, City, and community goals, with consistency to stated principles.

Definitions

1. "Division" means Mercer Island Recreation Division.
2. "Cost recovery" means the degree to which the operational and maintenance costs of providing a program or service are supported by user fees and/or other funding mechanisms such as grants, partnerships, donations, sponsorships, or other alternative (non-tax) funding sources.
3. "Resident" means an individual or business whose permanent residency is located within the City limits, or an individual or business that owns property within City limits.
4. "Non-profit agency" means a tax-exempt nonprofit corporation described by §501(c)(3), (4), or (10) of the Internal Revenue Code or a nonprofit organization, group, or individual that would qualify for tax exemption under these codes except that it is not organized as a nonprofit corporation.
5. "Recreation based" means organizations whose programming consists of at least 75% recreational (open enrollment, no try-out, non-competitive) teams.

Policy

Allocation and use of athletic facilities will be guided by the following principles:

- Be benefits-focused by:
 - Actively encouraging participation in recreation activities related to health, wellness, social connectivity, and skill development.
- Support diverse use by:
 - Optimizing use of facilities as to the extent resources and demand allows.
- Be equitable and fair by:
 - Allocating facility space based on substantiated current needs and future demand.
- Reflect good stewardship by:
 - Maximizing facilities' use in a manner that considers quality, safety, and the need for maintenance and renovation.
 - Allocating facility use to target achievement of the cost recovery philosophy and to ensure delivery of core services (as defined in the Reset Strategy).
 - Promoting effective and high-quality customer service.

Facility Allocation

- The Recreation Division will attempt to accommodate all groups and allow for a diverse use of the City's athletic facilities.
- The Recreation Division makes the final decision regarding field allocation for user groups. The process may allow users to request preferences such as dates, facilities, times, etc.
- Prior use does not guarantee any aspect of future allocation.

Priority Access and Use

A. Mercer Island Parks and Recreation and Mercer Island School District (as described in the Interlocal Agreement)

B. Tier One (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have a minimum of 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have a minimum of 75% Mercer Island residents.
3. Non-profit youth and adult non-recreation-based organizations that have a minimum of 75% Mercer Island residents

C. Tier Two (listed in order of priority):

1. Non-profit youth, recreation-based organizations that have less than 75% Mercer Island residents.

2. Non-profit adult, recreation-based organizations that have less than 75% Mercer Island residents.

D. Tier Three (listed in order of priority):

1. For-profit youth organizations
2. For-profit adult organizations

In recognition that there are limited multi-use facilities suitable for all sports, the following considerations will be used to establish fair and reliable allocation within the tiers listed above:

- Historic use (balanced with facilitation of diverse use) of City athletic facilities.
- Safety: Safety of participants and general park users will be taken into consideration for facility allocation. Some sports are compatible to use adjacent fields or split fields, some are not. Final determination will be made by Mercer Island Parks and Recreation.
- Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
- Field/facility condition: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of significant damage to the field.
- Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

Procedures(s)

Additional procedures will be established and approved administratively by the Department Director and Division Manager, following approval of the policy.