

# MEMORANDUM



Bellevue Parks &  
Community Services

**Date:** June 20, 2024

**To:** Parks & Community Services Board

**From:** Susan Freeburg – Supervisor, Parks & Community Services  
Bennett – Manager, Parks & Community Services

**Subject:** Parks Scheduling Office  
For information only - no Board action requested

At the Thursday, June 20, 2024, Parks & Community Services Board meeting, we will present information about the Parks Scheduling Office, its background and responsibilities.

The Parks Scheduling Office coordinates and manages the reservation of several park spaces, such as outdoor picnic sites, athletic fields, and trails and select indoor facilities. The staff manage hundreds of park reservations per year including family picnics, trail runs, athletic leagues and tournaments, and large special events.

We look forward to sharing more about the Parks Scheduling Office on June 20th.