



City of Bellevue

Parks Scheduling Office

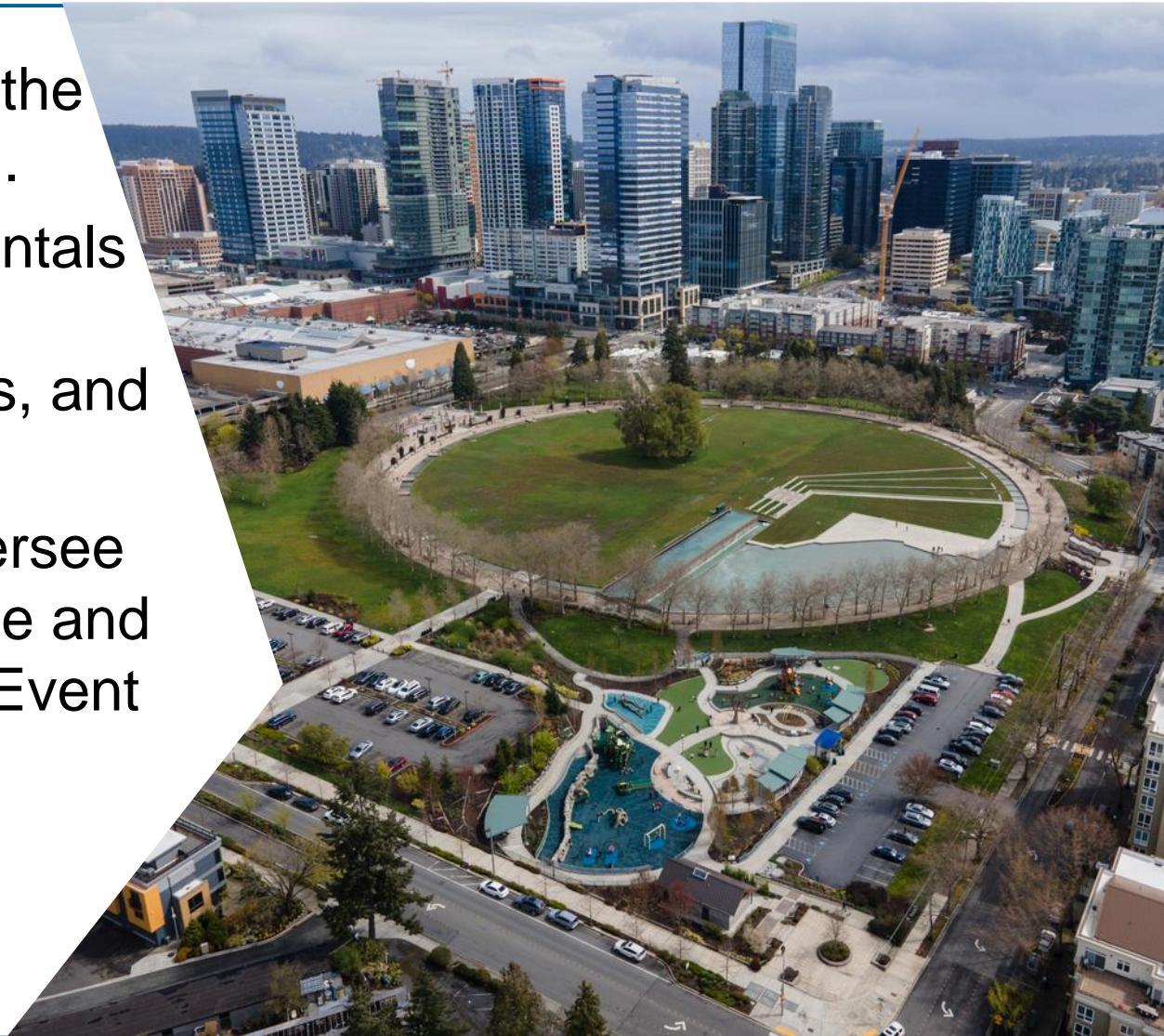
Susan Freeburg, Supervisor

Parks & Community
Services Board
June 20, 2024



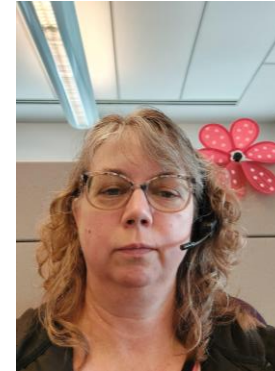
Parks Scheduling Office (PSO)

- Started in 1993 in the Enterprise division.
- Responsible for rentals at select indoor facilities, park sites, and athletic fields.
- PSO staff also oversee Robinswood House and Chair the Special Event Committee.



Parks Scheduling Office Team

- **Susan Freeburg**,
Community Services
Supervisor
- **Paula Schoenrock**,
Program Coordinator
- **Michelle Campbell**,
Administrative Assistant
- **Robin Baches**,
Field Scheduling Assistant
- **Emily Martella**, Scheduling &
SEC Assistant
- **Nicole Orozco**, Indoor & Park
Scheduling Assistant
- PBE-Facility Staff – (8)



Parks Scheduling Office Reservations



The City of Bellevue has great facilities that organizations, groups and the public of all ages want to utilize.



Why Schedule Use?

- Reduce scheduling conflicts
- Allow for necessary site preparations
- Reduce overuse of a site and resources
- Manage events for public health, and safety while maximizing field use
- Provide ability to allow more equitable parks and facility use to the public.



Athletic Field Rentals

Scheduled Fields

30 fields

- 5 turf open year-round
- 25 fields open seasonally

Breakdown

- 11 Baseball, 10 Softball
- 8 Soccer - 3 are also lined for Lacrosse.
- 1 designated Cricket Field
- Bannerwood Sports Park



Athletic Field Use



Types of Use

- Sports - baseball, cricket, football, lacrosse, rugby, soccer, softball, ultimate, and volleyball
- Activities - practices, games, camps, tournaments, classes, tryouts, athletic events, and field days.



Who Schedules Field Use

- Non-profits, commercial organizations, individuals, leagues, schools, families, businesses, churches, and teams



Scheduled Use in 2023

- Over 7,700 field reservations
- Nearly 160 different field clients

Indoor Rentals

Indoor rental options include:

Lewis Creek Visitor Center

- For groups up to 50 people
- In 2023 there were 47 rentals, 1,780 attendees

MSEEC Community Room

- For groups up to 50 people
- In 2023 there were 98 rentals, 2,100 attendees

Tyee Community Gym

- For sport rentals only
- In 2023 there were 197 rentals, 4,443 attendees

Total:

- 324 rentals, 8,323 rental attendees



Outdoor Park Rentals

Outdoor rental options

- 23 picnic sites at 10 parks for up to 150 people
- 17 event zones at 9 parks for public, and large private events up to 500 people
- 6 parks with trails and walking paths available for cross-country meets or walk/run events
- Rentals include day camps, fitness and running classes, commercial film & photo shoots, nature preschool use, and large public events approved by the Special Events Committee.
- **In 2023 there were 1,293 rentals, 206,736 attendees**

Neighborhood Parks

- Not open for public reservations
- One reserved neighborhood event a year is permitted



Challenges & Opportunities



• Challenges

- Limited space for growing athletic interests
- Growing demand for large events and limited event space exceeds supply.
- Increased demands with limited staff.
- Balancing park use, park limitations, amplified sound and neighbor concerns.

• Opportunities

- Special event growth shows need for additional park/event space.
- Streamline and automate some processes to allow customer self schedule and reduce staff time.

Future Plans

Programs & Activities



- Work with planning to identify ways to add additional access for growing sports.
- Develop vendor programs for park spaces
- Work with Resource Management to Develop Park Use Management Plan for scheduled use.



Special Events

- Special event permitting system
- Update user guides for organizers



Facilities

- Continue to maximize facility use and look for new rental opportunities.



Questions?