PLANNING COMMISSION MEETING

February 21, 2024
6:00 p.m.

AGENDA

"Where Dreams Can Soar"

The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

www.ci.bonney-lake.wa.us

Location: Bonney Lake Public Services Center, 21719 96th St E, Bonney Lake, Washington.

The public is invited to attend Planning Commission Meetings in person, via conference call or over the internet. The information for attending is provided below.

Planning Commission Meetings attendance options:
In-Person: Bonney Lake Public Services Center, 21719 96th St E, Bonney Lake
By internet: Chrome- Click Here To Join By Microsoft Teams Link
Your microphone will be turned off when attending online until the start of the public commenting section and when your name is called, will be then turned on.

I. CALL TO ORDER: Commissioner Grant Sulham, Chair

II. ROLL CALL: Commissioner Grant Sulham, Commissioner Jessica Bennion, Commissioner Brad Doll, Commissioner Craig Sarver, Commissioner Jeffery Wilkins, and Commissioner Debbie Strous-Boyd.

III. NEXT MEETING POLL (March 06, 2024)

P. 3 **IV. APPROVAL OF MINUTES: (January 03, 2024)**

V. PUBLIC COMMENTS AND CONCERNS:
Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment via phone or virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name, your screen name, and phone number (for callers), and if your comments are for general public comments or for the public hearings and which hearing, either by email to spietzk@cobl.us or by phone at 253-447-3108. Virtual and call in registrations need to be received by 5:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Planning Commission meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.

VI. PUBLIC HEARING: None.

VII. OLD / CONTINUING BUSINESS: None.

VIII. NEW BUSINESS

A. Code Enforcement Update – No Advanced Materials.

P. 7 B. 700.100-700.330 Policy Review

IX. FOR THE GOOD OF THE ORDER

A. Correspondence

B. Staff Comments

C. Commissioner Comments

X. ADJOURNMENT

Next Scheduled Meeting: March 06, 2024

PLANNING COMMISSION MEETING

January 03, 2024
6:00 p.m.

DRAFT MINUTES

City of
BONNEY Lake
"Where Dreams Can Soar"

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www.ci.bonney-lake.wa.us

Location: Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

Audio starts at: 06:03:00

I. Call to Order: The meeting was called to order at 6:04 p.m.

II. Roll Call: Planning Commissioners in attendance were Chair Grant Sulham, Vice-Chair Craig Sarver, Commissioner Jessica Bennion, Commissioner Brad Doll, Commissioner Debbie Strous-Boyd, and Commissioner Jeffery Wilkins.

City staff members in attendance were Planning and Building Supervisor Jason Sullivan and Planning Commission Clerk Kennedy Spietz.

Audio starts at: 06:04:00

III. Next Meeting Poll:

By common consent, Commissioners agreed to hold the next Planning Commission Meeting on January 16, 2024.

Audio starts at: 06:04:35

IV. Approval of Minutes:

Motion was made by Commissioner Wilkins and seconded by Commissioner Sarver to approve the minutes from the December 06, 2024, Meeting, with minor corrections.

Motion approved 6 – 0.

Audio starts at: 06:05:00

V. Public Comments and Concerns: None. *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city's YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

Audio starts at: 06:05:30

VI. Public Hearing: None.

Audio starts at: 06:05:45

VII. Old / Continuing Business: None.

Audio starts at: 06:06:00

VIII. New Business

A. **Election of Chair and Vice Chair: No Advanced Materials.**

Motion was made by Commissioner Doll and seconded by Commissioner Wilkins to appoint Grant Sulham as the 2024 Planning Commission Chair.

Motion Approved 6-0.

Motion was made by Commissioner Doll and seconded by Commissioner Sarver to appoint Jessica Bennion as the 2024 Planning Commission Vice-Chair.

B. **Planning Commission 2024 Calendar: No Advanced Materials.**

By common consent, the Planning Commission agreed to the Planning Commission 2024 Calendar. The dates for the 2024 Planning Commission meetings are as follows:

Tuesday, January 16th - Joint Planning Commission and City Council Meeting

Wednesday, February 21st - Planning Commission Meeting

Wednesday, March 6th - Planning Commission Meeting

Wednesday, March 20th - Planning Commission Meeting

Wednesday, April 17th - Planning Commission Meeting

Wednesday, May 22nd - Planning Commission Meeting

Wednesday, June 5th - Planning Commission Meeting

Wednesday, July 10th - Planning Commission Meeting

Wednesday, July 31st - Planning Commission Meeting

No meetings will be held in August, September – December meetings are influx.

IX. For the Good of the Order

Audio starts at: 06:17:00

A. **Correspondence:** None.

Audio starts at: 06:17:30

B. **Staff Comment**

Planning and Building Supervisor Sullivan updated the Planning Commission on both the PTROS Plan and the new Development Services team.

Planning and Building Supervisor Sullivan talked about the vacancy on the Planning Commission and how the appointment works.

Audio starts at: 06:20:00

C. **Commissioner Comments:**

Chair Sarver asked about the agenda of the joint City Council and Planning Commission Meeting.

X. Adjournment

Motion was made by Commissioner Doll and seconded by Commissioner Sarver to adjourn the meeting.

Motion approved 6 – 0.

Meeting adjourned at 6:22 p.m.

Kennedy Spietz, Planning Commission Clerk

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Planning Commission Agenda Item

Meeting Date: February 21, 2024

Memo Date: February 15, 2024

Staff Contact: Sadie Schaneman

Action Type: Discussion

Agenda Title: 700.100-700.330 Policy Review

PURPOSE:

To update and reformat policies to what is currently being done and clarifying wording.

ATTACHMENTS:

A. 700.100 Tobacco Use in City Parks
B. 700.105 Non-Discrimination In Athletic Facilities Rentals and Attachments
C. 700.110 Sports Concussions and Sudden Cardiac Arrest - Sports Facilities Rentals and Attachments
D. 700.115 Lightning At Outdoor Work And Events
E. 700.330 Rental of City Facilities and Attachments

SUGGESTED MOTION:

N/A

DISCUSSION:

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Administrative Policy and Procedure
City of Bonney Lake, Washington

SUBJECT: Tobacco Use In City Parks		
Policy No. 700.100	Pages: 2	Developed by: ~~Gary Leaf and Don Morrison~~ Sadie Schaneman
Effective Date: ~~June 1, 2017~~	Supersedes: 700.100 adopted ~~1/23/2013~~6/1/2017	
Department Director Approval:	City Administrator Approval:	Mayor Approval:

1 PURPOSE

The purpose of this policy is to ban the use of tobacco, including tobacco chew or "dip", and vaping of any kind in City Parks. The City of Bonney Lake finds that tobacco use ~~and~~, smoked or chewed, and vaping in the proximity of children and adults engaging in or watching outdoor recreational activities at City parks is detrimental to their health and can be offensive to those using such facilities. The Tacoma Pierce County Health Department has included vaping (electronic cigarettes) in the same category as cigarette use, banning them from public places. Cigarettes, once consumed in public spaces, ~~are~~ are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of City parks, and pose a risk to toddlers due to ingestion. The City believes parents, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make. The City has a unique opportunity to create and sustain an environment that supports a non-tobacco and non-vaping norm through adoption of this policy.

2 ORGANIZATIONS AFFECTED

Public Works, Executive, and Police Departments.

3 REFERENCES

BLMC 12.12.010:~~.~~ Rule Making Authority

4 DEFINITIONS

4.1 Tobacco ~~Use~~. Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars and other smoking tobacco; snuff and other chewing tobacco; electronic delivery devices; and any other kinds and forms of tobacco~~Use of any form of tobacco, including chewing tobacco~~.

4.2 **Vaping.** Use of a cylindrical device which releases smokeless nicotine, heated vapor, flavorings, and other chemicals into the mouth and lungs when it is inhaled.

4.3 **"Smoke" or "smoking".** Inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other tobacco or plant product, or inhaling or exhaling aerosol or vapor from any electronic delivery device. Smoking includes being in possession of a lighted or heated cigar cigarette, pipe, or any other tobacco or plant product intended for inhalation, or an electronic delivery device that is turned on or otherwise activated.

5 RESPONSIBILITIES

5.1 **Park Staff.** Parks staff ~~are~~ are responsible for posting appropriate signage notifying the public of no–smoking rules.

5.2 **Executive And Special Events Staff.** Executive and special events staff shall publicize this policy to create awareness of it.

5.3 **All Employees.** All City employees who are on-duty in City parks are expected to enforce this policy by making violators aware of the policy.

5.4 **Police Department.** The Police Department will perform any necessary ejection or trespassing as outlined in Section 6, especially in confrontational or recurring situations.

6 STATEMENTS OF POLICY AND PROCEDURE

6.1 Although electronic cigarettes (vapers) are smokeless, they are nonetheless considered a health hazard.

6.2 Tobacco use and vaping (electronic cigarettes) are prohibited in City parks. No person shall use any form of tobacco or vaping in City parks, including restrooms, beaches, trails, and spectator and concession areas.

6.3 Any person found violating this policy may be subject to immediate ejection from the park for the remainder of the day. Repeat or belligerent offenders may be trespassed from the park as needed.

7 ATTACHMENTS

None.

Administrative Policy and Procedure
City of Bonney Lake, Washington

SUBJECT: Non-Discrimination in Community Athletic Facilities Rentals		
Policy No. 700.105	Pages: 24	Developed by: ~~H. Edvalson~~ Sadie Schaneman
Effective Date: ~~July 1, 2014~~	Supersedes: Policy 700.105 Dated 7/1/2014	
Department Director Approval:	City Administrator Approval:	Mayor Approval:

1 PURPOSE

To ensure that the City ~~establish policy and procedure to~~ provides equal access to public community athletic/sports facilities by prohibiting discrimination on the basis of gender and to help ensure that with regard to gender, the City of Bonney Lake and third parties providing community athletics/sports programs at city facilities expand and support the equal participation in community athletics programs and provide equal access to city facilities that support such programs.

2 ORGANIZATIONS AFFECTED

All Departments and Divisions administering the reservation and rental of the City's athletic facilities.

3 REFERENCES

RCW 35A.21.350: Community athletics programs — Sex discrimination prohibited.
RCW 49.60.500: Community athletics programs — Sex discrimination prohibited — Definitions.
RCW 49.60.505: Community Athletics Programs – Nondiscrimination Policy Required~~.~~
WSESSB 5967: Prohibiting Unfair Practices In Public Community Athletics Programs
WA Laws 2009; Chapter 467: Community Athletics Programs Sex Discrimination

4 DEFINITIONS

4.1 Community Athletics Program. Any athletic program that is organized for the purpose of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the City of Bonney Lake, or rents the City's sports facilities.

4.2 Sports Facilities. Any indoor or outdoor property owned, operated or administered by the City of Bonney Lake and used for the purpose of training for and/or engaging in athletic activity and competition.

5 RESPONSIBILITIES

5.1 Public Services. The City Department responsible for the rental of the City's sports facilities and for~~will~~ ~~assure~~ ensuring that groups renting the facilities are aware of the provisions of this policy, receive a signed statement of compliance, and that no facilities rentals will be allowed to any party that discriminates against any person on the basis of gender in the operation, conduct or administration of a community athletics program. ~~The Administrative Services Department is currently responsible for the rental of the City's sports facilities.~~

6 STATEMENTS OF POLICY AND PROCEDURE

6.1 The City of Bonney Lake will offer its sports facilities to community athletic programs on an equal basis and in a non-discriminatory manner. Facilities will be scheduled such that ~~youth and adults~~individuals are afforded the same use privileges and access with respect to gender.

6.1.1 At the time of payment for the reservation/rental and prior to the use of the City's facility, Community athletics programs shall present a statement declaring their non-discriminatory policy and practices with respect to any person on the basis of gender in the operation, conduct or administration of the athletic program.

6.1.2 This policy will be posted on the Bonney Lake Website, along with the ~~name,~~ office address and office telephone number of ~~employees~~ the Risk Manager who is responsible for ~~administering~~ ensuring compliance with RCW 49.60.505 - Community athletics programs – Nondiscrimination policy required~~with this policy~~. ~~(See Attachment A.)~~

6.1.3 Any ~~citizen~~ individual who feels ~~she or he~~they have ~~has~~ been the victim of discriminatory treatment in violation of this policy should fill out a report and submit it ~~this concern~~ to ~~one of those persons listed on Attachment A~~the Risk Manager in person, by mail, or by an online claims submission form.

- In Person/Mail:
  Justice & Municipal Center
  ATTN: Risk Manager
  9002 Main St. E., Ste 300
  Bonney Lake, WA 98391
- Claims Form:
  https://bonneylakewa.seamlessdocs.com/f/AthleticDiscriminationClaim/

~~6.1.3~~**6.1.4** The ~~Director of Administrative Services~~Risk Manager will be responsible for the investigation of any complaint received under this policy.

~~6.1.4~~**6.1.5** If discrimination is determined by the City of Bonney Lake, the City will take appropriate corrective action within the scope of its authority.

7 ATTACHMENTS

None.

7.1 ~~List of employees responsible for the City's efforts to comply with *Community athletics programs—Nondiscrimination policy required* and receive complaints of discrimination associated with the rental of city-owned athletic facilities. (6.1.3)~~

7.2 ~~Nondiscrimination in Fields Rental Statement (6.1.1)~~

~~ATTACHMENT A~~

~~Employees responsible for the City's efforts to comply with *- Community athletics programs - Nondiscrimination policy required*, and receive complaints of discrimination associated with the rental of community athletics facilities:~~

~~Harwood Edvalson, Administrative Services Director~~
~~9002 Main St. E, Ste. 125~~
~~Bonney Lake, WA 98391~~
~~(253) 447-4310~~
~~edvalsonw@ci.bonney-lake.wa.us~~

~~Sue Hilberg, Senior Services Manager~~
~~19304 Bonney Lake Blvd.~~
~~Bonney Lake, WA 98391~~
~~(253) 447-4327~~
~~hilbergs@ci.bonney-lake.wa.us~~

~~Don Morrison, City Administrator~~
~~9002 Main St. E, Ste. 200~~
~~(253) 447-4307~~
~~morrisond@ci.bonney-lake.wa.us~~

~~ATTACHMENT **B**~~

~~City of Bonney Lake~~

~~**ANTIDISCRIMINATION IN FIELD RENTALS STATEMENT**~~

~~As a duly authorized representative of _____,~~
~~_____ (Name of Athletic Program)~~
~~I acknowledge that I have read the following excerpts from the Revised Code of Washington and that my organization will abide by the law of the State of Washington with respect to non-discrimination on the basis of sex.~~

~~**Community athletics programs — Sex discrimination prohibited — Definitions.**~~
~~(1) No city, town, county, or district may discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program also may not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.~~

~~(2) The definitions in this subsection apply throughout this section.~~

~~(a) "Community athletics program" means any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition and that is in any way operated, conducted, administered, or supported by a city, town, county, district, or school district other than those offered by the school and created solely for the students by the school.~~

~~(b) "District" means any metropolitan park district, park and recreation service area, or park and recreation district.~~

~~**Community athletics programs — Sex discrimination prohibited.**~~
~~The antidiscrimination provisions of apply to community athletics programs and facilities operated, conducted, or administered by a code city.~~

_____ _____
~~Signature of Representative~~ ~~Date~~

_____
~~Printed Name of Representative~~

ANTIDISCRIMINATION IN FIELD RENTALS STATEMENT

As a duly authorized representative of _____,
(Name of Athletic Program)
I acknowledge that I have read the following excerpts from the Revised Code of Washington and that my organization will abide by the law of the State of Washington with respect to non-discrimination on the basis of sex.

RCW 49.60.500
Community athletics programs — Sex discrimination prohibited — Definitions.

(1) No city, town, county, or district may discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults. A third party receiving a lease or permit from a city, town, county, district, or a school district, for a community athletics program also may not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.

(2) The definitions in this subsection apply throughout this section.

(a) "Community athletics program" means any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition and that is in any way operated, conducted, administered, or supported by a city, town, county, district, or school district other than those offered by the school and created solely for the students by the school.

(b) "District" means any metropolitan park district, park and recreation service area, or park and recreation district.

RCW 35A.21.350
Community athletics programs — Sex discrimination prohibited.
The antidiscrimination provisions of RCW 49.60.500 apply to community athletics programs and facilities operated, conducted, or administered by a code city.

_____ _____
Signature of Representative Date

_____ Printed Name of Representative

Administrative Policy and Procedure
City of Bonney Lake, Washington

SUBJECT: Sports Concussions and Sudden Cardiac Arrest – Sports Facility Rentals		
Policy No. 700.110	Pages: ~~12~~10	Developed by: ~~H. Edvalson~~S. Schaneman
Effective Date: ~~November 10, 2015~~	Supersedes: Policy 700.110 version ~~6/30/14~~11/10/2015	
Department Director Approval:	City Administrator Approval:	Mayor Approval:

1 PURPOSE

The purpose of this policy is to provide information regarding the Zackery Lystedt Law (sports concussions) and the Sudden Cardiac Arrest Awareness Act (youth sudden cardiac arrest) to community youth athletics groups renting the City's sports facilities and to require compliance with these laws as a condition of such rental.

2 ORGANIZATIONS AFFECTED

All Departments and Divisions administering the reservation and rental of the City's athletic facilities.

3 REFERENCES

RCW 4.24.660: Liability Of School Districts Under Contracts With Youth Programs
RCW 28A.600.190: Youth Sports – Concussions And Head Injury Guidelines – Injured Athlete Restrictions – Short Title~~.~~
RCW 28A.600.195: Sudden Cardiac Arrest In Youth Athletes—Online Pamphlet—Online Prevention Program For Coaches
ESSB 5083~~.~~S.PL: ~~—~~Sudden Cardiac Arrest Awareness Act (SCAAA)~~—See RCW 28A.600~~
HB 1824: Management Of Concussion And Head Injury In Youth Sports

4 DEFINITIONS

4.1 Community Athletics Program. ~~—~~Any athletic program that is organized for the purpose of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered, or supported by the City of Bonney Lake, or rents the City's sports facilities.

4.2 Sports Facilities~~—~~. Any property owned, operated, or administered by the City of Bonney Lake and used for the purpose of training for and/or engaging in organized athletic activity and competition.

5 RESPONSIBILITIES

5.1 **City Of Bonney Lake.** While the City of Bonney Lake is not directly subject to the Zackery Lystedt Law, or the SCAAA, the City Department responsible for the rental of the City's sports facilities will assure that community athletics programs renting the city's facilities are provided this policy and attachments in an effort to promote awareness of the risk of concussion and sudden cardiac arrest in youth sports and that each program renting City facilities will confirm compliance with these laws. The ~~Administrative~~ Public Services Department is currently responsible for the rental of the City's sports facilities.

6 STATEMENTS OF POLICY AND PROCEDURE

6.1 The City of Bonney Lake is concerned for the safety of youth participating in community athletics programs, particularly with respect to sudden cardiac arrest or youth concussions and other head injuries.

6.2 The Department responsible for reserving and renting the City's sports facilities will provide to the person making reservations on behalf of community athletics programs, a copy of this policy and the -following reference items:~~to the person making reservations on behalf of community athletics programs.~~

- **6.2.1** Information Regarding the Zackery Lystedt Law and Head Injuries in Youth Sports.
- **6.2.2** Sudden Cardiac Arrest Information Sheet
- **6.2.3** Athlete/Parent/Guardian Concussion and Sudden Cardiac Arrest Acknowledgement Form
- **6.2.4** CDC Parents Information Sheet On Concussions (English and Spanish)
- **6.2.5** CDC Athletes Information Sheet On Concussions (English and Spanish)
- **6.2.6** CDC Coaches Information Sheet On Concussions (English and Spanish)
- **6.2.7** CDC Sports Officials Information Sheet On Concussions (English and Spanish)

6.3 The City will maintain this policy information on its website including web links to sources of information regarding the Zackery Lystedt Law and head injuries, as well as sudden cardiac arrest in youth sports.

6.4 All youth sports programs who rent City sports facilities will confirm that they are compliant with the Zackery Lystedt Law and head injuries, as well as sudden cardiac arrest in youth sports. Such organizations shall confirm that they will (1) provide information substantially similar to the information sheets attached to this policy to their athletes and families, and (2) shall obtain signatures from athletes and parents or legal guardians on concussion and cardiac arrest information in a form substantially similar to the forms attached to this policy. The organization shall keep such signatures on file for a minimum of three years.

6.5 All youth sports programs who rent City sports facilities will turn in a signed Compliance Acknowledgement Statement and a Coach/Sports Official signed Awareness Training Compliance Statement.

7 ATTACHMENTS

7.1 Information Regarding the Zackery Lystedt Law and Head Injuries in Youth Sports.

7.2 Sudden Cardiac Arrest Information Sheet

7.3 CDC Parents Information Sheet On Concussions (English and Spanish)

7.4 CDC Athletes Information Sheet On Concussions (English and Spanish)
7.5 CDC Coaches Information Sheet On Concussions (English and Spanish)
7.6 CDC Sports Officials Information Sheet On Concussions (English and Spanish)

7.1 Information Regarding the Zackery Lystedt Law and Head Injuries in Youth Sports.

CITY OF BONNEY LAKE
Information Regarding the Zackery Lystedt Law, Head Injuries in Youth Sports and the Sudden Cardiac Arrest Awareness Act

Youth sports pose an inherent risk of injury to young athletes. Events in the past several years, such as the death of a seventeen year old football player in Spokane Valley, confirm that athletes can suffer potentially catastrophic brain injury during athletic competition. A 2015 Washington State Law also recognizes sudden cardiac arrest as the leading cause of death in young athletes.

To address these concerns, the Washington State Legislature adopted the Zackery Lystedt Law, which requires that school and private nonprofit community athletic programs using school facilities restrict participation by athletes who may have suffered a concussion. The Law mandates the removal of a player suspected of having a concussion from competition or practice; written clearance to return to competition or practice from a trained health care provider trained in evaluation and management of concussions; education and training of coaches in how to recognize and respond to possible symptoms and signs of a concussion; notification to youth athletes and parents about the nature and risk of head injury and concussions; and a written acknowledgement by youth athletes and parents that they have been provided an education sheet about the risks of concussions.

The State Legislature adopted a similar law to promote educational awareness concerning sudden cardiac arrest in youth sports. An attached flier to this policy addresses symptoms and how to prevent and treat cardiac arrest.

The City of Bonney Lake does not use school athletic facilities in its community athletic field rentals, and therefore, is not directly subject to the Zackery Lystedt Law or the Sudden Cardiac Arrest Awareness Act. However, in the interest of promoting awareness of the potential for sports concussions and brain injuries, as well as youth sudden cardiac arrest, the City of Bonney Lake will provide all community athletics programs renting the City's parks facilities with information regarding the possible symptoms and signs of concussion and sudden cardiac arrest and require compliance with these standards as a condition of rental. Bonney Lake also highly encourages all community athletics programs to require training for all athletes on concussion and sudden cardiac arrest and encourages annual impact testing and sports physicals for all athletes.

Among many other detailed on-line sources of information on these two topics, their prevention and management, is the Washington Interscholastic Activities Association Website found at www.wiaa.com.

Thank you for your attention, and play safely!

The City of Bonney Lake
Department of Administrative Services

7.2 Sudden Cardiac Arrest Information Sheet

Sudden Cardiac Arrest

Information Sheet for

Student-Athletes, Coaches and Parents/Guardians

SSB 5083 ~ SCA Awareness Act

What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year.

SCA is also the leading cause of sudden death in young athletes during sports

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures
- A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED). AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!

Cardiac 3-Minute Drill

1. RECOGNIZE
   Sudden Cardiac Arrest
   - Collapsed and unresponsive
   - Abnormal breathing
   - Seizure-like activity
2. CALL 9-1-1
   - Call for help and for an AED
3. CPR
   - Begin chest compressions
   - Push hard/ push fast (100 per minute)
4. AED
   - Use AED as soon as possible
5. CONTINUE CARE
   - Continue CPR and AED until EMS arrives

AED

Be Prepared! Every Second Counts!

UW Medicine
Center For Sports Cardiology
www.uwsportscardiology.org

WIAA Est. 1905
WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

NICK OF TIME FOUNDATION
SCA Awareness
Youth Heart Screening
CPR/AED In Schools
www.nickoftimefoundation.org

7.3 CDC Parents Information Sheet On Concussions (English and Spanish)

Concussion
INFORMATION SHEET

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

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CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

CDC

Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.
Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

○ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed:_____ Date:_____

Athlete's Signature:_____

○ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed:_____ Date:_____

Parent or Legal Guardian's Signature:_____

Revised January 2019

HOJA INFORMATIVA
sobre la conmoción cerebral

CDC HEADS UP
CEREBRO SEGURO. FUTURO SEGURO.

Esta hoja contiene información que ayuda a proteger a sus hijos o adolescentes de una conmoción cerebral u otra lesión cerebral grave. Use esta información en los juegos y las prácticas de sus hijos o adolescentes para aprender a identificar una conmoción cerebral y saber qué hacer en caso de que ocurra.

¿Qué es una conmoción cerebral?

Una conmoción cerebral es un tipo de lesión cerebral traumática o TBI (por sus siglas en inglés) causada por un golpe, impacto o sacudida en la cabeza o por un golpe en el cuerpo que hace que la cabeza y el cerebro se muevan rápida y repentinamente hacia adelante y hacia atrás. Este movimiento rápido puede hacer que el cerebro rebote o gire dentro del cráneo y provoque cambios químicos en el cerebro, y a veces hace que las células cerebrales se estiren y se dañen.

¿Cómo puedo mantener a mis hijos o adolescentes seguros?

Los deportes son una buena manera para que los niños y adolescentes se mantengan saludables y los ayudan a que les vaya bien en la escuela. Para reducir las probabilidades de que sus hijos o adolescentes sufran una conmoción cerebral u otra lesión cerebral grave, usted debe:

- Ayudar a crear una cultura de seguridad para el equipo.
  - Junto con el entrenador enseñe maneras de disminuir las probabilidades de sufrir una conmoción cerebral.
  - Hable con sus hijos o adolescentes sobre las conmociones cerebrales y pregúnteles si les preocupa tener que notificar una conmoción cerebral. Hable sobre las preocupaciones que tengan y déjeles saber que es la responsabilidad de ellos, y que está bien, notificar una conmoción cerebral y tomarse el tiempo necesario para recuperarse.
  - Asegúrese de que sigan las reglas de seguridad del entrenador y las reglas del deporte.
  - Expliqueles a sus hijos o adolescentes que espera que mantengan el espíritu deportivo en todo momento.
- Enseñarles que deben usar un casco para disminuir la probabilidad de sufrir los tipos de lesiones cerebrales o de la cabeza más graves, si es adecuado para el deporte o la actividad que practiquen. Sin embargo, no existe un casco que sea a prueba de conmociones cerebrales, por lo tanto, hasta con un casco es importante que los niños y adolescentes eviten los golpes en la cabeza.

Planifique. ¿Qué le gustaría que su hijo o adolescente supiera sobre las conmociones cerebrales?

¿Cómo puedo indentificar una posible conmoción cerebral?

Los niños y adolescentes que muestran o notifican uno o más signos y síntomas enumerados a continuación, o simplemente dicen que no se "sienten del todo bien" después de un golpe, impacto o sacudida en la cabeza o el cuerpo, podrían tener una comoción cerebral u otra lesión cerebral grave.

Signos observados por padres o entrenadores

- Parece estar aturdido o desorientado.
- Se olvida de una instrucción, está confundido sobre su deber o posición, o no está seguro del juego, puntaje o de quién es su oponente.
- Se mueve con torpeza.
- Responde a las preguntas con lentitud.
- Pierde el conocimiento (aunque sea por poco tiempo).
- Muestra cambios de ánimo, comportamiento o personalidad.
- No puede recordar eventos antes o después de un golpe o una caída.

Síntomas reportados por niños y adolescentes

- Dolor de cabeza o "presión" en la cabeza.
- Náuseas o vómitos.
- Problemas de equilibrio o mareo, o visión borrosa o doble.
- Sensibilidad a la luz o al ruido.
- Se siente débil, desorientado, aturdido o grogui.
- Confusión o problemas de concentración o memoria.
- No se siento "del todo bien" o no tiene "ganas de hacer nada".

Enero de 2021

Hable con sus hijos y adolescentes sobre las conmociones cerebrales. Pídales que notifiquen los síntomas de conmoción cerebral de inmediato tanto a usted como al entrenador. Algunos niños y adolescentes piensan que las comociones cerebrales no son graves, mientras que a otros les preocupa perder su puesto en el equipo o ser vistos como débiles si notifican una comoción cerebral. Asegúrese de recordarles que *es mejor perder un juego que toda la temporada.*

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www.cdc.gov/HEADSUP

LAS CONMOCIONES CEREBRALES AFECTAN A CADA NIÑO Y ADOLESCENTE DE MANERA DIFERENTE.

Aunque la mayoría de los niños y adolescentes se sienten mejor a las pocas semanas, algunos tendrán síntomas por meses o aún más. Hable con el proveedor de atención médica de sus hijos o adolescentes si los síntomas de conmoción cerebral no desaparecen o empeoran después de que regresan a sus actividades normales.

¿Cuáles son algunos signos de peligro más graves a los que debo prestar atención?

En raras ocasiones, después de un golpe, impacto o sacudida en la cabeza o en el cuerpo puede acumularse sangre (hematoma) de forma peligrosa en el cerebro y ejercer presión contra el cráneo. Llame al 9-1-1 o lleve a su hijo o adolescente a la sala de urgencias de inmediato si después de un golpe, impacto o sacudida en la cabeza o el cuerpo, presenta uno o másde estos signos de riesgo:

- Una pupila más grande que la otra.
- Mareo o no puede despertarse.
- Dolor de cabeza persistente y que además empeora.
- Dificultad de dicción, debilidad, entumecimiento o menor coordinación.
- Naúseas o vómitos, convulsiones o ataques (temblores o espasmos) periódicos.
- Comportamiento inusual, mayor confusión, inquietud o nerviosismo.
- Pérdida del conocimiento (desmayado o inconsciente).

Los niños y adolescentes que continúan jugando cuando tienen síntomas de conmoción cerebral o que regresan a jugar muy pronto, mientras el cerebro todavía se está curando, tienen mayor probabilidad de sufrir otra conmoción cerebral. Una conmoción cerebral repetida que ocurre mientras el cerebro todavía se está curando de la primera lesión puede ser muy grave y puede afectar al niño o adolescente de por vida; y hasta podría ser mortal.

¿Qué debo hacer si creo que mi hijo o adolescente ha sufrido una conmoción cerebral?

Como padre, si usted cree que su hijo o adolescente puede tener una conmoción cerebral, usted debe:

1. Retirarlo del juego.
2. No permitir que su hijo o adolescente regrese a jugar el día de la lesión. Su hijo o adolescente debe ver a un proveedor de atención médica y solo podrá regresar a jugar con el permiso de un profesional médico con experiencia en la evaluación de conmociones cerebrales.
3. Pedirle al proveedor de atención médica de su hijo o adolescente que le dé instrucciones por escrito sobre cómo ayudarlo a que regrese a la escuela. Usted puede darle indicaciones a la enfermera de la escuela y a los maestros e instrucciones al instructor o entrenador deportivo sobre cómo su hijo o adolescente puede regresar al juego de la escuela y a los maestros e instrucciones al instructor o entrenador deportivo sobre cómo su hijo o adolescente puede regresar al juego.

Trate de no juzgar la gravedad de la lesión. Solo un proveedor de atención médica debe evaluar a un niño o adolescente de una posible conmoción cerebral. Los signos y síntomas de las conmociones cerebrales por lo general aparecen al poco tiempo de que ocurre la lesión. Sin embargo, al principio no sabrá qué tan grave es la conmoción cerebral y es posible que algunos síntomas no aparezcan por varias horas o días.

Después de una conmoción cerebral, el cerebro necesita tiempo para curarse. El regreso de un niño o adolescente a la escuela y a los deportes debe ser un proceso gradual dirigido y monitorizado cuidadosamente por un proveedor de atención médica.

Enero de 2021

Converse con su hijo o adolescente sobre los riesgos de una conmoción cerebral y otras lesiones cerebrales graves y haga que cada persona firme lo siguiente.
Separe la sección de abajo y mantenga esta hoja informativa para usarla en los juegos y las prácticas de sus hijos o adolescentes con el fin de protegerlos de las conmociones cerebrales u otras lesiones cerebrales graves.

○ **Aprendí sobre las conmociones cerebrales y hablé con uno de mis padres o mi entrenador sobre lo que debo hacer si sufro una conmoción cerebral u otra lesión cerebral grave.**

Nombre del atleta: _____ Fecha: _____

Firma del atleta: _____

○ **He leído esta hoja informativa para padres sobre conmoción cerebral con mi hijo o adolescente y hablamos sobre lo que debe hacer si tiene una conmoción cerebral u otra lesión cerebral grave.**

Nombre del padre o tutor legal: _____ Fecha: _____

Firma del padre o tutor legal: _____

7.4 CDC Athletes Information Sheet On Concussions (English and Spanish)

A FACT SHEET FOR
Athletes

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?
A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?

Report It. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms. Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.

Get Checked Out. If you think you have a concussion, do not return to play on the day of the injury. Only a healthcare provider can tell whether you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

Give Your Brain Time to Heal. A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

Why Should I Tell My Coach and Parent About My Symptoms?

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.

CDC

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How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- **Get a headache**
- **Feel dizzy, sluggish, or foggy**
- **Are bothered by light or noise**
- **Have double or blurry vision**
- **Vomit or feel sick to your stomach**
- **Have trouble focusing or problems remembering**
- **Feel more emotional or "down"**
- **Feel confused**
- **Have problems with sleep**

Concussion symptoms usually show up right away, but you might not notice that something "isn't right" for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

How Can I Help My Team?

Protect Your Brain. Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

Be a Team Player. You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

CDC

Departamento de Salud y Servicios Humanos de los Estados Unidos
Centros para el Control y la Prevención de Enfermedades

CDC

ATENCIÓN
CONMOCIÓN CEREBRAL EN EL DEPORTE JUVENIL

Hoja Informativa para los **ATLETAS**

¿QUÉ ES LA CONMOCIÓN CEREBRAL?

La conmoción cerebral es una lesión del cerebro que:

- Es causada por un golpe en la cabeza o una sacudida
- Puede cambiar el funcionamiento normal del cerebro
- Puede ocurrir en cualquier deporte durante las prácticas de entrenamiento o durante un juego
- Puede ocurrir aun cuando no se haya perdido el conocimiento
- Puede ser seria aun si se piensa que sólo se trata de un golpe leve

¿CUÁLES SON LOS SÍNTOMAS DE LA CONMOCIÓN CEREBRAL?

- Dolor o "presión" en la cabeza
- Náuseas (sentir que quieres vomitar)
- Problemas de equilibrio, mareo
- Visión doble o borrosa
- Molestia causada por la luz
- Molestia causada por el ruido
- Sentirse debilitado, confuso, aturdido o grogui
- Dificultad para concentrarse
- Problemas de memoria
- Confusión
- No "sentirse bien"

¿QUÉ DEBO HACER SI CREO QUE HE SUFRIDO UNA CONMOCIÓN CEREBRAL?

- **Dile a tus entrenadores y a tus padres.** Nunca ignores un golpe en la cabeza o una sacudida aun cuando te sientas bien. También dile al entrenador si crees que uno de tus compañeros de equipo sufrió una conmoción.
- **Ve al médico para que te examine.** Un médico u otro profesional de la salud podrá decirte si sufriste una conmoción cerebral y cuándo estarás listo para volver a jugar.
- **Tómate el tiempo suficiente para curarte.** Si sufriste una conmoción cerebral, tu cerebro necesitará tiempo para sanar. Es más probable que sufras una segunda conmoción mientras tu cerebro esté en proceso de curación. Las segundas conmociones y cualquier conmoción adicional pueden causar daños al cerebro. Por eso es importante que descanses hasta que un médico u otro profesional de la salud te permitan regresar al campo de juego.

¿CÓMO PUEDO PREVENIR UNA CONMOCIÓN CEREBRAL?

Aunque todo deporte es diferente, hay medidas que puedes tomar para protegerte.

- Sigue las reglas de seguridad del entrenador y las reglas del deporte que practicas.
- Mantén el espíritu deportivo en todo momento.
- Utiliza los implementos deportivos adecuados, incluido el equipo de protección personal (como casco, almohadillas protectoras, canilleras, gafas y protector dental). Para que este equipo te proteja, debe:
  - Ser adecuado para el deporte que practicas, tu posición en el juego y tipo de actividad
  - Usarse correctamente y ajustarse bien a tu cuerpo
  - Usarse en todo momento durante el juego

Es preferible perderse un juego que toda la temporada.

Julio de 2007
Versión en español aprobada por CDC Multilingual Services – Julio de 2007

Para obtener más información o solicitar más materiales **de forma gratuita**, visite: **www.cdc.gov/ConcussionInYouthSports**

Para obtener información más detallada sobre la conmoción cerebral y la lesión cerebral traumática, visite: **www.cdc.gov/injury**

7.5 CDC Coaches Information Sheet On Concussions (English and Spanish)

A FACT SHEET FOR
Youth Sports Coaches

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

Below is information to help youth sports coaches protect athletes from concussion or other serious brain injury, and to help coaches know what to do if a concussion occurs.

What is a concussion?

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

What is a subconcussive head impact?

A subconcussive head impact is a bump, blow, or jolt to the head that *does not* cause symptoms. This differs from concussions, which *do* cause symptoms. A collision while playing sports is one way a person can get a subconcussive head impact. Studies are ongoing to learn about subconcussive head impacts and how these impacts may or may not affect the brain of young athletes.

How can I keep athletes safe?

As a youth sports coach, your actions can help lower an athlete's chances of getting a concussion or other serious injury. Aggressive or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury.[3] Here are some ways you can help:

Talk with athletes about concussion:

- Set time aside throughout the season to talk about concussion.
- Ask athletes about any concerns they have about reporting concussion symptoms.
- Remind athletes that safety comes first and that you expect them to tell you and their parent(s) if they think they have experienced a bump, blow, or jolt to their head and "don't feel right."

Focus on safety at games and practices:

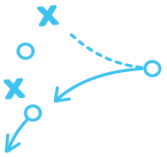
- Teach athletes ways to lower the chances of getting a hit to the head.
- Enforce rules that limit or remove the risk of head impacts.
- Tell athletes that good sportsmanship is expected at all times, both on and off the field.
- Bring emergency contact information for parents and healthcare providers to each game and practice in case an athlete needs to be seen right away for a concussion or other serious injury.

Multiple concussions

Athletes who have ever had a concussion have a higher chance of getting another concussion. A repeat concussion can lead to more severe symptoms and longer recovery.[1,2]

Coach's to-do list:

- ✓ Talk with athletes about concussion.
- ✓ Teach athletes ways to lower their chances of getting a hit to the head.
- ✓ Encourage concussion reporting among your athletes.
- ✓ Know what to do if you think an athlete has a concussion.
- ✓ Learn how to help an athlete safely return to play after a concussion.



cdc.gov/HEADSUP

Make sure athletes do not perform these unsafe actions:

- Use their head or helmet to contact another athlete.
- Make illegal contact or check, tackle, or collide with an unprotected opponent.
- Try to injure another athlete.

Stay up to date on concussion information:

- Review your state, league, and organization's concussion plans and rules.
- Take a training course on concussion. The Centers for Disease Control and Prevention (CDC) offers free concussion training at cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or another resource that provides a list of concussion signs and symptoms.

Check equipment and sports facilities:

- Make sure all athletes wear a helmet that is appropriate for the sport or activity; ensure that the helmet fits well and is in good condition.
- Work with the game or event manager to fix any concerns, such as tripping hazards or goal posts without proper padding.

One study found that nearly 70% of athletes continued to play with concussion symptoms.[4]

How can I spot a possible concussion?

Athletes who show or report one or more of the signs and symptoms listed below—or who simply say they just "don't feel right"—after a bump, blow, or jolt to the head or body may have a concussion or other serious brain injury. Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not show up for hours or days.

Signs coaches or parents may observe:

- Seems confused
- Forgets an instruction or is unsure of the game, position, score, or opponent
- Moves clumsily
- Answers questions slowly or repeats questions
- Can't remember events before or after the hit, bump, or fall
- Loses consciousness (even for a moment)
- Has behavior or personality changes

Symptoms athletes may report:

- Headache
- Nausea or vomiting
- Dizziness or balance problems
- Bothered by light or noise
- Feeling foggy or groggy
- Trouble concentrating or problems with short- or long-term memory
- Does not "feel right"

Signs of a more serious brain injury

In rare cases, a concussion can cause dangerous bleeding in the brain, which puts pressure on the skull. Call 9-1-1 if an athlete develops one or more of these danger signs after a bump, blow, or jolt to the head or body:

- A headache that gets worse and does not go away
- Significant nausea or repeated vomiting
- Unusual behavior, increased confusion, restlessness, or agitation
- Drowsiness or inability to wake up
- Slurred speech, weakness, numbness, or decreased coordination
- Convulsions or seizures (shaking or twitching)
- Loss of consciousness (passing out)

Some athletes may not report a concussion because they don't think a concussion is serious.

They may also worry about:

- Losing their position on the team or losing playing time during a game,
- Putting their future sports career at risk,
- Looking weak,
- Letting down their teammates or the team, and/or
- What their coach or teammates think of them.[5-7]

What should I do if an athlete has a possible concussion?

As a coach, if you think an athlete may have a concussion, you should:

Remove the athlete from play.

When in doubt, sit them out! Record and provide details on the following information to help the healthcare provider or first responders assess the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out) and for how long
- Any memory loss right after the injury
- Any seizures right after the injury
- Number of previous concussions (if any)

Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a healthcare provider.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess an athlete for a possible concussion and decide when it is safe for the athlete to return to play.

Inform the athlete's parent(s) about the possible concussion.

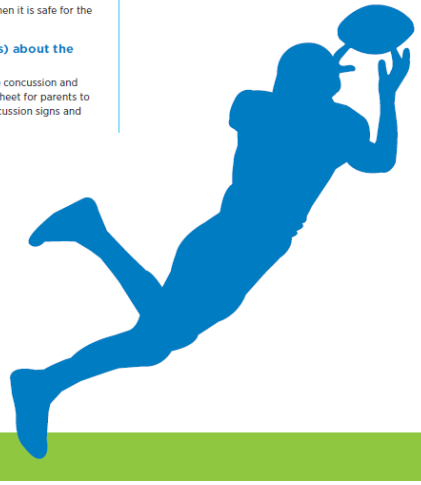
Let parents know about the possible concussion and give them the CDC HEADS UP fact sheet for parents to help them watch the athlete for concussion signs and symptoms at home.

Ask for written instructions from the athlete's healthcare provider on return to play.

This should include information about when the athlete can return to play and steps you should take to help the athlete safely return to play. Athletes who continue to play while having concussion symptoms have a greater chance of getting another concussion. A repeat concussion that occurs before the brain has fully healed can be very serious and can increase the chance for long-term problems. It can even be fatal.

Offer support during recovery.

An athlete may feel frustrated, sad, angry, or lonely while recovering from a concussion. Talk with them about it, and allow an athlete recovering from a concussion to stay in touch with their teammates, such as cheering on their team at practices and competitions.



What steps should I take to help an athlete return to play?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a healthcare provider. When available, be sure to also work closely with your team's certified athletic trainer.

There are six gradual steps to help an athlete safely return to play. These steps should not be done in one day, but instead over days, weeks, or months. ***An athlete should move to the next step only if they do not have any new symptoms at the current step.***

Step 1: Return to non-sports activities, such as school, with a greenlight from the healthcare provider to begin the return-to-play process

Step 2: Light aerobic exercise
- Goal: Increase the athlete's heart rate
- Activities: Slow to medium walking or light stationary cycling

Step 3: Sport-specific exercise
- Goal: Add movement
- Activities: Running or skating drills; no activities with risk for contact

Step 4: Non-contact training drills
- Goal: Increase exercise, coordination, and thinking
- Activities: Harder training drills and progressive resistance training

Step 5: Full-contact practice
- Goal: Restore confidence and have coaching staff assess functional skills
- Activities: Normal training activities

Step 6: Return to regular sports activity

Remember: It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's activities, particularly after each increase in activity. If an athlete's concussion symptoms come back, or if he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is working too hard. The athlete should stop these activities, and the athlete's parent should contact the healthcare provider. After the athlete's healthcare provider says it is okay, the athlete can begin at the step before the symptoms started.

1. Chrisman SPD, Lowry S, Herring SA, et al. Concussion incidence, duration, and return to school and sport in 5- to 14-year-old American football athletes. *J Pediatr.* 2019;207:176-184. doi:10.1016/j.jpeds.2018.11.003.

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The information provided in this fact sheet or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised August 2019

To learn more,
go to cdc.gov/HEADSUP

CDC HEADS UP

Departamento de Salud y Servicios Humanos de los Estados Unidos
Centros para el Control y la Prevención de Enfermedades

Hoja Informativa para los **ENTRENADORES**

Para descargar la hoja informativa para los entrenadores en español, por favor visite: **www.cdc.gov/ConcussionInYouthSports**
To download the coaches fact sheet in Spanish, please visit **www.cdc.gov/ConcussionInYouthSports**

DATOS IMPORTANTES

- Una conmoción cerebral es una **lesión en el cerebro**.
- Todas las conmociones cerebrales son **serias**.
- Las conmociones cerebrales pueden ocurrir **sin** que haya pérdida del conocimiento.
- Las conmociones cerebrales pueden ocurrir **en cualquier deporte**.
- Saber reconocer y atender en forma adecuada una conmoción cerebral cuando **ocurre por primera vez** puede ayudar a prevenir lesiones mayores y hasta la muerte.

¿QUÉ ES UNA CONMOCIÓN CEREBRAL?

Una conmoción cerebral es una lesión que afecta el funcionamiento normal de las células del cerebro. Una conmoción es causada por un golpe en la cabeza o el cuerpo que provoca un movimiento rápido del cerebro dentro del cráneo. Incluso una pequeña conmoción o lo que parece ser un golpe o sacudida leve puede ser serio. Una conmoción cerebral también puede ser el resultado de una caída o de una colisión entre jugadores o contra obstáculos como el poste de una portería.

El potencial de que ocurran conmociones cerebrales es mayor en los medios atléticos donde las colisiones son comunes.[1] Sin embargo, las conmociones cerebrales pueden ocurrir en ***cualquier*** actividad o deporte recreativo formal o informal. Todos los años, en los Estados Unidos se registran hasta 3.8 millones de casos de conmoción cerebral en actividades deportivas o recreativas.[2]

¿CÓMO RECONOCER UNA POSIBLE CONMOCIÓN CEREBRAL?

Para saber cómo reconocer una conmoción, debe estar atento a las siguientes dos cosas entre sus atletas:

1. Un fuerte golpe en la cabeza o el cuerpo que causa un movimiento rápido de la cabeza.

-y-

2. Cualquier cambio en la conducta, razonamiento o funcionamiento físico del atleta. (Vea los signos y síntomas de una conmoción cerebral en la tabla de la siguiente página).

Es preferible perderse un juego que toda la temporada.

Julio de 2007
Versión en español generada por CDC Multilingual Services – Orden # 4425

PLAN DE ACCIÓN

¿QUÉ DEBE HACER UN ENTRENADOR SI SE CREE QUE HAY UNA POSIBLE CONMOCIÓN CEREBRAL?

1. **Saque al jugador del juego.** Esté atento a los signos y síntomas de una conmoción cerebral si el atleta ha experimentado una sacudida o golpe en la cabeza. A los atletas que presentan signos y síntomas de conmoción no se les debe permitir volver a jugar. Si no está seguro de esos signos, mantenga al jugador fuera del partido.

2. **Asegúrese de que el atleta sea evaluado de inmediato por un profesional de la salud capacitado en este tipo de situaciones.** No incumbe juzgar usted mismo la seriedad de la lesión. Los profesionales de la salud tienen una serie de métodos que pueden usar para evaluar la gravedad de una conmoción cerebral. Como entrenador, usted puede llevar un registro de la siguiente información para ayudarles a los profesionales de la salud a evaluar al atleta después de una lesión:
   - Causa de la lesión y fuerza del impacto o golpe en la cabeza
   - Cualquier pérdida del conocimiento (se desmayó; si fue así, ¿por cuánto tiempo?)
   - Cualquier pérdida de la memoria ocurrida inmediatamente después de la lesión
   - Cualquier convulsión ocurrida inmediatamente después de la lesión
   - Número de conmociones cerebrales previas (si ha habido alguna)

3. **Informe a los padres o tutores del jugador que existe la posibilidad de que éste tenga una conmoción cerebral y déles la hoja informativa sobre la conmoción cerebral.** Asegúrese de que ellos saben que el atleta debe ser examinado por un profesional de la salud con experiencia en la evaluación de conmociones cerebrales.

4. **Permita que el atleta vuelva a jugar sólo con el permiso de un profesional de la salud con experiencia en la evaluación de conmociones cerebrales.** Otra conmoción cerebral antes de que el cerebro se recupere de la primera puede retrasar la recuperación o aumentar la probabilidad de que se presenten problemas a largo plazo. Prevenga problemas comunes a largo plazo así como el poco frecuente *síndrome del segundo impacto* retrasando el regreso del atleta a las actividades deportivas hasta que el jugador reciba una evaluación médica adecuada y la autorización para volver a jugar.

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Si cree que uno de sus atletas ha sufrido una conmoción cerebral... sáquelo del juego y hágalo examinar por un profesional de la salud con experiencia en la evaluación de conmociones cerebrales.

Para obtener más información o solicitar más materiales **de forma gratuita**, visite: **www.cdc.gov/ConcussionInYouthSports**

Para obtener información más detallada sobre la conmoción cerebral y la lesión cerebral traumática, visite: **www.cdc.gov/tbiInjury**

Departamento de Salud y Servicios Humanos de los Estados Unidos
Centros para el Control y la Prevención de Enfermedades

SIGNOS Y SÍNTOMAS

SIGNOS OBSERVADOS POR EL EQUIPO DE ENTRENADORES

- El atleta luce aturdido o inconsciente
- Se confunde con la actividad asignada
- Olvida las jugadas
- No se muestra seguro del juego, de la puntuación ni de sus adversarios
- Se mueve con torpeza
- Responde a las preguntas con lentitud
- Pierde el conocimiento (así sea momentáneamente)
- Muestra cambios de conducta o de personalidad
- No puede recordar lo ocurrido antes de un lanzamiento o una caída
- No puede recordar lo ocurrido después de un lanzamiento o una caída

SÍNTOMAS QUE REPORTA EL ATLETA

- Dolor o "presión" en la cabeza
- Náuseas o vómitos
- Problemas de equilibrio o mareo
- Visión borrosa o difusa
- Sensibilidad a la luz
- Sensibilidad al ruido
- Se siente débil, confuso, aturdido o grogui
- Tiene problemas de concentración
- Tiene problemas de memoria
- Confusión
- No se "siente bien"

Adaptado de Lovell et al. 2004

A los atletas que experimentan alguno de esos signos y síntomas después de una sacudida o golpe en la cabeza debe impedírseles jugar hasta que un profesional de la salud con experiencia en la evaluación de conmociones cerebrales les autorice a volver al campo de juego. Los signos y síntomas de una conmoción cerebral pueden durar desde varios minutos hasta días, semanas, meses o aún períodos más largos en algunos casos.

Recuerde que la conmoción cerebral no puede verse y algunos atletas pueden no sentir los síntomas ni reportarlos sino hasta horas o días después de ocurrida la lesión. Si cree que alguno de sus atletas tiene una conmoción cerebral, debe mantenerlo fuera del juego o de las prácticas.

PREVENCIÓN Y PREPARACIÓN

Como entrenador, usted puede desempeñar un papel importante en la prevención de las conmociones cerebrales y en la respuesta adecuada a las mismas en caso de que ocurran. A continuación hay algunas medidas que puede tomar para asegurarse de que sus atletas y su equipo estén mejor protegidos:

- **Eduque a los atletas y a los padres sobre la conmoción cerebral.** Hable con los atletas y sus padres sobre los peligros y las consecuencias potenciales a largo plazo de las conmociones cerebrales. Para obtener más información sobre los efectos a largo plazo de las conmociones cerebrales, vea el siguiente video en línea (disponible por ahora solo en inglés): http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm#Video. Explique sus inquietudes sobre la conmoción cerebral y sus expectativas en torno a las formas en las que se debe jugar en forma segura, tanto a atletas como a parientes y a los ayudantes de entrenadores. Distribuya las hojas informativas sobre la conmoción cerebral a los atletas y sus padres al inicio de la temporada y hágalo de nuevo en caso de presentarse un incidente de este tipo.
- **Insista en que la seguridad es la prioridad número uno.**
  - Enséñeles a los atletas las técnicas para jugar en forma segura y anímeles a respetar las reglas del juego.
  - Anime a los atletas a mantener un buen espíritu deportivo en todo momento.
  - Asegúrese de que los atletas usen los equipos de protección adecuados según su actividad deportiva (como cascos, almohadillas protectoras, canilleras o protectores dentales y para los ojos). El equipo de protección debe ajustarse bien y recibir el mantenimiento adecuado, y el jugador debe usarlo correctamente y en todo momento.
  - Repase con su equipo la hoja informativa para los atletas y ayúdelos a reconocer los signos y síntomas de una conmoción cerebral.

Consulte con su liga o administrador de deporte juvenil las políticas concernientes a la conmoción cerebral. Se puede establecer una declaración de políticas que incluya el compromiso que tiene la liga con la seguridad en el deporte, una descripción breve de lo que es una conmoción cerebral e información sobre cuándo pueden los atletas que han sufrido una conmoción regresar al campo de juego sin correr peligro (es decir, un atleta que tenga o pueda tener una conmoción cerebral no debe jugar hasta que sea evaluado y reciba el permiso de un profesional de la salud). Los padres y atletas deben firmar la declaración de políticas sobre la conmoción cerebral al inicio de la temporada de deportes.

- **Enséñeles a los atletas y a los padres que jugar con una conmoción cerebral no es actuar en forma inteligente.** Algunas veces los jugadores y los padres creen equivocadamente que jugar lesionado es una demostración de fortaleza y coraje. Convenza a los demás de que no deben presionar a los atletas para que jueguen. No deje que los atletas lo convenzan de que "están bien" después de haber sufrido alguna sacudida o golpe en la cabeza. Pregunte a los atletas si alguna vez han tenido una conmoción cerebral.
- **Prevenga los problemas a largo plazo.** Una nueva conmoción cerebral que ocurra antes de que el cerebro se recupere de la primera, generalmente en un período corto de tiempo (horas, días o semanas), puede retrasar la recuperación o aumentar la probabilidad de que se presenten problemas a largo plazo. En casos poco frecuentes, las conmociones cerebrales repetidas pueden causar inflamación del cerebro, daño cerebral permanente y hasta la muerte. Esta es una afección más seria conocida como *síndrome del segundo impacto*.[4,5] Evite que los atletas con conmoción cerebral diagnosticada o posible regresen a sus actividades de juego hasta que un profesional de la salud con experiencia en la evaluación de conmociones cerebrales los haya evaluado y dado el permiso para volver a jugar. Recuérdeles a sus atletas: "Es preferible perder un juego que toda la temporada."

7.6 CDC Sports Officials Information Sheet On Concussions (English and Spanish

A FACT SHEET FOR
Sports Officials

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

The information in this fact sheet can help you protect athletes from concussions or other serious brain injuries and know what to do if an athlete might have a concussion.

Understand concussion

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

Help keep athletes safe

As a sports official, you help set the tone for safe play and can help lower an athlete's chances of getting a concussion or other serious injury. When athletes are overly aggressive or make illegal actions, they can increase the risk for concussion for themselves and other athletes. Here are some ways you can keep athletes safe:

- Enforce the rules for fair play, safety, and good sporting behavior.
- Learn to recognize the signs and symptoms of concussions so you can be confident about when an athlete should be removed from a game or competition.
- Stop play whenever there is a concern for the safety of athletes, and remove an athlete from a game or competition if you observe concussion signs or if the athlete reports concussion symptoms.
- Penalize athletes for unsafe actions, such as:
  - Using their head or helmet to contact another athlete.
  - Making illegal contacts or checking, tackling, or colliding with an unprotected athlete.
  - Trying to injure or put another athlete at risk for injury.
- Use correct terminology, such as concussion and brain injury. Avoid words, such as *bell ringers* and *dings* to describe a concussion because these can make light of a serious problem.
- Use pre-season and pre-game meetings to remind coaches to promote a culture of concussion safety with athletes.

Take action for a possible concussion

If you suspect that an athlete might be experiencing concussion symptoms, pull them from play. **When in doubt, get them out.**

An athlete who is allowed to continue playing with a concussion, or who is returned to play too soon, is at risk for a repeat brain injury. This can lead to a longer recovery and poorer health outcomes.

Stay up to date on concussion policies and information

- Review your state, league, and organization's concussion policies. Be aware that concussion policies may vary by location and sport. Most policies state that an athlete cannot return to a game or competition on the same day the possible concussion occurred and cannot return before being cleared by a healthcare provider.
- Take a training course on concussion. The Centers for Disease Control and Prevention (CDC) offers free concussion training for sports officials at www.cdc.gov/HEADSUP.
- Talk with other sports officials to share strategies that enforce safe and fair play.

GOOD SPORTING BEHAVIOR
MODEL IT. EXPECT IT. ENFORCE IT.

ENFORCE SAFE PLAY.
SPORTS OFFICIALS SET THE TONE FOR SAFETY.

Spot a possible concussion

Athletes with one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion or other serious brain injury.

Concussion signs that sports officials, parents, or coaches might observe in athletes:

- Appearing confused, dazed, or stunned
- Looking unsure of game, score, or opponent
- Moving clumsily (appearing off-balance or dizzy)
- Being slow to answer questions
- Being unable to remember events before or after the hit, bump, or fall
- Losing consciousness (only occurs in about 10-15% of concussions)
- Showing behavior or personality changes

Concussion symptoms that athletes might feel and report:

- Having a headache
- Feeling nauseated or vomiting
- Experiencing balance problems or dizziness
- Seeing double or having fuzzy vision
- Feeling sensitive to light or noise
- Feeling sluggish
- Feeling mentally foggy
- Having difficulty concentrating or remembering plays
- Being confused about what play it is or what part of the game it is

Signs of a more serious brain injury

Have someone call 9-1-1 if an athlete develops one or more of these danger signs after a bump, blow, or jolt to the head or body:

- Drowsiness or inability to wake up or inability to stay awake
- Repeated vomiting
- Convulsions or seizures (seizures can include violent, uncontrollable shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Slurred speech, weakness, numbness, or decreased coordination
- One pupil larger than the other
- A headache that gets worse and does not go away

The information provided in this fact sheet or through links to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised August 2022

To learn more,
go to cdc.gov/HEADSUP

CDC HEADS UP

HOJA INFORMATIVA PARA
los oficiales deportivos que trabajan con jóvenes

CDC HEADS UP
CEREBRO SEGURO. FUTURO SEGURO.

Una de las tareas principales de un oficial deportivo es mantener a los atletas a salvo. Esta hoja informativa contiene información para ayudarle a proteger a los atletas de una conmoción cerebral u otra lesión cerebral grave, saber identificar una conmoción cerebral y saber qué hacer en caso de que ocurra.

¿Qué es una conmoción cerebral?

Una conmoción cerebral es un tipo de lesión cerebral traumática o TBI (por sus siglas en inglés) causada por un golpe, impacto o sacudida en la cabeza o por un golpe en el cuerpo que hace que la cabeza y el cerebro se muevan rápida y repentinamente hacia adelante y hacia atrás. Este movimiento rápido puede hacer que el cerebro rebote o gire dentro del cráneo y provoque cambios químicos en el cerebro, y a veces hace que las células cerebrales se estiren y se dañen.

¿Cómo puedo mantener a los atletas a salvo?

Los deportes son una buena manera para que los niños y adolescentes se mantengan saludables y los ayudan a que les vaya bien en la escuela. Como oficial deportivo de escuela secundaria, sus acciones (incluidas las prácticas estrictas de arbitraje) ayudan a marcar la pauta para un juego seguro y pueden ayudar a reducir las probabilidades de que un atleta sufra una conmoción cerebral u otra lesión grave. Una conducta agresiva o antideportiva entre los atletas puede aumentar la probabilidad de una conmoción cerebral u otra lesión grave. A continuación ofrecemos algunas maneras en que puede mantener a los atletas a salvo:

Cree una cultura de seguridad en el partido o la competición

- Haga que se cumplan las reglas del deporte para un juego justo, seguro y que se mantenga el espíritu deportivo.
- Sancione a los atletas por acciones poco seguras como:
  - Golpear a otro atleta en la cabeza.
  - Usar la cabeza o casco para contactar a otro atleta.
  - Hacer contactos ilegales o chequear, taclear o chocar a un oponente desprotegido.
  - Tratar de herir o poner a otro atleta en riesgo de una lesión.
- En la reunión previa al juego o evento, recuérdeles a los entrenadores de que hablen con los atletas sobre las conmociones cerebrales para que los atletas sientan que es la responsabilidad de ellos reportar una conmoción cerebral u otra lesión de inmediato.

Esté alerta a posibles conmociones.

- Dé tiempo por lesión para asegurarse de que un atleta con una posible conmoción cerebral salga del juego. ¡Si no está seguro, sáquelo del juego!
- Haga cumplir la regla de que un atleta con una posible conmoción cerebral *no puede regresar al juego el mismo día de la lesión*, y hasta que un proveedor de atención médica lo vea y le dé permiso para regresar.

Manténgase al día con la información sobre las conmociones cerebrales

- Revise las directrices sobre las conmociones cerebrales de su estado, liga u organización.
- Haga cursos de capacitación sobre las conmociones cerebrales.
- Los CDC ofrecen capacitación gratuita sobre las conmociones cerebrales en www.cdc.gov/HEADSUP.
- Descargue la aplicación de ***HEADS UP*** de los CDC (en inglés) o una lista de signos y síntomas de las conmociones cerebrales que pueda tener a mano.
- Hable con otros oficiales del deporte y revise las filmaciones del juego para que le ayude a encontrar formas de hacer que se juegue de manera segura y justa.

Enero de 2021

Para más información, visite www.cdc.gov/HEADSUP

Espíritu deportivo:
dé el ejemplo, exíjalo, haga que se mantenga.

CDC HEADS UP

Revise el equipo y las instalaciones deportivas:

- Asegúrese, junto con el administrador del juego o evento, que las instalaciones deportivas proporcionen un ambiente para un juego seguro (p. ej., quite los objetos que presenten riesgos de tropiezo y asegúrese de que los postes del arco tengan protectores acolchonados y en buen estado).
- Cuando sea adecuado para el deporte o la actividad, junto con el administrador del juego o evento y el entrenador, asegúrese de que todos los atletas jóvenes usen un casco que ajuste bien y que esté en buen estado. No exite un casco "a prueba" de lesiones cerebrales, por lo tanto, es importante que se hagan cumplir las reglas que protegen a los atletas de los golpes en la cabeza y cuando se les cae el casco durante un juego o partido.

¿Cómo puedo indentificar una posible conmoción cerebral?

Los atletas que muestran o notifican uno o más signos y síntomas enumerados a continuación, o simplemente dicen que no se "sienten del todo bien" después de un golpe, impacto o sacudida en la cabeza o el cuerpo, podrían tener una comoción cerebral u otra lesión cerebral grave.

Signos observados por oficiales deportivos, padres o entrenadores

- Parece estar aturdido o desorientado.
- Se olvida de una instrucción, está confundido sobre su deber o posición, o no está seguro del juego, puntaje o de quién es su oponente.
- Se mueve con torpeza.
- Responde a las preguntas con lentitud.
- Pierde el conocimiento (aunque sea por poco tiempo).
- Muestra cambios de ánimo, comportamiento o personalidad.
- No puede recordar eventos antes o después de un golpe o una caída.

Síntomas reportados por atletas

- Dolor de cabeza o "presión" en la cabeza.
- Náuseas o vómitos.
- Problemas de equilibrio o mareo, o visión borrosa o doble.
- Sensibilidad a la luz o al ruido.
- Se siente débil, desorientado, aturdido o grogui.
- Confusión o problemas de concentración o memoria.
- No se siente "del todo bien" o no tiene "ganas de hacer nada."

Imponga la seguridad en el juego. Usted marca la pauta de la seguridad.

¿Cuáles son algunos signos de peligro más graves a los que debo prestar atención?

En raras ocasiones, después de un golpe, impacto o sacudida en la cabeza o en el cuerpo puede acumularse sangre (hematoma) de forma peligrosa en el cerebro y ejercer presión contra el cráneo. Llame al 9-1-1 o asegúrese de que el atleta sea trasladado a la sala de urgencias de inmediato si después de un golpe, impacto o sacudida en la cabeza o el cuerpo, presenta uno o más de estos signos de riesgo:

- Una pupila más grande que la otra.
- Mareo o no puede despertarse.
- Dolor de cabeza persistente y que además empeora.
- Dificultad de dicción, debilidad, entumecimiento o menor coordinación.
- Náuseas o vómitos, convulsions o ataques (temblores o espasmos) periódicos.
- Comportamiento inusual, mayor confusión, inquietud o nerviosismo.
- Pérdida del conocimiento (desmayado o inconsciente). Incluso una breve pérdida del conocimiento debe considerarse como algo serio.

Los niños y adolescentes que continúan jugando cuando presentan síntomas de una conmoción cerebral o regresan al juego demasiado temprano, mientras el cerebro se está curando, tienen mayor probabilidad de tener otra conmoción cerebral. Una conmoción cerebral repetida que ocurre mientras el cerebro se está todavía curando de la primera lesión puede ser muy grave y podría afetar al niño o adolescente de por vida. Hasta puede ser mortal.

La información proporcionada en esta hoja informativa o mediante enlaces a otros sitios no remplaza la atención médica o profesional. Se deben dirigir las preguntas sobre diagnóstico y tratamiento de una conmoción cerebral a un médico o proveedor de atención médica.

Enero de 2021

Para más información, visite
www.cdc.gov/HEADSUP

COACH'S CONCUSSION AND SUDDEN CARDIAC ARREST AWARENESS TRAINING COMPLIANCE STATEMENT.

On May 14, 2009, the Governor of Washington, Christine Gregoire signed the **Zackery Lystedt Law. Effective July 26, 2009**, the Lystedt Law directly affects youth sports and head injury policies particularly how you, as a coach, need to respond to player injuries. The law requires that:

1. An informed consent must be signed by parents and youth athletes acknowledging the risk of head injury prior to practice or competition
2. A youth athlete who is suspected of sustaining a concussion or head injury must be removed from play – "when in doubt, sit them out"
3. A youth athlete who has been removed from play **must receive written clearance from a licensed health care provider prior to returning to play**.

Training must be done every three (3) years and can be found at the following website: https://www.cdc.gov/headsup/youthsports/training/index.html

This form must be signed, with a copy of training completion certificate, annually by coaches prior to participation in athletics played on The City of Bonney Lake premises. If you have questions regarding any of the information provided in the information sheets, please contact the City Clerk's Office.

I have received training on recognizing signs and symptoms of concussion/brain injury, including watching the educational video produced by Centers for Disease Control and Prevention, and am in compliance with the Zackery Lystedt Law.

_____	_____	_____
Coach Name (Printed)	*Coach Name (Signed)*	*Date*

SPORTS OFFICIALS CONCUSSION AND SUDDEN CARDIAC ARREST AWARENESS TRAINING COMPLIANCE STATEMENT.

On May 14, 2009, the Governor of Washington, Christine Gregoire signed the **Zackery Lystedt Law. Effective July 26, 2009**, the Lystedt Law directly affects youth sports and head injury policies particularly how you, as a coach, need to respond to player injuries. The law requires that:

1. An informed consent must be signed by parents and youth athletes acknowledging the risk of head injury prior to practice or competition
2. A youth athlete who is suspected of sustaining a concussion or head injury must be removed from play – "when in doubt, sit them out"
3. A youth athlete who has been removed from play **must receive written clearance from a licensed health care provider prior to returning to play**.

Training must be done every three (3) years and can be found at the following website: https://www.cdc.gov/headsup/sportsofficials/training/index.html

This form must be signed, with a copy of training completion certificate, annually by sports officials prior to participation in athletics played on The City of Bonney Lake premises. If you have questions regarding any of the information provided in the information sheets, please contact the City Clerk's Office.

I have received training on recognizing signs and symptoms of concussion/brain injury, including watching the educational video produced by Centers for Disease Control and Prevention, and am in compliance with the Zackery Lystedt Law.

_____	_____	_____
Sports Officials Name (Printed)	*Sports Officials Name (Signed)*	*Date*

Compliance Statement For RCW 4.24.660, RCW 28A.600.190 & RCW 28A.600.195 Youth Sports Head Injury Policies and Sudden Cardiac Arrest Awareness.

_____[Name of Organization]_____ has requested to reserve the use of the City of Bonney Lake's sports field(s) for the following dates:

DATE	ACTIVITY/SPORT	WHAT FIELD

_____[Name of Organization]_____, a private non-profit youth sports group, verifies all coaches, athletes and their parents/legal guardians have complied with mandated policies for the management of concussions, head injuries and sudden cardiac arrest awareness as prescribed by RCW 4.24.660, RCW 28A.600.190 and RCW 28A.600.195.

The Youth Sports Group required insurance shall be as follows:
General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations contractual liability and coverage for participant liability. The City of Bonney Lake shall be named as an additional insured on the General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate. Proof of insurance and additional insured endorsement are attached.

The __[Name of Organization]_____ shall defend, indemnify and hold harmless the City of Bonney Lake, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Bonney Lake.

_____
Representative of Private Non-Private Youth Sports Group Name Printed

_____ _____
Representative of Private Non-Private Youth Sports Group Signature Date

***Note: Access to City sports fields may not be granted until all requirements of this application are complete and approved by the City.**

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Administrative Policy and Procedure
City of Bonney Lake, Washington

SUBJECT: Lightning/Thunder at Outdoor Events and Worksites		
Policy No. 700.115	Pages: 3	Developed by: ~~H. Edvalson~~S. Schaneman
Effective Date: ~~May 25, 2016~~	Supersedes: ~~New~~Policy 700.115 Dated 5/25/2016	
Department Director Approval:	City Administrator Approval:	Mayor Approval:

1 PURPOSE

The purpose of this policy is to establish a procedure for evaluating the potential for exposure to and warning participating employees and the public of local thunderstorm and/or lightning activity during organized outdoor events at city facilities, and for employees working out-of-doors.

2 ORGANIZATIONS AFFECTED

All Departments and Divisions responsible for or sponsoring an outdoor event at a city or other facility.

3 REFERENCES

http://www.lightningsafety.noaa.gov/resources/large_venue.pdf
http://www.lightningsafety.noaa.gov/outdoors.shtml
http://www.ncaa.org/health-and-safety/lightning-safety

4 DEFINITIONS

None.

5 RESPONSIBILITIES

5.1 **City Of Bonney Lake.** It is the responsibility of departments coordinating outdoor events or with employees/volunteers in the outdoors for extended periods of time to implement procedures in conformance with this policy for the protection of employees/volunteers and the public.

6 STATEMENTS OF POLICY AND PROCEDURE

6.1 Departments coordinating an outdoor event have the responsibility to check the weather forecast an hour before the start of the event or before support staff/volunteers are scheduled to report at the event site.

6.1.1 If the general area weather forecast includes storms with thunder/lightning during the event and its preparation, a staff member or responsible volunteer

shall be assigned to monitor the weather forecast with a detection device, an electronic app or other real time information source to give warning to event staff if a potential storm cell is traveling toward Bonney Lake and is within 10 miles.

6.1.2 If the general forecast is for thunderstorms including the Bonney Lake Area, a general service announcement will be made to the assembled public at the beginning of the event to the effect that if a warning is given, or if thunder is heard or lightning seen by the participants or audience, then all should seek immediate shelter indoors or in their enclosed vehicles.

6.1.3 If the storm cell is within 10 miles of Bonney Lake, or anytime lightning is seen or thunder heard, participants at the event, including staff and volunteers, shall be advised to seek shelter as quickly as possible indoors or in their own parked vehicles. The event activities shall cease until such time as thunder and lighting is neither seen nor heard for a period of ½ hour.

6.1.4 The event coordinator or other designated employee shall have the authority to either cancel the event prior to its start or cancel further activity if the event has already commenced

6.2 Departments with outdoor worksites or employees/volunteers with outdoor work assignments have the responsibility to check the weather forecast prior to deployment outdoors.

6.2.1 If the general area weather forecast includes the potential for thunderstorms in the area of labor, a responsible staff person will be tasked with periodic monitoring of the current weather forecast with a detection device, an electronic app or other real time information source to give warning in the event a potential storm cell is traveling toward Bonney Lake and is within 10 miles.

6.2.2 If the storm cell is within 10 miles of Bonney Lake, or anytime lightning is seen or thunder heard, employees/volunteers are expected to seek shelter indoors or within a hard-top, enclosed vehicle. Outdoor work shall cease until such time as the thunder and lightning is neither seen nor heard for a period of ½ hour, or the in-house weather monitor confirms the storm cell has passed 10 miles beyond Bonney Lake.

6.2.3 A supervisory employee will determine whether the work site will be immediately abandoned in favor of an enclosed work location, or if employees will remain in the vicinity of the original work area, but in a safe location, until safe to resume work outdoors.

7 ATTACHMENTS

7.1 Flash to Bang Estimator of Lightning Distance

7.1 Flash to Bang Estimator of Lightning Distance

If Thunder is heard	The Lightning is…
5 seconds after a Flash	1 mile away
10 seconds after a Flash	2 miles away
15 seconds after a Flash	3 miles away
20 seconds after a Flash	4 miles away
If Thunder is heard	**The Lightning is…**
25 seconds after a Flash	5 miles away
30 seconds after a Flash	6 miles away
35 seconds after a Flash	7 miles away
40 seconds after a Flash	8 miles away
45 seconds after a Flash	9 miles away
50 seconds after a Flash	10 miles away

AMUSEMENT STRUCTURES AND RIDES

The City of Bonney Lake allows the use of Amusement Structures and Rides as defined and regulated by the Washington Administrative Code (WAC) 296-403A within its parks. These include, but are not limited to, such rides as bouncy houses, mechanical bulls, etc. Animal rides are not an allowed use on City property. A reservation for the park will not be complete unless the applicant meets the following conditions:

1. Provide the name, address and telephone number of the owner or operator of the amusement ride or structure together with the name and signature of the applicant.
2. Provide a description of the amusement ride or structure. Each amusement ride or structure must be individually identified by a trade name or title and a narrative description from which the amusement structure or ride can be identified; and a serial number which is welded onto the frame or contained on an identification plate which is permanently affixed to the amusement structure or ride.
3. Provide a copy of the current certificate of inspection: The amusement ride inspector or insurer per RCW 67.42.020 (2) must certify that the amusement ride or structure has been inspected for safety and meets the standards for compliance with all applicable requirements of the National Electrical Code and this chapter, manufacturer's specifications, American Society of Testing and Materials (ASTM) Standards on Amusement Rides and Devices, and insurance company inspection requirements. Amusement rides or structures that undergo major modification must be recertified by an amusement ride inspector or insurer per RCW 67.42.020 (2) before being placed into operation.
4. Provide a copy of the operator's proof of insurance/insurance certificate in an amount not less than one million dollars per occurrence insuring the owner and/or operator and the City against liability for injury to persons arising out of the use of the amusement ride or structure.
5. A picture of the current operating decal and operating permit.
6. Provide a signed reservation form including hold harmless language.

1st Amusement Structure/Ride

Owner/Operator: _____ Phone: _____

Address: _____ Alt. Phone: _____

Amusement Structure/Ride Description: _____

_____

Serial Number: _____

2nd Amusement Structure/Ride

Owner/Operator: _____ Phone: _____

Address: _____ Alt. Phone: _____

Amusement Structure/Ride Description: _____

_____

Serial Number: _____

Administrative Policy and Procedure
City of Bonney Lake, Washington

SUBJECT: Rental of City Facilities		
Policy No. 700.330	Pages: ~~11~~19	Developed By: ~~Jenna Richardson, HT Edvalson~~Sadie Schaneman
Effective Date: ~~August 23, 2019~~	Supersedes: ~~August 8, 2018~~700.330 Dated 8/23/2019	
Department Director Approval:	City Administrator Approval:	Mayor Approval:

1 PURPOSE

The purpose of this policy is to provide an internal guideline for the rental of City owned facilities.

2 ORGANIZATIONS AFFECTED

Departments assigned to coordinate the rental of City owned facilities.

3 REFERENCES

Administrative Policy 700.100: Tobacco Use In City Parks
Administrative Policy 700.105: Non-Discrimination In Community Athletic Facilities Rentals
Administrative Policy 700.110: Sports Concussions and Sudden Cardiac Arrest
BLMC 3.90.040: Revenue and Finance- Miscellaneous Fees, City Facility Rental~~.~~
BLMC 12.12: Park Regulations
BLMC 12.12.055: Streets, Sidewalks and Public Places- Park Regulations, Fees Established~~;~~
BLMC 12.12.140: Weapons
BLMC 12.12.145: Fireworks Prohibited
RCW 67.42.020(2): Requirements—Operation of amusement ride or structure—Bungee jumping device inspection
RCW 70.160.030: Smoking Prohibited In Public Places Or Places Of Employment
WAC 296-403A: Amusement Rides Or Structures
~~Ordinance Nos. 1500, 1544, and 1610.~~

4 DEFINITIONS

- **4.1 Authorized Department.** An authorized department refers to the department(s) that have been given responsibility to coordinate the rental of City facilities.
- **4.2 Coordinator.** Coordinator refers to the assigned staff member(s) that has been assigned to rent and coordinate facility rentals.
- **4.3 Rental Form.** Rental form refers to required forms and applications for rentals.
- **4.4 Renter.** Renter refers to an individual who has made application and provided payment for the use of City Facilities**.**

5 RESPONSIBILITIES

It is the responsibility of the assigned division(s) of the Administrative Services and Public Services Departments to administer and coordinate the rental of city facilities as assigned. The administration of the rental program includes: updating appropriate sections of the BLMC and policies, when necessary; adhering to this policy; verifying renter applicant status; completion of appropriate forms; calculation of fees and acceptance of payment, and coordination and update of rental calendars.

5.1 **Senior Center Staff.** Senior Center Staff will be responsible for the coordination and scheduling of the Senior Center Facilities.

5.2 **Public Services Department Staff.** Public Services Department Staff ~~(located in the Public Works Center)~~ will be responsible for the coordination and scheduling of other City buildings and City park.

6 STATEMENTS OF POLICY AND PROCEDURE

6.1 **General Statement.** The City has made available, through the Bonney Lake Municipal Code (BLMC), certain city owned buildings and parks for rental by the public. Various staff members have been assigned the task of coordinating rental requests. The coordination of such requests will be on a first come, first serve basis and all requests will be given equal consideration.

6.2 **Available Locations for Rental**. The following locations are available for public use/rental:

6.2.1 Senior Center Main Hall (includes kitchen usage)
~~Public Works Center Meeting Room~~

6.2.2 Justice & Municipal Center Council Chambers/Lobby Justice & Municipal Center 1st Floor Meeting Room/Lobby

6.2.3 Public Safety Building Training Room

6.2.4 Public Services Panorama Meeting Room (includes kitchen usage)

6.2.5 Allan Yorke Park Sports Fields (1-~~4~~5)

6.2.6 Allan Yorke Park Picnic Shelter

6.2.7 Cedarview Park Picnic Shelter

6.3 **Rental Procedures.** A renter must submit an application to rent the desired facility and coordinate with a representative of the Public Services Department or Senior Center, as appropriate. All rental forms are located on the City's website and/or may be obtained at the Senior Center, Public Works Center, or Justice & Municipal Center during business hours. Upon application and payment by a renter, staff will coordinate the rental through the appropriate ~~Outlook~~ calendar. The renter should be given a receipt for their rental, a copy of the appropriate policy and contact information for the date of their rental. In addition, if the rental ~~will~~ requires a building monitor, the ~~coordinator~~ Senior Services Manager will ~~notify the Senior Services Manager so that~~ ensure a building monitor can be scheduled.

6.4 **Notification Procedures.** In order to assist departments to maintain essential City business throughout the week, the coordinator of the event will need to notify departments that may be affected by a rental. The following should be notified:

6.4.1 Large groups for park rentals: Assistant Superintendent and Crew Lead assigned to Parks

6.4.2 Council Chambers or 1st Floor Meeting Room: Court Administrator and City Clerk's Office

6.4.3 Location requiring a Building Monitor: Senior Services Manager

6.5 **Building Monitor Duties.** A building monitor is required for rental of City Buildings. If a City employee will attend the event, they may act as the building monitor at

~~his/her~~their sole expense. The assigned building monitor will be responsible to make note of the facility prior to the scheduled renter's arrival, enforcing the rules/regulations of the facility, and to ensure the renter has returned the facility to pre-use condition. A Facility Rental Checklist is required for each rental. The building monitor should note the pre/post-use condition of the building with the renter. In the event there is an issue with opening/closing of a building, the Senior Services Manager will be the primary point of contact**.**

6.6 Building Items Available for Renter's Usage. The following items have been preapproved for renter usage at each building:

6.6.1 Senior Center: Tables, chairs, 100-cup coffee maker (2), steam table, stovetop, and oven~~, and dishwasher~~.

6.6.2 Justice & Municipal Center: Tables, chairs, refrigerator, and dishwasher~~, and audio/visual equipment~~.

~~Public Works Center: Tables, chairs, kitchen area (not to include dishes or other items placed in cupboards).~~

6.6.3 Public Safety Building: Tables, chairs, whiteboards, and audio/visual equipment.

6.6.4 Public Services Center: Tables, chairs, coffee maker, range, microwaves, and dishwasher.

7 ATTACHMENTS

7.1 ~~Parks/Facility Rates and Rooms~~Field Reservation Processes & Procedures

7.2 ~~Parks/Facility Rental Application~~Shelter Reservation Processes & Procedures

~~Parks/Facility Rental Policy~~

7.3 Amusement Structures ~~and~~ And Rides Regulations

~~Facility Rental Checklist~~

7.4 Senior Center Rental ~~Policy~~ Processes & ~~Application~~Procedures

7.5 Justice & Municipal Center & Public Safety Building Rental Processes & Procedures

7.6 Services Center Processes & Procedures

7.1 Field Reservation Processes & Procedures

City Field Rental Processes & Procedures

Please check for availability on the City Webpage prior to submitting a rental application or by calling 253-447-4319.

The City of Bonney Lake has created "reservation windows" during which time each person or organization desiring to reserve a sports field must complete and submit this application. At the close of the reservation window, staff will review all reservation applications. Reservations will be confirmed with each reservation applicant starting the 15th of the month after the closing of the reservation window. Every attempt will be made to honor all reservation requests, however if a conflict between requests exists, staff will grant the reservation request while considering equity in field use among the various reservation applicants. Reservation request conflicts will not be coordinated by city staff. It is assumed that the various organizations can coordinate to resolve scheduling conflicts.

Field reservation windows are:

Allan Yorke Park Fields 1 - 4 (Grass Fields): January 1 through January 31 for reservations to occur between March 1 and December 31. No reservations are allowed January 1 through February 28. Reservations will only be allowed for the current year (a year is January 1 – December 31).

Allan Yorke Park Field 5 (Multi-Sport Turf Field): January 1 through January 31 for reservations to occur between April 1 and June 30 and May 1 through May 31 for reservations to occur between July 1 and December 31. No reservations are allowed January 1 through March 31. Reservations will only be allowed for the current year (a year is January 1 – December 31).

Reservations are not finalized until payment is made in full.

View photos of facilities on the Park and Facility Rental Page on the City of Bonney Lake Website.

Allan Yorke Park Fields

Allan Yorke Park 7203 West Tapps Hwy

- 5 Ball Fields

RENTAL FEES – per BLMC 12.12.055

1. Sports Fields (Sports Uses)
   - Fields 1-4 - $15.00 per hour per field, 2-hour minimum
   - Field 5 - $50.00 per hour, 2-hour minimum
2. Picnic/Playground & Other Uses[1]
   - 1-50 persons No Fee
   - 51-100 persons - $75.00 per 4-hour block
   - 101 or more - $200.00 per 4-hour block
3. League Block Rentals of Fields
   - Week block rental fields 1-4[6] - $100.00 per week, per field
   - Week block rental field 5[7] - $50.00 per hour, 2-hour minimum
   - Month block rental fields 1-4[8] - $200.00 per month, per field

4. Field rates also apply if rental includes any use of fields.
5. No reservations will be accepted without a minimum 2 business days prior notice to the requested date for review and confirmation from the City of Bonney Lake.
6. A week block rental includes Monday-Friday from 4:00 p.m. to dusk and Saturdays from 8:00 a.m. to dusk per field for all fields EXCEPT Field 5.
7. A week block rental for Field 5 includes Monday – Friday 4:00 p.m. to 9:00 p.m. the weekly block rate is charged at $50.00 per hour.
8. Monthly block rentals per field include 4 weeks; partial months are charged at the weekly rate for all fields except Field 5. Field 5 is not available for monthly block rentals at this time.
9. Weekday reservations for Fields 1-4 are dawn to dusk and Field 5 from 8:00 a.m. to 9:00 p.m. Weekend reservations for Fields 1-4 are from dawn to dusk and Field 5 from 8:00 a.m. to 9:00 p.m.
10. Field reservation applications will be confirmed February 15th and June 15th for field 5 with payment due upon approval.
11. Field 5 lights will be charged to the reserving party for $20.00 per hour per the following schedule and subject to change per The City of Bonney Lakes discretion.

January…… 4:30 PM	May ……..… 8:00 PM	September ….….. 7:00 PM
February ……..... 5:00 PM	June …… 8:30 PM	October…… 6:00 PM
March ……. 6:30 PM	July…….. 9:00 PM	November …….. 4:30 PM
April ……7:30 PM	August……. 8:00 PM	December ……... 4:00 PM

*Please note that lights will remain on until 9:30pm to facilitate field clean up. The reserving party will not be charged for this additional time.

The City of Bonney Lake requires Commercial Liability and Participant Liability Certificates of Insurance and additional insured endorsements naming The City of Bonney Lake as an additional insured. Each Certificate shall include coverage with limits not less than $1,000,000 per occurrence. The Certificates of Insurance are required to be in the City's possession at least five business days prior to the reservation date. Send to:

The City of Bonney Lake
Attn: Reservations
21719 96th ST E, FL1
Buckley, WA 98321

PARK FIELDS RENTAL POLICY RULES AND REGULATIONS

See BLMC 12.12 – Park Regulations. Violations May Be Deemed a Misdemeanor

- Park areas are open daily from dawn to dusk and Field 5 is open daily from 8 a.m. to 9 p.m.
- Groups of 25 or more must make a reservation through the City.
- Motor vehicle parking is limited. That parking at parking lot adjacent to Ball Field 4 is for watercraft trailer parking only. Bicycles are limited to using designated areas.
- Possession or use of alcohol or illegal drugs is prohibited.
- Tobacco use is prohibited in City parks per Administrative Policy 700.100.
- Restrictions apply to weapons, firearms, and fireworks – see BLMC 2.12.140 and 12.12.145.
- Animals must be on a leash and owner must clean up after their pet.
- No person shall injure, deface, or damage City property, wildlife, trees, or plants. Littering or making fires in non-designated places are prohibited.

- Structures and non-directional signs may not be placed in any field.
- Soliciting is prohibited.
- For use of amplified sound equipment, groups must obtain prior approval from City staff.
- Facilities may be unavailable for use due to weather or other unforeseen causes.
- The City reserves the right to pre-empt block rentals for official city use upon advanced notice; refunds shall only be made if the impact is one week or greater.
- The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.
- The City has a policy of gender-based non-discrimination and equal access for community athletics/ sports facilities (Administrative Policy 700.105). Community athletics programs renting City sports facilities must submit the Antidiscrimination in Field Rentals Statement" (provided by City).
- The City will provide Community athletics programs renting City sports facilities with a copy of Administrative Policy 700.110 related to Sports Concussions (Lystedt Law).
- Sportsmanship and respect will be shown by all guests, including but not limited to coaches, players, parents, guests, officials, and visitors/visiting team.
- The City of Bonney Lake is not responsible for loss, theft, or damage to vehicles.

The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

The city may retain a portion of the damage deposit if rental activities require city staff to incur additional labor to return the facility to pre-use condition, even though there may have been no physical damage.

Examples include but are not limited to: removal of balloons or other items, general cleanup, trash removal, and clean up to Field 5.

7.2 Picnic Shelter Reservation Processes & Procedures

City Parks Rental Processes & Procedures

Please check for availability on the City Webpage prior to submitting a rental application or by calling 253-447-4319.

Rental reservations are taken on a first come, first served basis for picnic shelters and are not subject to the reservation windows for sports field reservations.

Reservations are not finalized until payment is made in full.

View photos of facilities on the Park and Facility Rental Page on the City of Bonney Lake Website.

Allan Yorke Park 7203 West Tapps Hwy
Cedarview Park 9301 208th Avenue E

- 1 Picnic Shelter

RENTAL FEES – per BLMC 12.12.055

1. Picnic/Playground & Other Uses[4]
   - 1-50 persons No Fee
   - 51-100 persons - $75.00 per 4-hour block
   - 101 or more - $200.00 per 4-hour block
2. Sports Fields (Sports Uses)
   - Fields 1-4 - $15.00 per hour per field, 2-hour minimum
   - Field 5 - $50.00 per hour, 2-hour minimum
3. League Block Rentals of Fields
   - Week block rental fields 1-4[6] - $100.00 per week, per field
   - Week block rental field 5[7] - $50.00 per hour, 2-hour minimum
   - Month block rental fields 1-4[8] - $200.00 per month, per field
4. Field rates also apply if rental includes any use of fields.
5. No reservations will be accepted without a minimum 2 business days prior notice to the requested date for review and confirmation from the City of Bonney Lake.
6. A week block rental includes Monday-Friday from 4:00 p.m. to dusk and Saturdays from 8:00 a.m. to dusk per field for all fields EXCEPT Field 5.
7. A week block rental for Field 5 includes Monday – Friday 4:00 p.m. to 9:00 p.m. the weekly block rate is charged at $50.00 per hour.
8. Monthly block rentals per field include 4 weeks; partial months are charged at the weekly rate for all fields except Field 5. Field 5 is not available for monthly block rentals at this time.
9. Weekday reservations for Fields 1-4 are dawn to dusk and Field 5 from 8:00 a.m. to 9:00 p.m. Weekend reservations for Fields 1-4 are from dawn to dusk and Field 5 from 8:00 a.m. to 9:00 p.m.
10. Field reservation applications will be confirmed February 15th and June 15th for field 5 with payment due upon approval.
11. Field 5 lights will be charged to the reserving party for $20.00 per hour per the following schedule and subject to change per The City of Bonney Lakes discretion.

CITY PARKS RENTAL POLICY RULES AND REGULATIONS

See BLMC 12.12 – Park Regulations. Violations May Be Deemed a Misdemeanor.

- Park areas are open daily from dawn to dusk and Field 5 is open daily from 8 a.m. to 9 p.m.
- Groups of 25 or more must make a reservation through the City.
- Motor vehicle parking is limited. That parking at parking lot adjacent to Ball Field 4 is for watercraft trailer parking only. Bicycles are limited to using designated areas.
- Possession or use of alcohol or illegal drugs is prohibited.
- Tobacco use is prohibited in City parks per Administrative Policy 700.100.
- Restrictions apply to weapons, firearms, and fireworks – see BLMC 2.12.140 and 12.12.145.
- Animals must be on a leash and owner must clean up after their pet.
- No person shall injure, deface, or damage City property, wildlife, trees, or plants. Littering or making fires in non-designated places are prohibited.
- Structures and non-directional signs may not be placed in any field. **Amusement structures and rides are permitted subject to attached regulations located at the bottom of application**.
- Soliciting is prohibited.
- For use of amplified sound equipment, groups must obtain prior approval from City staff.
- Facilities may be unavailable for use due to weather or other unforeseen causes.
- The City reserves the right to pre-empt block rentals for official city use upon advanced notice; refunds shall only be made if the impact is one week or greater.
- The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.
- The City has a policy of gender-based non-discrimination and equal access for community athletics/ sports facilities (Administrative Policy 700.105). Community athletics programs renting City sports facilities must submit the Antidiscrimination in Field Rentals Statement" (provided by City).
- The City will provide Community athletics programs renting City sports facilities with a copy of Administrative Policy 700.110 related to Sports Concussions (Lystedt Law)..
- Sportsmanship and respect will be shown by all guests, including but not limited to coaches, players, parents, guests, officials, and visitors/visiting team.
- The City of Bonney Lake is not responsible for loss, theft, or damage to vehicles.

The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

The city may retain a portion of the damage deposit if rental activities require city staff to incur additional labor to return the facility to pre-use condition, even though there may have been no physical damage.

Examples include but are not limited to: removal of balloons or other items, general cleanup, trash removal, and clean up to Field 5.

7.3 Amusement Structures And Rides Regulations

City of Bonney Lake Amusement Structures And Rides Regulations

The City of Bonney Lake allows the use of Amusement Structures and Rides as defined and regulated by the Washington Administrative Code (WAC) 296-403A within its parks. These include, but are not limited to, such rides as bouncy houses, mechanical bulls, etc. Animal rides are not an allowed use on City property. A reservation for the park will not be complete unless the applicant meets the following conditions:

1. Provide the name, address, and telephone number of the owner or operator of the amusement ride or structure together with the name and signature of the applicant.
2. Provide a description of the amusement ride or structure. Each amusement ride or structure must be individually identified by a trade name or title and a narrative description from which the amusement structure or ride can be identified; and a serial number which is welded onto the frame or contained on an identification plate which is permanently affixed to the amusement structure or ride.
3. Provide a copy of the current certificate of inspection: The amusement ride inspector or insurer per RCW 67.42.020 (2) must certify that the amusement ride or structure has been inspected for safety and meets the standards for compliance with all applicable requirements of the National Electrical Code and this chapter, manufacturer's specifications, American Society of Testing and Materials (ASTM) Standards on Amusement Rides and Devices, and insurance company inspection requirements. Amusement rides or structures that undergo major modification must be recertified by an amusement ride inspector or insurer per RCW 67.42.020 (2) before being placed into operation.
4. Provide a copy of the operator's proof of insurance/insurance certificate in an amount not less than $1,000,000 per occurrence insuring the owner and/or operator and the City against liability for injury to persons arising out of the use of the amusement ride or structure.
5. A picture of the current operating decal and operating permit.
6. Provide a signed reservation form including hold harmless language.

7.4 Senior Center Rental Processes & Procedures

Senior Center City Facility Rental Processes & Procedures

Please check for availability prior to submitting a rental application by calling 253-863-7658. Rental reservations are taken on a first come, first served basis.

Reservations are not finalized until payment is made in full.

View photos of facilities on the Park and Facility Rental Page on the City of Bonney Lake Website.

Bonney Lake Senior Center
19304 Bonney Lake Blvd, Bonney Lake, WA 98391
Main Social Hall

- Occupancy: 267 standing; approximately 100 with tables & chairs (Size: 35' x 50')
- Equipment: 6' rectangular tables (10) & chairs; 60" round tables (10) & chairs; 100-cup coffee makers (2), steam table, oven, stovetop
- City Employee Building Monitor is required

Rental Fees – per BLMC 3.90.040

- Standard: $250 Damage Deposit + $50 per hour Rental Fee 2-hour minimum
- Local Non-Profit*: $125 Damage Deposit + $30 per hour Rental Fee

*Non-Profits not located within the City will be charged the Standard rate.

CITY OF BONNEY LAKE BUILDING FACILITY RENTAL POLICIES

Facility Availability
Rental times must include time needed for set-up, delivery of any supplies, and consideration for clean-up time. City facilities may be closed on certain days throughout the year at the discretion of the City of Bonney Lake.

Per BLMC 3.90.040: Rental rates may be reduced by 50% if a member of the rental group is a city employee who agrees to serve as the building monitor at his/her sole expense, and is so approved in advance by the city.

Cancellations
Cancellations made at least two months prior to the event will result in no cancellation charge.

Cancellations made with less than a two month notice will result in a non-refundable cancellation fee of $100.

Cancellations made with less than a 14 day notice will result in a non-refundable cancellation fee of the full rental cost not to exceed $300.
NOTE: The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

Damage Deposit Rules
In addition to rental fees all rental groups will be charged a Damage Deposit. Damage Deposits are completely refundable as long as the following terms are met:

1. The room and adjacent facilities (including outside) are left in a clean and orderly manner per the Rental Clean-up Checklist.
2. Use of the room does not exceed the scheduled time.

3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated by the Alcohol Beverage Request Form are met.
7. All rules/guidelines governing rental usage of the Bonney Lake rental facilities are met.

If these conditions are not met to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged for any additional costs. Please allow 4 weeks for the damage deposit to be returned.

Kitchen Information

It is the responsibility of the rental group to provide their own cooking, serving, and eating supplies, paper products, utensils and all other kitchen items. The only kitchen equipment available for rental use are coffeemakers, steam table, counter tops, oven, and stovetop. All other equipment is not available for use.

Room Set-up

Set-up is the sole responsibility of the rental group. Rental groups will not be allowed in the facility prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. Rental groups will be charged for any and all time used for set-up. Rental groups are responsible for returning the room to its original configuration.

Alcohol Information

You may serve beer or wine. You are required to obtain a Washington State Banquet Permit and have a licensed bartender serve all alcoholic beverages. Alcohol service must end one hour prior to the end of your event. Proof of banquet permit and bartender license is required at time of rental. Banquet permit must be posted at the facility 3 days prior to your event. Permits are available online at the WSLCB website.

Check In Procedure

Upon your arrival at the facility that you are renting, you must check in with the building monitor. For your safety and convenience, there is always a staff person on duty during your event. For groups renting on the weekend, the facility will be opened at the time the rental is scheduled to start.

The building monitor is required to conduct a pre-event room inspection prior to the start of a rental to ensure cleanliness of the facility. The above procedure applies to building rentals only. No monitor will be present during park rentals.

Loading, Deliveries and Storage

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. City of Bonney Lake staff will not sign for any deliveries. All items must be removed from the facility at the end of your rental time.

Cleaning the Facility

Renters are responsible for cleaning the facility in accordance with the Rental Clean-Up Checklist. All garbage is to be removed from the facility at the conclusion of your event and placed in the dumpster. The Building Monitor will assist you in locating the dumpster. Cleaning

equipment for the facility is available and the Building Monitor will assist you in locating it. To ensure the return of your damage deposit, the Building Monitor will complete a Rental Clean-Up Checklist.

Any cleaning and or repairs that require staff time and materials will be deducted from the damage deposit and or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time and or it will be deducted from the damage deposit. Failure to follow the Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage.

Decorations

Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or other marring materials. The use of candles or flammable materials is strictly prohibited. Use of any rice is prohibited. Birdseed or confetti may be used outside but must be cleaned up. The use of smoke machines is strictly prohibited.

Weapons/Fireworks

Restrictions apply to weapons, firearms, and fireworks – see BLMC 12.12.140 and 12.12.145.

Smoking

Tobacco use is prohibited per RCW 70.160.030, therefore, smoking, chewing, etc. is prohibited. Persons wishing to smoke may do so OUTSIDE the facility and at least 25 feet from any window or door. Please use provided receptacles for proper disposal of cigarettes. Rental groups are responsible for cleaning area of debris as a result of smoking/chewing associated with their group.

Selling Items

Rental groups wishing to sell items while renting a city facility must obtain a City of Bonney Lake Business License. A copy of the business license must be on file with the rental application 7 days prior to the scheduled event. For information on obtaining a business license call (253) 447-4354.

Audio/Video Use

There is no audio/video use available. Renters need to provide their own laptop, portable speakers, projector, microphones, screens, etc.

Insurance

Any non-personal use of any facilities will need to have a Commercial Liability and Participant Liability Certificates of Insurance and additional insured endorsements naming The City of Bonney Lake as an additional insured. Each Certificate shall include coverage with limits not less than $1,000,000 per occurrence. The Certificates of Insurance are required to be in the City's possession at least five business days prior to the reservation date. Examples are: Special events, corporate hosted functions, athletic leagues. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance.

7.5 Justice & Municipal Center & Public Safety Building Rental Processes & Procedures

Justice & Municipal Center & Public Safety Building City Facility Rental Processes & Procedures

Please check for availability prior to submitting a rental application by calling 253-863-7658.

Rental reservations are taken on a first come, first served basis.

Reservations are not finalized until payment is made in full.

View photos of facilities on the Park and Facility Rental Page on the City of Bonney Lake Website.

Bonney Lake Justice & Municipal Center- ***A/V Equipment is not available for rental use****
9002 Main Street, Bonney Lake, WA 98391

1. Meeting Room #130 & Lobby
   - Size/Occupancy: Meeting Room: *Please contact us for details.*
   - Lobby: 246 standing; approximately 83 with tables & chairs (1,232 square feet)
   - Equipment: Meeting Room: Rectangular meeting table (1); chairs (10)
   - Lobby: 36" round tables (3); chairs (12)
   - City Employee Building Monitor is required
2. Council Chambers & Lobby
   - Size/Occupancy: Chambers: 101 maximum; approximately 35 with tables & chairs (512 square feet)
   - Lobby: 246 standing; approximately 83 with tables & chairs (1,232 square feet)
   - Equipment: Chambers: Rectangular tables (2 small, 2 large) & chairs (35)
   - Lobby: 36" round tables (3); chairs (12)
   - City Employee Building Monitor is required

Rental Fees – per BLMC 3.90.040
Meeting Room 130 & Lobby Standard Fee: $250 Damage Deposit + $30 per hour Rental Fee, 2-hour minimum
Council Chambers & Lobby Standard Fee: $250 Damage Deposit + $40 per hour Rental Fee, 2-hour minimum
Local Non-Profit*: $125 Damage Deposit + $25 per hour Rental Fee
*Non-Profits not located within the City will be charged the Standard rate.

Bonney Lake Public Safety Building
18421 Veterans Memorial Drive, Bonney Lake, WA 98391
PSB Training Room

- Size/Occupancy: 160 standing; approximately 80 with chairs; 25-50 with tables and chairs.
- Equipment: Rectangular training tables & chairs. *Please contact us for details.*
- City Employee Building Monitor is required

Rental Fees – per BLMC 3.90.040
Public Safety Building Training Room Standard Fee: $250 Damage Deposit + $40 per hour Rental Fee, 2-hour minimum
Local Non-Profit*: $125 Damage Deposit + $25 per hour Rental Fee
*Non-Profits not located within the City will be charged the Standard rate.

CITY OF BONNEY LAKE BUILDING FACILITY RENTAL POLICIES

Facility Availability

Rental times must include time needed for set-up, delivery of any supplies, and consideration for clean-up time. City facilities may be closed on certain days throughout the year at the discretion of the City of Bonney Lake.

Per BLMC 3.90.040: Rental rates may be reduced by 50% if a member of the rental group is a city employee who agrees to serve as the building monitor at his/her sole expense, and is so approved in advance by the city. The Justice & Municipal Center rental rate shall be reduced by 30% if both the Chambers and Meeting Room facilities are rented simultaneously.

Cancellations

Cancellations made at least two months prior to the event will result in no cancellation charge.

Cancellations made with less than a two month notice will result in a non-refundable cancellation fee of $100.

Cancellations made with less than a 14 day notice will result in a non-refundable cancellation fee of the full rental cost not to exceed $300.
NOTE: The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

Damage Deposit Rules

In addition to rental fees all rental groups will be charged a Damage Deposit and are completely refundable as long as the following terms are met:

1. The room and adjacent facilities (including outside) are left in a clean and orderly manner per the Rental Clean-up Checklist.
2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated by the Alcohol Beverage Request Form are met.
7. All rules/guidelines governing rental usage of the Bonney Lake rental facilities are met.

If these conditions are not met to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged for any additional costs. Please allow 4 weeks for the damage deposit to be returned.

Room Set-up

Set-up is the sole responsibility of the rental group. Rental groups will not be allowed in the facility prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. Rental groups will be charged for any and all time used for set-up. Rental groups are responsible for returning the room to its original configuration.

Kitchenette Information

It is the responsibility of the rental group to provide their food, serving, and eating supplies, paper products, utensils and all other kitchen items. The only kitchen equipment available for rental use at the Justice & Municipal Center is the dishwasher, counter tops, and refrigerator in Meeting Room 130. All other equipment is not available for use.

Alcohol Information
Alcohol is prohibited in both areas at the Justice & Municipal Center rentals.

At the Public Safety Building you may serve beer or wine. You are required to obtain a Washington State Banquet Permit and have a licensed bartender serve all alcoholic beverages. Alcohol service must end one hour prior to the end of your event. Proof of banquet permit and bartender license is required at time of rental. Banquet permit must be posted at the facility 3 days prior to your event. Permits are available online at the WSLCB website.

Check In Procedure
Upon your arrival at the facility that you are renting, you must check in with the building monitor. For your safety and convenience, there is always a staff person on duty during your event. For groups renting on the weekend, the facility will be opened at the time the rental is scheduled to start.

The building monitor is required to conduct a pre-event room inspection prior to the start of a rental to ensure cleanliness of the facility. The above procedure applies to building rentals only. No monitor will be present during park rentals.

Loading, Deliveries and Storage
All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. City of Bonney Lake staff will not sign for any deliveries. All items must be removed from the facility at the end of your rental time.

Cleaning the Facility
Renters are responsible for cleaning the facility in accordance with the Rental Clean-Up Checklist. All garbage is to be removed from the facility at the conclusion of your event and placed in the dumpster. The Building Monitor will assist you in locating the dumpster. Cleaning equipment for the facility is available and the Building Monitor will assist you in locating it. To ensure the return of your damage deposit, the Building Monitor will complete a Rental Clean-Up Checklist.

Any cleaning and or repairs that require staff time and materials will be deducted from the damage deposit and or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time and or it will be deducted from the damage deposit. Failure to follow the Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage.

Decorations
Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or other marring materials. The use of candles or flammable materials is strictly prohibited. Use of any rice is prohibited. Birdseed or confetti may be used outside but must be cleaned up. The use of smoke machines is strictly prohibited.

Weapons/Fireworks
Restrictions apply to weapons, firearms, and fireworks – see BLMC 12.12.140 and 12.12.145.

Smoking
Tobacco use is prohibited per RCW 70.160.030, therefore, smoking, chewing, etc. is prohibited. Persons wishing to smoke may do so OUTSIDE the facility and at least 25 feet from any window

or door. Please use provided receptacles for proper disposal of cigarettes. Rental groups are responsible for cleaning area of debris as a result of smoking/chewing associated with their group.

Selling Items

Rental groups wishing to sell items while renting a city facility must obtain a City of Bonney Lake Business License. A copy of the business license must be on file with the rental application 7 days prior to the scheduled event. For information on obtaining a business license call (253) 447-4354.

Insurance

Any non-personal use of any facilities will need to have a Commercial Liability and Participant Liability Certificates of Insurance and additional insured endorsements naming The City of Bonney Lake as an additional insured. Each Certificate shall include coverage with limits not less than $1,000,000 per occurrence. The Certificates of Insurance are required to be in the City's possession at least five business days prior to the reservation date. Examples are: Special events, corporate hosted functions, athletic leagues. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance.

7.6 Public Services Center Rental Processes & Procedures

Public Services Center City Facility Rental Processes & Procedures

Please check for availability prior to submitting a rental application by calling 253-863-7658.

Rental reservations are taken on a first come, first served basis.

Reservations are not finalized until payment is made in full.

View photos of facilities on the Park and Facility Rental Page on the City of Bonney Lake Website.

Bonney Lake Public Services Center ***A/V Equipment is not available for rental use****
21719 96th ST E, Buckley, WA 98321
Panorama Meeting Room

- Occupancy: 126 Standing (68 for meeting room, 58 for lunch room)
- Meeting Room Equipment: 8'X2' rectangular tables (10); chairs (29)
- Kitchen Equipment: 3'X3' square regular tables (6); 3'X3' tall square bar tables (3); regular chairs (24); tall bar chairs (16); range, dishwasher, microwaves (3), coffee maker
- City Employee Building Monitor is required

Rental Fees – per BLMC 3.90.040

- Standard: $250 Damage Deposit + $50 per hour Rental Fee 2-hour minimum
- Local Non-Profit*: $125 Damage Deposit + $30 per hour Rental Fee

*Non-Profits not located within the City will be charged the Standard rate.

CITY OF BONNEY LAKE BUILDING FACILITY RENTAL POLICIES

Facility Availability

Rental times must include time needed for set-up, delivery of any supplies, and consideration for clean-up time. City facilities may be closed on certain days throughout the year at the discretion of the City of Bonney Lake.

Per BLMC 3.90.040: Rental rates may be reduced by 50% if a member of the rental group is a city employee who agrees to serve as the building monitor at his/her sole expense, and is so approved in advance by the city.

Cancellations

Cancellations made at least two months prior to the event will result in no cancellation charge.

Cancellations made with less than a two month notice will result in a non-refundable cancellation fee of $100.

Cancellations made with less than a 14 day notice will result in a non-refundable cancellation fee of the full rental cost not to exceed $300.
NOTE: The City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

Damage Deposit Rules

In addition to rental fees all rental groups will be charged a Damage Deposit. Damage Deposits are completely refundable as long as the following terms are met:

1. The room and adjacent facilities (including outside) are left in a clean and orderly manner per the Rental Clean-up Checklist.

2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated by the Alcohol Beverage Request Form are met.
7. All rules/guidelines governing rental usage of the Bonney Lake rental facilities are met.

If these conditions are not met to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged for any additional costs. Please allow 4 weeks for the damage deposit to be returned.

Kitchen Information

It is the responsibility of the rental group to provide their own cooking, serving, and eating supplies, paper products, utensils and all other kitchen items. The only kitchen equipment available for rental use are coffeemaker, range, dishwasher, and microwaves. All other equipment is not available for use.

Room Set-up

Set-up is the sole responsibility of the rental group. Rental groups will not be allowed in the facility prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. Rental groups will be charged for any and all time used for set-up. Rental groups are responsible for returning the room to its original configuration.

Alcohol Information

Alcohol is prohibited for this rental location.

Check In Procedure

Upon your arrival at the facility that you are renting, you must check in with the building monitor. For your safety and convenience, there is always a staff person on duty during your event. For groups renting on the weekend, the facility will be opened at the time the rental is scheduled to start.

The building monitor is required to conduct a pre-event room inspection prior to the start of a rental to ensure cleanliness of the facility. The above procedure applies to building rentals only. No monitor will be present during park rentals.

Loading, Deliveries and Storage

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. City of Bonney Lake staff will not sign for any deliveries. All items must be removed from the facility at the end of your rental time.

Cleaning the Facility

Renters are responsible for cleaning the facility in accordance with the Rental Clean-Up Checklist. All garbage is to be removed from the facility at the conclusion of your event and placed in the dumpster. The Building Monitor will assist you in locating the dumpster. Cleaning equipment for the facility is available and the Building Monitor will assist you in locating it. To ensure the return of your damage deposit, the Building Monitor will complete a Rental Clean-Up Checklist.

Any cleaning and or repairs that require staff time and materials will be deducted from the damage deposit and or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time and or it will be deducted from the damage deposit. Failure to follow the Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage.

Decorations

Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or other marring materials. The use of candles or flammable materials is strictly prohibited. Use of any rice is prohibited. Birdseed or confetti may be used outside but must be cleaned up. The use of smoke machines is strictly prohibited.

Weapons/Fireworks

Restrictions apply to weapons, firearms, and fireworks – see BLMC 12.12.140 and 12.12.145.

Smoking

Tobacco use is prohibited per RCW 70.160.030, therefore, smoking, chewing, etc. is prohibited. Persons wishing to smoke may do so OUTSIDE the facility and at least 25 feet from any window or door. Please use provided receptacles for proper disposal of cigarettes. Rental groups are responsible for cleaning area of debris as a result of smoking/chewing associated with their group.

Selling Items

Rental groups wishing to sell items while renting a city facility must obtain a City of Bonney Lake Business License. A copy of the business license must be on file with the rental application 7 days prior to the scheduled event. For information on obtaining a business license call (253) 447-4354.

A/V Use

There is no A/V use available. Renters need to provide their own laptop, portable speakers, projector, microphones, screens, etc.

Insurance

Any non-personal use of any facilities will need to have a Commercial Liability and Participant Liability Certificates of Insurance and additional insured endorsements naming The City of Bonney Lake as an additional insured. Each Certificate shall include coverage with limits not less than $1,000,000 per occurrence. The Certificates of Insurance are required to be in the City's possession at least five business days prior to the reservation date. Examples are: Special events, corporate hosted functions, athletic leagues. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance.

City Facility Rental Checklist

Date(s) of Event: _____ Start Time: _____ Exit Time: _____

Facility/Location: _____

Contact Person: _____

Please Initial Boxes

PRE RENTAL	**YES**	**NO**	**EXIT RENTAL**	**YES**	**NO**
Hard Surface Floors Clean			Hard Surface Floors Clean		
Carpets Clean			Carpets Clean		
Windows Clean			Windows Clean		
Tables/Chairs Clean			Tables/Chairs Clean		
Tables/Chairs Accessible			Tables/Chairs Returned to Original Setting		
Extra Chairs/Tables Accessible			Extra Chairs/Tables Stored		
Garbage Cans Empty & Lined			Garbage Cans Empty & Lined		
Cleaning Equipment Accessible			Renter's Supplies All Removed		
Bathrooms Clean & Stocked			Bathrooms Clean & Stocked		
A/V Equip. Working Properly			A/V Equipment Working Properly		
Additional Staff Notes:					

List any damages, clean up problems and or miscellaneous information:

_____

_____

_____

Only sign at end of rental walk through

Signature of Renter in Charge: _____

Signature of Bonney Lake Staff: _____