

Appendices

Supplement
to the

Joint Use Agreement

Between
Seattle Parks and Recreation Department
and the
Seattle School District No.1

2016-2019

APPENDICES

A-1, Joint Use Facilities and Priorities	3
B-1, Joint Use Summary of Benefits – Annual Report	8
C-1, Leases and Agreements between the District and SPR	9
D, Steps to the JUA	
D-1, Schedule of Key Dates – Facilities	11
D-2, Schedule of Key Dates – Fields and Tennis Courts	12
D-3, Annual Letter to Principals	13
D-4, Annual Letter to Principals – SPR Pools	14
D-5, Facilities Request form – Parks use of Schools/School us of Parks	16
D-6, Field Request form for District Practices	17
D-7, Field Requests for Metro League Games	18
E-1 Interbay	19
F, Financial Management	
F-1, Remittance of funds Schedule	20
F-2, SPR Billable Items to the District	21
F-3, Hourly Rates for District Labor and Non-Labor	22
G-1 How to Contact the District and SPR	23
H-1 District Schools Adjacent to SPR Facilities	24
I-1 Schools in Pools – 2016, Safety Practices for Seattle Public Schools Swimming Programs	

Appendix A-1 ***Joint Use Facilities and Priorities***

Introduction

This appendix identifies schools where the SPR will have dedicated use of District space and SPR facilities where the District will be given first priority access.

Priority times for scheduling joint use of other District and Parks buildings and grounds are provided. Using this information as a framework, local school principals, community center coordinators and pool managers are encouraged to negotiate specific activities to be included on the Annual Schedule for Joint Use.

SPR and District personnel may request use of a facility at other than the joint use priority time listed but such requests will not necessarily receive first priority and will be subject to local availability, direct costs (ie. Staffing, custodial charges), and approval.

Use of District or Parks facilities that are not listed shall be subject to the general permitting and fee requirements established for a particular facility.

The times scheduled for use of District and SPR fields and SPR Pools have been shifted in this JUA renewal to reflect changes necessitated in part by revisions to District bell times and demands of youth and adult leagues and will take effect for the 2017-18 school year. For 2016-2017 due to lack of resolution in the JUA negotiations, fields have been scheduled for District use of SPS fields until 7:00pm and for District use of SPR fields until 5:30 pm. This issue will be reviewed at the annual February meeting between the District and SPR in order to assure maximum access to fields. Athletic field schedulers will exercise flexibility in order to maximize benefits for all users.

Approved Uses

For the purposes of this Agreement, the criteria for uses are as follows:

1. Any instructional, information, recreational, athletic, social or community program which is initiated, organized, managed, scheduled, and supervised by the owner agency, or
2. A comparable community-run recreation program that is sponsored and overseen by the owner agency, and is approved for their facilities respectively by the District or SPR Superintendent or authorized representative.

Priority Scheduling

1. Priority scheduling will be given to youth programming such as instructional programs, after school programs, student athletic team practice and competition, summer day camps, student clubs, PTSA sponsored events for students and/or parents, and Parks Advisory Council sponsored events for youth and/or parents. Unless otherwise specified by the District, within student athletic team practices and competitions, varsity games and

practices get the highest priority, junior varsity games and practices get next priority, and sophomore/freshmen games and practices get lowest priority.

2. Second priority will be given to adult or community events that do not directly benefit youth such as adult recreation, public meetings, or events for the general public.

Specific Facilities and Grounds Covered by this Agreement-District

School Buildings

All open schools are available for scheduling under this Agreement.

School Athletic Complexes

All school fields and athletic complexes are available for scheduling under this agreement. SPR will be given first priority for scheduling community youth athletic practices and games that begin at 6:45p.m. on District fields. School practices, games and events that extend beyond the 6:45p.m. on District fields must be mutually agreed on by SPR and the sponsoring school(s). The District shall ensure that athletic complexes and their parking lots are not scheduled to separate groups at the same time.

School District Athletic Fields

District identified fields are blocked out for school district activities on Saturday 8:00AM to Noon throughout the school year and on weekdays after school to 6:45 p.m.. If SPR or community use is needed, SPR will contact district to determine availability of field.

During District allotted time, prioritization is as follows:

1. Varsity games
2. Junior varsity games
3. Varsity practices
4. Junior varsity practices
5. Sophomore/freshmen games and practices
6. District club sports
7. SPR's youth programs
8. Non-SPR youth and adult programs

For District baseball/fast pitch practices or games, end time shall be no later than 6:45 p.m. for practices and 7:15 for games. This time may be extended by request to SPR's scheduler in writing 30 days in advance with a schedule of events.

The District shall schedule on its own fields first and then on Parks' fields as needed for overflow.

School District Tennis Courts

Tennis courts will be scheduled through SPR. Tennis courts will be available for community use after 7:00PM for practices and 7:30PM for matches during the school year

School District Performing Arts Facilities

All District Performance Centers are available for scheduling under this Agreement. District sponsored activities are given first priority for District Performance Centers. SPR will be given second priority for scheduling SPR sponsored performing arts practices and performances only. SPR may request District performance centers for public meetings but the District reserves the right to grant approval for use on a case by case basis. Scheduling requests shall be coordinated with the lead District staff person for the Joint Use Interagency Team in consultation with each High School.

Specific Facilities and Grounds Covered by this Agreement – SPR

SPR Community Centers

All community centers are available for scheduling under this Agreement. District principals may negotiate with Community Center Coordinators for space. SPR programs have first priority and District usage will have second priority during regular school instructional hours.

SPR Swimming Pools

SPR supports District pool programs. All SPR indoor swimming pools are available for scheduling under this Agreement. Requests submitted after the usage request deadline in April may not receive all requested time. Usage at other times is subject to local availability. Pool usage may be shared with other schools or with community swimming programs at the discretion of local aquatic center coordinators, in consultation with the school principals involved. If school program attendance falls below 25 people in the water, SPR will look at sharing the time with opportunities for revenue producing community based programs

SPR understands that high school ending times have shifted in most circumstances to 3:15, therefore scheduling of swim team practice will shift to morning times where feasible which cuts into the traditional 2:30 to 4pm swim team practice times for high schools.

A block of time between 7:15 a.m. and 8:15 a.m. is now available for high school swim team in water use at all pools with additional deck time from 7:00 a.m. – 7:15 a.m. Swim meets are now scheduled on Friday from 3:00 p.m. – 5:45 p.m. Additional pool time may be made available on non-school days (weekends, in service days and holidays) when it does not conflict with other scheduled uses.

The most up to date procedures and rules for use of SPR swimming pools are found in

"Schools in Pools" revised 2016 Appendix I-1

SPR Tennis Courts

All SPR outdoor tennis courts are available for scheduling under this Agreement. District principals will be given first priority for scheduling usage during school hours and two hours after the close of school to accommodate school team practice and matches. Matches may continue to completion. The Amy Yee Tennis Center and the Tennis Center at Sand Point are not part of the Joint Use Agreement.

SPR Athletic Fields

All Parks fields are available for scheduling under this agreement. District principals will be given first priority for scheduling usage during regular school hours and until 5:45 p.m. each school day to accommodate District athletic team practices. The District Athletic Office will be given priority for scheduling High School League Competitive football, track, baseball, softball and soccer. However, practice times that extend beyond 5:45 p.m. must have been previously agreed to by SPR, and the District Athletic Office.

During District allocated time (until 5:45 p.m.), priority is as follows:

1. District athletic team practices and games
2. SPR youth programs
3. District club sports
4. Non SPR youth programs
5. SPR adult programs

For District baseball/fast-pitch games, games shall end no later than 6:00 p.m. with the option to extend that time to 7:00 p.m. This time may be extended by request to the SPR scheduler in writing 30 days in advance with a schedule of events.

Baseball/Fast Pitch Game Rain Outs:

1. Rescheduled on next available date
2. Check with assigners to make sure that officials are available
3. Check with SPR's scheduling to make sure that field is available (District coaches should not reschedule on their own.

Parks Department Scoreboards

Parks will provide a scoreboard operator at the request of the District at the fees listed in the most current Parks' fee and charges manual.

Specific Facilities and Grounds Covered by this Agreement - District and SPR

The playfields at Nathan Hale High School and Jane Addams K-8 School, the Meadowbrook Community Center, the Jane Addams K-8 School Auditorium, and the auditorium at Nathan Hale High School are all located within close proximity of each other. SPR and or the District shall only issue permits for which there is a combined attendance of no more than 1,000

persons on the playfields at all of these facilities outside scheduled school hours.

Mandatory Meetings:

SPR's Athletic Scheduling manager and SPR's Athletic field scheduler shall attend the August District athletic directors meeting. District will facilitate SPR representative to attend the District middle school and high school directors meeting in August

Summer District Athletic Programs:

District will submit summer schedule to Parks athletic field scheduler **by the first Monday in February**. If schedule is not to Parks scheduler by scheduled date, field availability will not be guaranteed.

Exceptions

In order to meet the needs of their respective programs, the District and the Parks Department occasionally may make special arrangements and/or schedule changes which are not consistent with the usage identified. Both the District and Parks recognize this situation and will cooperate to the fullest extent possible in accommodating these needs provided that such arrangements do not permanently violate the intent of this Agreement.

District Priority Scheduling Times on District and SPR Fields

<i>Program</i>	<i>Facility</i>	<i>Days</i>	<i>Times</i>
District WIAA Field Sports	District Fields/Complexes	M-F	Until 6:45 p.m.
District WIAA Field Sports	District Fields/Complexes	Saturdays	8:00 a.m. - Noon
District Middle School Field Sports	District Fields/Complexes	Saturdays	8:00 a.m. – 4p.m.
District WIAA Field Sports*	SPR Fields	M-F	Until 5:45 p.m.
Baseball/Fast Pitch Practices	District Fields/Complexes	M-F	Until 6:45 p.m.
Baseball/Fast Pitch Games	District Fields/Complexes	M-F	Until 7:15 p.m.
*Baseball/Fast Pitch Games	SPR Fields	M-F	Until 6:00 p.m.
Tennis Practices	District Fields	M-F	Until 7:00 p.m.
Tennis Games	District Fields	M-F	Until 7:30 p.m.
Swimming	SPR Pools	M-F	7:15 a.m. – 8:15 a.m.
Swimming – Deck Time	SPR Pools	M-F	7:00 a.m. – 7:15 a.m.
Swimming - Meets	SPR Pools	Fridays	3:00 p.m. – 5:45 p.m.
PE Swim Times	SPR Pools	M-F	Case by case basis
2016/17 School Year	SPR Fields	M-F	Until 5:30 p.m.



Appendix B-1
Joint Use Summary of Benefits - Annual Report

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Joint Use Summary of Benefits - Annual Report		
Description and Outcomes of Joint Use	District Facility Hours of Use	SPR Facility Hours of Use
Educational and Non Athletic Programming		
SPR-operated after-school programs and care utilizing SPS facilities.	53,495	
CLC Program (School program contracted by Parks)	45,570	
SPS during and after-school programs, meetings, retreats, gym use, rallies and other events scheduled in all SPR community centers.		1,637
Educational and Non Athletic Total	99,065	1,637

Athletic Programming		
SPS use of SPR fields: 26K+ hours of use of SPR fields were scheduled in school year 2015-2016 supporting Seattle Public Schools Athletic Programs		26,411
SPR use of SPS fields: SPR program use of SPS fields in support of Special Populations programs.	371	
16K+ hours of scheduled third-party use of District fields for youth and adults by SPR on behalf of the District.	16,607	
SPS Swim program utilized 3985 hours in SPR pools in support of swim practices, meets and competitions.		3,985
Athletic Programming Total	16,978	30,396

Appendix C-1

Leases and Property Agreements between the District and SPR

This table lists a compilation of known agreements and leases both formal and informal, between SPR and the District. It is not intended to have any legal effect on the Joint Use Operating Agreement; rather it is for information and/or research purposes. This document has not been updated for years and is to be used for reference only. To verify information on any listed property below contact: Max Jacobs at 684-4860 for Parks related questions and Bruce Skowrya 252-0609 for School District related questions.

Parks Facility	School Facility	Lease/Agreement
Alki Community Center	Alki Elementary School	1953 (A)
Ballard Pool	Ballard H.S. Playfield	1970 (A)
Ballard Tennis Courts	Ballard H.S.	1974-2014 (L)
Bitter Lake Community Center	Thompson Junior H.S.	1963 (A)
Brighton Playfield	Sharples Alt. Secondary School	1950 - 2049 (L)
Cascade Playground	Coe Elementary School	1934 (A)
Cleveland Playground	Cleveland H.S.	1931(A)
Coe Playground	Coe Elementary School	1982 - 2022 (L)
B.F. Day Playground	B.F. Day School	1910(A)
Dearborn Park	Dearborn Elementary	1983 - 2023 (L)
Garfield Community Center	Garfield H.S.	1975-2015 (L)
Hiawatha Playground	West Seattle H.S.	1958 (A)
High Point Playfield	High Point Elementary School	1978- 2018 (L)
Hutchinson Playground	Emerson Elementary School	1978-2018 (L)
Interbay Playfield	Seattle School District	1940 - 2039 (L)
Judkins Park	Washington Middle School	1975-2015 (L)
Laurelhurst Recreation Center	Seattle School District	1950 (A)
Lawton Park	Lawton Elementary School	1955 (A)
Helene Madison Pool	Ingraham H.S.	1958 (A)
East Magnolia Playground	Magnolia Elementary School	1950 - 2049 (L) *
Magnolia Playfield	Seattle School District	1952 - 2051 (L)
Magnolia Community Center	Blaine Junior High	1952 - 2051 (L)
Maplewood Playfield	Maplewood Elementary School	1975 (A)
Meadowbrook Community Center	Nathan Hale H.S.	1963 (A)
Miller Community Center	Meany Junior High	1963 (A)
T.T. Minor Play Area	T.T. Minor Elementary School	1979-2019 (L)
Nathan Hale Soccer Field	Nathan Hale H.S.	1982 - 2022 (L)
Queen Anne Bowl	North Queen Anne Elementary	1952(A)
Queen Anne Community Center	McClure Junior H.S.	1964 (A)

Parks Facility	School Facility	Lease/Agreement
Rainier Beach Community Center	South Shore Middle School	1971 (A)
Ross Playground	Ross School	1940 - 2039 (L)
Roxhill Playground	Roxhill Elementary School	1960 - 2059 (L)
Southwest Community Center	Denny Junior High	1974- 2014 (L)
Wallingford Playground	Hamilton Junior H.S.	1970 (A)
York Playground	Muir Elementary School	1936 (A)

(A) = Agreement (L) = Lease

* The lease was ended, and this property and uses of the playfield by Magnolia School will be handled under the current JUA Operating Agreement.

Appendix D-1
Steps to the JUA, Schedule of Key Dates – Facilities



Steps to the JUA Annual Scheduling Process

District Facilities, SPR Community Centers and Pools



By last Friday in March the School Principal will be notified by email about the start of the annual scheduling process.

All Community Center and Advisory Council programs requiring District facilities should be determined. Be sure to identify all programs throughout the year (school breaks and special events).

By 1st Friday in April SPR Coordinators and District Principals need to meet to discuss the upcoming school year requests. Be sure to bring completed "Parks Use of Schools" request forms to the Principal (Appendix B-4).

By 3rd Monday in April return complete signed forms (Appendix B-4) to SPR's Athletic Scheduling office. All signed request forms are due to Gladys Cuellar (include 2016-17 school year, school breaks and special events), via email or inter-office mail, box #31. Incomplete request forms will be returned.

Date	Description
Last Friday in March	Letters sent to Principals, SPR Coordinators - determine next year's programs
1 st Friday in Apr	Coordinators and Principals meet, requests negotiated and signed
3 rd Friday in Apr	JUA request forms sent to Athletic Scheduling Office

To schedule usage after the above deadlines

SPR Request for District Facilities

Complete request forms and send to the school to see if the space is available and ask Principal to sign it. Handwritten forms are not accepted. Signed forms should be sent to Gladys Cuellar, **10 working days before the first day of usage**, via email or inter-office mail, box #31.

District Request for SPR Facilities

District staff must check with the community center or pool staff to see if the space is available. Send the "School Use of Parks" request form to the school office electronically. Handwritten requests are not accepted. Parks staff should send signed forms to Gladys Cuellar, **10 working days before the first day of usage**, via email or inter-office mail box #31.

Appendix D-2

Steps to the JUA, Schedule of Key Dates – Fields and Tennis Courts



Steps to the JUA – Fields and Tennis Courts



Field requests for games

For each athletic league, the District will supply SPR with a consolidated game schedule consisting of all divisions within the league and the fields that are being requested (see Appendix D-7, *Field Requests for Metro League Games*). When possible, the District should prioritize District fields before requesting SPR fields. Requests should be emailed directly to Recreation Program Specialist in the Athletic Scheduling Office. In order to minimize confusion, the District will refrain from publishing or sending out game schedules until after SPR has issued all permits for each game and location requested.

Field requests for practices

Field requests for practices should be submitted on the *Field Request Form for District Practices*, Appendix D-6.

Schedule of dates

Season	District Field requests due to SPR	SPR approves and Permits requested dates
Winter	Second Friday after the first day of school	First Monday in November
Spring	First Monday in November	First Monday in February
Summer	First Monday in February	First Monday in May
Fall	First Monday in May	Last day of School

District Priority Scheduling Times on District and SPR Fields

Program	Facility	Days	Times
District WIAA Field Sports	District Fields/Complexes	M-F	Until 6:45 p.m.
District WIAA Field Sports	District Fields/Complexes	Saturdays	8:00 a.m. - Noon
District Middle School Field Sports	District Fields/Complexes	Saturdays	8:00 a.m. – 4p.m.
District WIAA Field Sports*	SPR Fields	M-F	Until 5:45 p.m.
Baseball/Fast Pitch Practices	District Fields/Complexes	M-F	Until 6:45 p.m.
Baseball/Fast Pitch Games	District Fields/Complexes	M-F	Until 7:15 p.m.
*Baseball/Fast Pitch Games	SPR Fields	M-F	Until 6:00 p.m.
Tennis Practices	District Fields	M-F	Until 7:00 p.m.
Tennis Games	District Fields	M-F	Until 7:30 p.m.
Swimming	SPR Pools	M-F	7:00 a.m. – 8:15 a.m.
Swimming – Deck Time	SPR Pools	M-F	6:45 a.m. – 7:00 a.m.
Swimming - Meets	SPR Pools	Fridays	3:00 p.m. – 5:45 p.m.
PE Swim Times	SPR Pools	M-F	Case by case basis



Appendix D-3
Steps to the JUA, Annual Letter to Principals
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Date

Dear Principals:

It is time to start thinking about your requests for use of Parks and Recreation Facilities through the Joint Use Agreement for the 2016-2017 school year.

Please plan to meet with our Community Center Coordinator to discuss the 2016-2017 school year use. Your meeting is a good time to discuss any issues which may have arisen in the current school year and how you will work together to resolve them.

As you think about your school's uses before the meeting please remember that school recess, PE class usages, site based child care, before and after school use of parks facilities must be included in your request.

High Schools and Middle Schools should send all field requests to Shelley Sachs, Seattle Parks Field Scheduler, at shelley.sachs@seattle.gov, no later than **Monday, May 2, 2016** for fall 2016 sports usage, **Tuesday, November 1, 2016** for spring 2017 sports usage and **Monday, February 6, 2017** for summer 2017 sports usage. Please contact her with any questions at (206) 684-4062.

All 2016-2017 school/parks building facilities requests must be signed by you and the Parks Community Center Coordinator or Asst. Coordinator to be processed. We need to complete the joint use scheduling process for use of schools and community centers by **Friday, May 6, 2016**. Thank you for working cooperatively with us this school year. I look forward to working with all of you next year. If you need further assistance please contact Gladys Cuellar, Facility Use Coordinator, gladys.cuellar@seattle.gov, she can be reached at (206) 684-7137.

Sincerely,

Citywide Athletics Scheduling Manager
5201 Green Lake Way N.
Seattle, WA 98103
(206) 684-7094



Appendix D-4
Steps to the JUA, Annual Letter to Principals – SPR Pools
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Schools in Pools

Date:

Dear Principal _____,

Attached is a copy of "Schools in Pools" that outlines the use of Seattle Parks and Recreation swimming pools for physical education and competitive swimming programs. This document is an attachment to the Joint Use Agreement between Seattle Parks and Recreation and Seattle Public Schools. This document works to incorporate State Health Code regulations, routine operation, safety standards and emergency response plans for this pool. Permits for the use of the pool have been completed for the 2016-2017 school year and we are looking forward to having ____ School at ____ pool.

I would like to take a few minutes to outline some of key changes of this agreement:

1. Competitive swim practices are now scheduled in morning time at every pool. It is generally from 7:00 to 7:15 am on the deck followed by 7:15 to 8:15 am in the water. Additional time may be available if it does not impact public programs. We are open to offering additional swim practice opportunities during school breaks.
2. In an effort to have more children involved in swimming, PE programs may be offered with a wider range of times available. These may be shared use of the pool with public programs. We would welcome the opportunity to discuss changes as the school year progresses.
3. Seattle Parks and Recreation offers Lifeguard Training certification programs. The next one is at Rainier Beach beginning August 22, with others in the fall. Teachers and coaches must have this certification to lead swimming programs.
4. Two weeks' notice is the standard throughout "Schools in Pools" for change requests, lifeguard requests, swim meet planning, etc.

Appendix D-4 continued

5. We expect communication will come from you during the school year. Please let me know if we delegate this to someone else resulting in a change in the primary contact.
6. As with last year, coaches are no longer placed in the role of lifeguard for swim meets. Complete information on two designated lifeguards is required two weeks before each swim meet or we will place Seattle Parks and Recreation lifeguards into those jobs with billing to SPS. As with last year, Metro may choose to pay all or a portion of this billing.
7. Swim meet time is adjusted ½ hour later. With this new schedule, meets need to end at 5:45 and cleanup completed by 6:00.
8. I am the primary site contact for all swim practice, PE programs or swim meets at this location. My direct phone number is _____.
9. Mike Plympton is the primary contact for general questions about our partnership. He may be reached at 684-7223.
10. The next step is to have coaches and teachers attend a facility orientation, provide copies of certifications and verify they have watched "Shallow Water Blackout" video. I am prepared to meet with every swim coach, instructor and teacher who would have a leadership role at my pool. They may contact me at _____ to arrange a time to meet.

We love having SPS use our pool and look forward to a positive relationship throughout the school year. Let me know if you have questions or need assistance. I look forward to meeting with your staff for the facility orientation.

Sincerely,

_____, Aquatic Center Coordinator

Cc: _____, Seattle Parks and Recreation Liaison to SPS
_____, Aquatics Manager

District Use of SPR Facilities/SPR use of District Facilities request form

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Appendix D-6
Steps to the JUA, Field Request Form for Practices
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FIELD REQUEST FORM FOR DISTRICT PRACTICES

Requester's Name: _____ Phone Number: _____ Email: _____

School: _____

Start Date: Select Date

End Date: Select Date

Sport/Team	Location	Days/Week	Times
Example: Football Team	FHS Field FHS Field	Mondays -Fridays Saturdays	9:00am - 1:00pm 3:00pm - 8:00pm

Send practice request forms to:

Shelley.Sachs@seattle.gov

206-684-4062 (Tel)

206-615-0073 (fax)

Appendix D-7

Steps to the JUA, Field Requests for Games

Field requests for games - For each athletic league, the District will supply SPR with a consolidated game schedule consisting of all divisions within the league and the fields that are being requested. When possible, the District should prioritize District fields before requesting SPR fields. Double header may be scheduled on district fields during the week and triple headers on District fields on Saturdays. Requests should be emailed directly to Recreation Program Specialist in the Athletic Scheduling Office. In order to minimize confusion, the District will refrain from publishing or sending out game schedules until after SPR has issued all permits for each game and location requested.

- Year of request
- League
- Which sport
- Game date
- Start Time
- Visitor team
- Home team
- Site/Complex requested

Example:

School Year: 2016/17

League: Metro League Junior Varsity Football

Date	Start Time	Visitor	Home	Site
Week 1	12:00pm	Newport	Rainier Beach	SE Athletic Complex
Monday	6:00pm	Redmond	Roosevelt	Redmond
5-Sep-16	3:30pm	Ballard	Lynnwood	Ballard
	6:00pm	North Kitsap	Nathan Hale	Nathan Hale
Week 2	3:30pm	Kennedy	Seattle Prep	Montlake
Monday	5:30pm	Blanchet	Archbishop Murphy	Archbishop HS
12-Sep-16	6:00pm	O'Deay	Newport	Newport HS
	3:30pm	Chief Sealth	Olympic	Olympic
	4:30pm	Ingraham	Chief Sealth	SW Athletic Complex
	5:00pm	Rainier Beach	Ingraham	NW Athletic Complex

Appendix E-1
Interbay

Interbay Stadium Scheduling Priorities

Interbay Stadium

In 1997 the City authorized the Superintendent of SPR to amend the 1940 lease agreement for Interbay Playfield between the District and the City to allow construction and stadium usage consistent with the 1997 agreements between the City and Seattle Pacific University (SPU). The new agreement allowed the District 175 hours (subject to change) of scheduled usage, and encouraged the District to exchange the District's Interbay property for other property owned by the City.

The following guidelines have been established to insure fair and consistent scheduling between the three parties, the District, SPR, and Seattle Pacific University.

Scheduling Priorities:

1. SPU has priority scheduling during the fall season (August 1- December 15) for games and practices.
2. District games, practices and physical education classes during the fall season (August 15- December 15) will be scheduled after the SPU use is scheduled. SPU games that require rescheduling may preempt the District's use.
3. During the spring season, the District game schedules will have priority. SPU and the District's practice and class schedules will be scheduled cooperatively with dates that are requested by both parties mediated by Parks Athletics Unit Sr. Coordinator.
4. Agencies will not be scheduled for block bookings. Exact times of practices or games will be scheduled with the Parks Athletic Field Scheduler. This will allow scheduling staff to know when the facility is available.
5. Community league games and practices will be scheduled after SPU and District requests are scheduled.

In order to insure the above scheduling guidelines for use of Interbay Stadium are accomplished it is important both SPU and the District adhere to the deadlines outlined in their respective agreements with SPRs.

Note: Interbay Stadium is a lighted and locked facility which requires SPR staff. District will be charged for staffing and any lights required.

Appendix F-1
Remittance of funds Schedule

This remittance of funds shall be accompanied by a summary of all field rental revenues including but not limited to youth, adult, staffing and lighting fees. SPR will transmit District athletic facility fees to the District quarterly.

First Quarter Revenue	First Friday in May
Second Quarter revenue	First Friday in August
Third Quarter revenue	First Friday in November
Fourth Quarter revenue	First Friday in February

Appendix F-2
SPR Billable Items to District

SPR expenses Billable to the District:

- Labor costs directly related to scheduling District Use of District Fields. One Recreation Program Specialist Sr. and one Recreation Program Specialist (field schedulers) provide the scheduling services. Labor costs shall include directly related benefit and tax costs.
- Labor costs directly related to scheduling third-party use of District Fields. One Recreation Program Specialist Sr. and one Recreation Program Specialist (field schedulers) provide the scheduling services. Labor costs shall include directly related benefit and tax costs.
- Labor costs directly related to scheduling District facilities in the "School Dude" database or any other District owned scheduling database. One Administrative Specialist II currently does this scheduling. Labor costs shall include directly related benefit and tax costs.
- Any additional expenses mutually agreed to by District and SPR
- Credit card processing fees (billed annually, not quarterly)
- ActiveNet reservation database transactional fees

SPR expenses absorbed as part of the Joint Use Agreement

- SPR labor expenses for Recreation Program Specialists and Administrative Specialist for all hours related to scheduling SPR fields and facilities for use by District athletic or educational programs of SPR fields and facilities
- SPR labor expenses for Recreation Program Specialists and Administrative Specialist for all hours related to scheduling SPR pools
- Cash shortages and overages
- Costs for transmitting revenue to the District
- Deposit reconciling
- Researching and resolving cash handling problems

Appendix F-3
Hourly Billable Rates for District Labor and Non-Labor

Hourly Rates for District Labor and Non-Labor	
Custodial Support	
Security	
Scoreboard Operator	
Field attendant	
Utilities	
Boiler	
Miscellaneous Equipment	

Appendix G-1 **How to Contact Schools and Parks**

Emergencies

Police and Fire call **911**.

District Facility Emergency Contact

District's 24 hour staffed Safety and Security Office at (206) 252-0707

SPR Facility Emergency Contact

Parks Security at (206) 684-7088

Parks Duty Officer at pager, (206) 684-7250

SPR Swimming Pool Contacts

Kathy Whitman, Aquatics Manager	684-7099	cell 612-6436
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Bill Dougherty, Aquatic Senior Coordinator	684-7185	cell 423-5672
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Mike Plympton, Aquatic liaison with the District	684-7223	
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NOTE: This person is the primary contact for Seattle Public Schools competitive programs

To obtain general information about the Joint Use Agreement

Seattle Parks and Recreation

Athletic Scheduling Manager

5201 Green Lake Way N.

Seattle, WA 98103

Tel: (206) 684-7094

Fax: (206) 615.0073

Parks website: <http://www.seattle.gov/parks/>

Seattle School District

Building Rental Coordinator

2445 Third Avenue South

Seattle, WA 98124

(206) 252-0640

Schools website: <http://www.seattleschools.org>

Appendix H-1
District Schools Adjacent to SPR Facilities

School	Park Facility	Park Acres	CC	Playfield	Tennis Courts	Play Areas	Swim Pool
Adams	Ballard	3	.	.		.	
Addams	Meadowbrook	18
Alki	Alki	4	
Ballard	Ballard Pool /Tennis	1			.		.
Beacon Hill	Beacon Hill	3		.	.	.	
Blaine	Magnolia	15	
Broadview	Bitter Lake	7	
Cleveland	Cleveland	3		.	.		
Day	BF Day	1		.			
Dearborn Park	Dearborn Park	5					
Dunlap	Rainier Beach	11
Emerson	Hutchinson	4		.		.	
Fairmount Park	Fairmount	5		.		.	
Garfield	Garfield	9
Hamilton	Wallingford	4		.	.	.	
High Point	High Point	11	
Highland Park	Highland Park	7		.	.	.	
Ingraham	Madison Pool	4					.
Lafayette	Hiawatha	11	
Lake City	Lake City	3					
Laurelhurst	Laurelhurst	14	
Lawton	Lawton	8		.		.	
Leschi	Leschi	3			.	.	
Lincoln	Wallingford	4		.	.	.	
Madrona	Madrona	2		.	.	.	
Magnolia	E. Magnolia	2		.		.	
Maple	Maple Wood	15		.		.	
Mann	Garfield	9
McClure	Queen Anne	6
Meany	Miller	6	
Mercer	Jefferson	9		.			
Nathan Hale	Meadowbrook	18
N Queen Anne	Rodgers	14		.	.	.	
Rainier Bch HS	Rainier Beach	11			.		
Roxhill	Roxhill	14		.		.	
Sacajawea	Sacajawea Park	3				.	
Schmitz Park	Schmitz Park	50					

Appendices
Joint Use Agreement 2016-2019

School	Park Facility	Park Acres	cc	Playfield	Tennis Courts	Play Areas	Swim Pool
Seward	Rogers Eastlake	2		.	.	.	
Sharples	Brighton	12		.	.	.	
South Shore	Rainier Beach	11
T. Marshall	90 Lid.	6		.	.	.	
Van Asselt	Van Asselt	9	
View Ridge	View Ridge	9		.		.	
Viewlands	carkeek	192					
Washington	Judkins	7		.		.	
West Seattle	Hiawatha	11	
Whitman	Soundview	11		.	.	.	

Add new schools that are coming online.

