

Mason County Parks Field Scheduling Policy and Procedure

The following procedure is mandatory for scheduling all activities on Mason County sport fields:

1. All uses of all Mason County sport fields must be scheduled through Mason County Parks.
2. Deposit must accompany all field use requests.
3. All Leagues must submit a completed field use contract indicating the dates & fields requested to Mason County Parks Department which will be considered for field allocations in that year.
4. A copy of each league's certificate of insurance must be returned with the field use contract in order to be considered for field assignment.
5. Mason County Parks will review all requests and notify each league of their approved field allocation times.
6. Mason County Parks will annually update and provide each league with a blank master schedule that indicates field availability times and locations prior to the start of each year.
7. Each league shall appoint a scheduling agent that will serve as the contact person for the Mason County Parks for coordinating all scheduling activities.
8. Each league will enter their proposed schedule on the master form and return it to Mason County Parks. This proposed schedule shall include the times, level of play and the type of activity proposed for each time slot requested (i.e. game or practice).
9. Mason County Parks will incorporate all requests onto the master schedule and provide each league with a final schedule for all athletic fields.
10. If there are additional time slots available and a league wishes to schedule a field for use, the scheduling agent must first call Mason County Parks to see if the time slot is still open. If it is available, Park staff will add it to the Master Schedule. Verbal requests must also be made in writing, to ensure documentation for insurance purposes and any required fees.
11. Each league shall provide evidence of commercial general liability insurance of one million dollars (\$1,000,000.00) combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the County and shall name the County as additional insured. Prior to using any Mason County athletic field, the user shall submit a copy of the insurance policy declaration to the County as evidence of acceptable insurance coverage. The following information must be on the certificate of insurance:
 - ★ Name of league insured
 - ★ Name of additional insured
 - ★ Location of activities
 - ★ Type of activities
 - ★ Dates of coverage
12. Any schedule changes or re-schedules initiated by the league must be reported to Mason County Parks both verbally and in writing.
13. Mason County Parks Department reserves the right to cancel any event or to close athletic

facilities for emergencies, severe weather, vandalism, poor playing conditions, or field safety concerns. Mason County Parks provides a field information hot-line which will list field conditions on a daily basis as outlined in the sport field policy and procedure document.

14. Leagues are responsible for ensuring that teams clean up the dugouts and spectator areas after each game. Failure to do so may result in additional fees and/or loss of field rental privileges. All cleanup fees will be added to field rental billings.
15. Each league will be billed for field use at the end of the sport season in accordance with current field rental rates. Payment shall be made to Mason County Parks no later than three weeks after receipt of final bill.
16. Mason County is not responsible for any loss of personal property or damage to vehicles, etc.

The following list provides important contact information for Mason County Parks Department:

Carl Olson (Park Maintenance)	Phone:	Shelton	360-427-9670 extension 725
		Belfair	360-275-4467 extension 725
	Fax:		360-427-7765
	E-Mail:		carlo@masoncountywa.gov

Field Condition Hot-Line	South Mason:	360-427-7755
	North Mason:	360-275-4467 extension 755

For on-site assistance, contact the park caretakers at the caretaker residence. There should also be a member of the park staff on duty whenever the fields are open to the public.