

# Athletic Facilities Allocation and Use Policy PRC 26-09

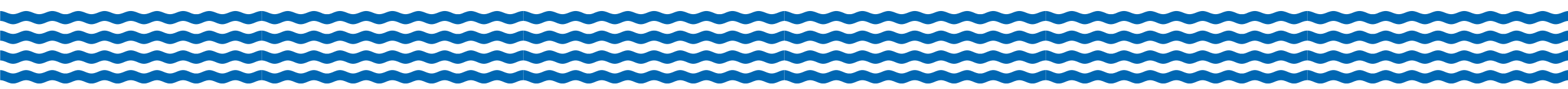
Parks and Recreation  
Commission

March 26, 2026



# Agenda

- Background
- Current Practices
- Key Policy Revisions
- Next steps
- Discussion/Questions



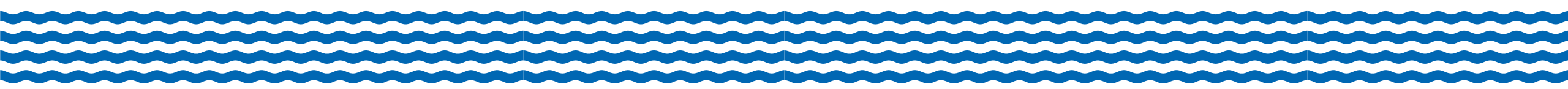
# Background

Currently, the City manages athletic facility access with the Athletic Facilities Allocation and Use Policy, which was endorsed by the Parks and Recreation Commission in May 2022.

Since 2022, staff have hosted annual facility user meetings, providing opportunities for input toward future procedural and policy enhancements while also educating users on current processes.

## User Group Engagement

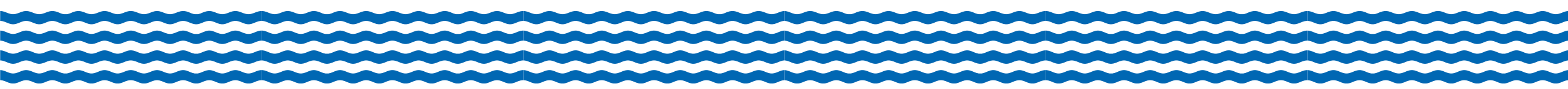
- **December 2025:**
  - Staff hosted the annual field user group meeting with athletic field users and shared the goal of improving policy clarity and better aligning it with current booking practices.
- **January 2026:**
  - Field users submitted feedback that included:
    - Clarify the current Tier 1 definitions
    - Include in-season and out-of-season field use
    - Expand access for local businesses that directly serve the Mercer Island community



# Current Practice

## **Staff dedicate approximate 1,500 staff hours annually:**

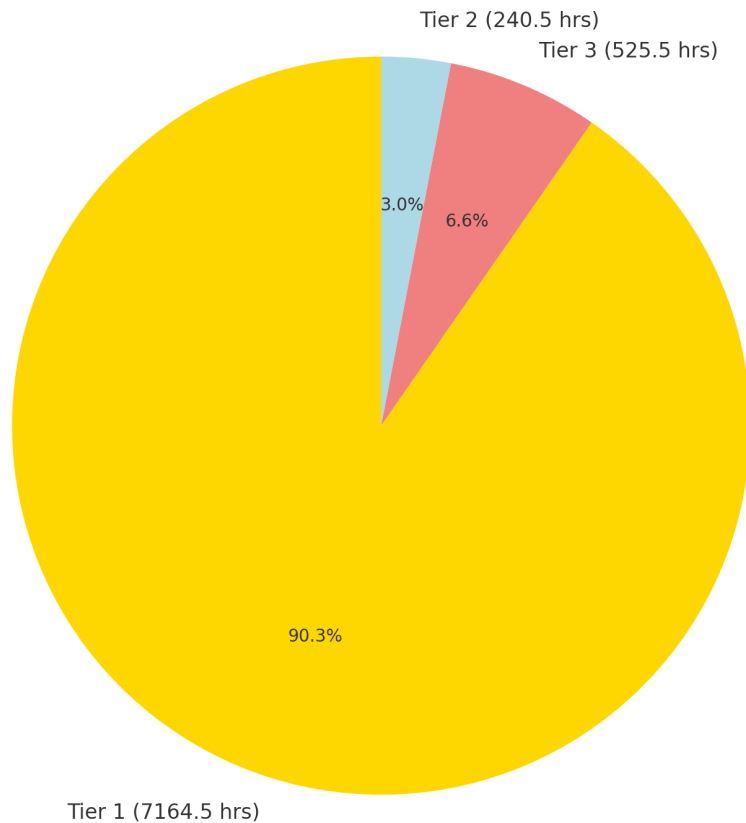
1. Notify all user groups of upcoming **priority** booking window and deadlines.
  - Current priority request windows:
    - January 1 - 14 for Spring/Summer
    - July 1 - 14 for Fall/Winter
2. Collect booking requests.
  - 30-40 groups approximately requesting 5,000-6,000 hours.
3. Organize/review submissions by tier and sub-tier and issue tentative rental agreements.
4. Executed rental agreements are returned to staff to finalize bookings.
5. Any remaining field availability **transitions to a first-come, first-served basis**, both online and through staff.



# Field Usage 2022 vs 2025

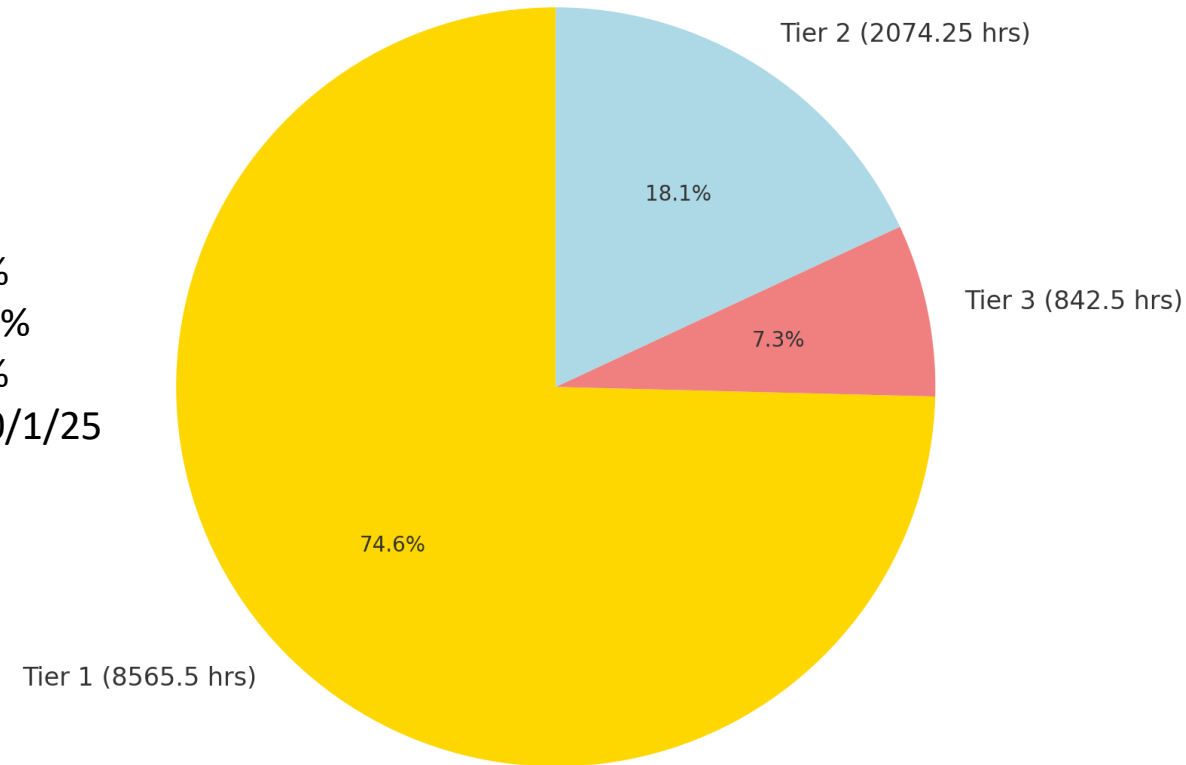
**2022 Total Hours:  
7,930.5**

Total Booked Hours by Tier (2022)



**2025 Total  
Hours: 11,482.25**

Total Booked Hours by Tier (2025)

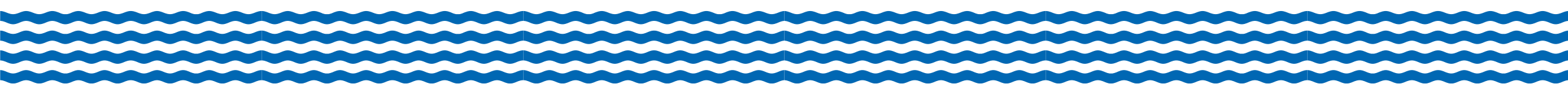


- Tier 1 increased 20%
- Tier 2 increased 762%
- Tier 3 increased 60%
- 2025 data is as of 10/1/25

# Key Policy Revisions:

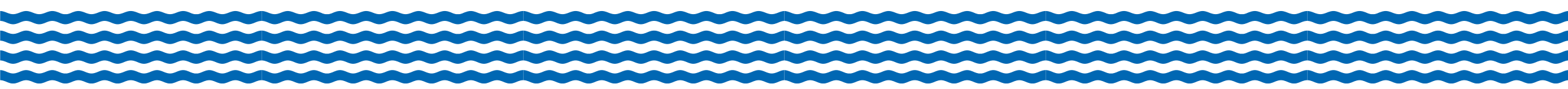
The revised draft of the Athletic Facilities Allocation and Use Policy is intended to balance competing demands for limited public resources while preserving staff flexibility to manage facilities responsibly and equitably – during the **priority** booking periods.

- **Revised “Resident Organization” definition** – Expands opportunities for residents across a broader range of organization types.
- **Emphasis on guiding principles in decision-making** – Prioritizes community access, inclusive and diverse use, maximization of field capacity and cost recovery, and responsible stewardship.
- **Simplified Tier Structure** – Increases Mercer Island resident access while reducing administrative complexity for both applicants and staff.
- **Additional review criteria** – Incorporates factors such as historic use, safety, age-appropriate assignments, seasonality of sport, and non-profit organizations that provide community-based recreational programming.
- **City and Mercer Island School District are exempt** - MISD and the City operate with a collaborative relationship and utilizes separate agreements to inform on use, scheduling, and responsibilities.



# Next Steps

- Seek endorsement of the draft policy.
- Conduct a final legal review and the Director will sign and formally adopt the policy.
- Update any procedural changes for permitting reservations.
- Coordinate messaging and promotion of the policy to inform user groups.
- Implement the new policy beginning with the 2026 fall/winter season.



# Discussion/Questions?

- **Recommended motion:** Endorse the revised Athletic Facilities Allocation and Use Policy in substantial form.

