



2014 ATHLETIC FIELD PERMIT FEE GUIDELINES

Updated 1/3/2014

Summary of Important Updates and Changes to these Guidelines.

Synthetic Field Fees. With the renovation of the Grant Park football field to synthetic turf and future planned renovations at East Delta Park Sports Complex, Portland Parks & Recreation is adjusting all fees for these fields in an effort to prepare for their replacement. To do this, PP&R will place all funds raised from the use of these fields into trust accounts and hold until scheduled replacement is required.

The fees will be raised on all users, both youth and adult. Until now, youth have been protected from the full cost of using these fields. This year that policy changes. Youth fees on synthetic fields will begin to increase over the next two years until they match those of adult users.

PP&R Synthetic Fields

	2014	8/16/2014
Adult.....	\$70.00	\$70.00
Youth.....	\$20.00	\$40.00

(Fees for youth usage on synthetic fields will rise incrementally through December 2015 until equal with those of adult fees. Beyond that date, no reduction of fees will be offered to youth on synthetic fields.)

This means all spring sports using the Grant synthetic field will see their usage fees at \$70 for adults and \$20 for youth through the end of the spring/summer season (Aug 15, 2014). Then, all youth fall sport users will see the fee rise to \$70.00 an hour.

Sub-Leasing permitted time. PP&R is aware some leagues receiving permits from PP&R choose to offer their unused field time to other leagues. This is known as sub-leasing and is strictly against the terms of their permits.

Sub-Leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field/s in question. Permittees found to be profiting from sub-leasing time will be fined \$150 per each occurrence and lose all access to the specific field/s in question. Repeated violations will result in loss of use of all public fields. PP&R reserves all rights to reissue this time as it determines.

2014 ATHLETIC FIELD PERMIT FEE GUIDELINES

Field permits are required to reserve a field for a league game or practice, an organized activity and or a game/s that are advertised, marketed or determines the team's official standing. Permits for short-term practices or games outside of league play are limited to 2 hours in duration, 2 times per week, up to 2 weeks from the date you make the first booking. A processing fee, usage and extra fees may apply. Permits are issued on an 'as is' basis. Permits must be available on-site for review by Parks personnel. All players play at their own risk.

Unless otherwise stated all fee increases take effect January 1, 2014.

APPLICATION/PROCESSING FEES - *(Assessed Per Field)*

LEVEL 1: 2 hr booking, 2 days a week for up to 2 weeks; assessed for adjustments, additions, and or deletions "outside" of approved Level 2 processing.

2014

Adult	\$25.00
Youth.....	\$9.00

LEVEL 2: More than 2 hrs per booking, 2 days a week and/or two weeks from the date of application, tournaments, camps and or league play.

2014

Adult	\$100.00
Youth.....	\$36.00

FACILITY USAGE FEES: *(per hour, per field)*

Level 1 Stadiums

2014

Adult.....	\$40.00
Youth.....	\$16.75

(Fee includes WVO Softball Complex, Walker, Sckavone & Erv Lind)

Synthetic Fields

2014

8/16/2014

Adult.....	\$70.00	\$70.00
Youth.....	\$20.00	\$40.00

(Fees for youth usage on synthetic fields will rise incrementally through December 2015 until equal with those of adult fees. Beyond that date, no reduction of fees will be offered to youth on synthetic fields.)

(All usage fees go into a field replacement fund for each specific synthetic field)

Level 2 - East Delta Sports Complex

The fields at the East Delta Park Sports Complex are some of the highest maintained fields in the City's inventory. The following increases will begin January 1, 2014.

Sport field	2014
Adult	\$32.50
Youth.....	\$13.75

Ball field	2014
Adult.....	\$30.00
Youth.....	\$12.00

Volleyball courts (<i>Delta Sand</i>)	2014
Adult	\$13.00
Youth.....	\$7.00

All Other City Fields

Level 3 Baseball 60'-90" (<i>Grass infield</i>)	2014
Adult	\$22.00
Youth (42%).....	\$9.25
Youth (23%).....	\$5.00

Level 4 Baseball/Softball 60'-80' (<i>Skinned infield</i>)	2014
Adult	\$18.00
Youth (42%).....	\$8.00
Youth (23%).....	\$4.50

Level 5 Baseball/Softball Rec. Fields (<i>Ungroomed infields, youth only</i>)	2014
Youth (42%).....	\$7.50
Youth (23%).....	\$4.00

Sport fields (<i>Lacrosse, Soccer, Rugby, Ultimate, etc.</i>)	2014
Adult.....	\$26.00
Youth (42%).....	\$11.00
Youth (23%).....	\$6.00

Portland Public School Fields	2014
Youth.....	\$1.00
Synthetic School fields.....	\$25.00

Volleyball courts (<i>Sand at Gabriel & Brentwood parks</i>)	2014
Adult	\$9.00
Youth.....	\$4.00

ADDITIONAL CONDITIONS, FEES AND CHARGES

EXTRA FEES: (per hour, per field)

Field Maintenance

2014

Adult \$90.00hr

Youth (42%)..... \$37.80hr

(A request must be made both to the Athletic Field Maintenance Supervisor and to the Customer Service Center).

Field lights:

2014

Adult \$17.00hr

Youth \$7.25hr

(Youth pay the 42% fee for stadiums other than East Delta Park. This includes Erv Lind, Walker & Sckavone. A Key Deposit of \$100.00 may be required to access lights).

Storage Containers

In limited situations, storage units may be included with a usage permit and placed within Portland Parks and or Portland Public School athletic facilities. P&R and PPS retain the right to approve or deny the placement of these units. Leagues are required to provide containers that meet PP&R standards for size, color, security, etc. Leagues provide all maintenance for the container per PP&R standards regarding repair, graffiti removal and cleanliness. All non-compliant storage units will be removed from the park at the Permittees expense.

(up to 3'h x 3'w x 6'l).....	free/no deposit
(More than 3'h x 3'w x 6'l) – (6'h x 6'w x 8'l)....	\$25.00 per month <i>(deposit required)</i>
(6'h x 6'w x 8'l) – (8'h x 8'w x 20'l).....	\$75.00 per month <i>(deposit required)</i>
Refundable Deposit (per container).....	\$250.00

- Containers may only be added to an existing athletic usage permit. No containers can remain at a permitted facility after the usage permit has expired.
- Size - (up to 3'h x 3'w x 6'l) *(Must be approved for placement)*.
(Can be placed adjacent to game or practice fields).
(3'h x 3'w x 6'l) – (6'h x 6'w x 8'l) *(Must be approved for placement)*.
(6'h x 6'w x 8'l) – (8'h x 8' x 20'l) *(Must be approved for placement)*.
- Color - Park green or earth tones, no signage or advertizing on the unit.
- Security - Must be secured with an appropriate lock. The unit must be built to withstand damage and vandalism due to placement in a public environment.
- Repair - Damage must be repaired within 2 days.
- Graffiti Removal - Removal required within 2 days.
- Cleanliness - The area in and around the storage unit must be well maintained, with grass mowed, with trash removed daily.
- Approval of Property Owner – In all placements the Permittee must obtain approval from the Property Owner first before PP&R will add Containers to any permit.
(Portland Public Schools – Approval includes District Approval as well as current Principal)
- Placement & Removal - The location and placement of the unit must be approved by the Park Supervisor. Placement and removal of the unit must be made within the time indicated on the permit or be subject to late fees. *(See late fees page 5)*
- For placement on Portland Public School property both the approval of the District as well as current school Principal is required before a container of any size may be placed.

Garbage Containers

In limited situations, garbage receptacles (dumpsters) may be included with a Usage permit and placed within Portland Parks and Portland Public Schools athletic facilities. PP&R and PPS retain the right to approve or deny the placement of these units. Leagues are required to provide units that meet PP&R standards for size, security, etc. Leagues provide all maintenance for their receptacles per PP&R standards regarding repair, graffiti removal and cleanliness. All non-compliant receptacles will be removed from the park at the Permittees expense.

Late Removal Fees

The Permittee will be charged \$5 for each day the container that is in or adjacent to the park beyond the permitted time up to \$150 or 30 days. After 30 days the league will be charged \$25 a day until the entire deposit is forfeited (14 days).

- 1) If the container remains within the park or school property after the entire deposit has been forfeited, Parks retains the right to deny future permits requesting the placement of a container in any park the following years.
- 2) If Parks incurs any costs due to cleanup, repair, or towing of a container, no new permits will be issued to that league until those costs have been recovered.

Non-Resident Fee Current fee + 30%

Portland Parks & Recreation will begin charging Non-Resident fees for use of athletic facilities whenever applicable. Portland Parks & Recreation currently charges higher fees to non-residents for access to classes and programmed activities. Non-Residents do not pay into the tax base that supports the maintenance and servicing of the sports facilities. Charging the higher fee to non-residents helps recover those costs.

Confirmation of Residency

1. Any Youth or Adult team or league requesting use of City of Portland athletic facilities may be required to submit proof of Residency to acquire use of athletic facilities. At least 70% or more of a team or leagues participants must be City of Portland residents to meet residency requirements.
2. All new leagues are required to confirm residency.
3. Current leagues may be required to submit confirmation documents every five years.

To prove residency PP&R requires players to provide at least two of the following documents:

- Oregon Drivers License
- Oregon ID Card
- Residential Utility bill

Commercial Use Fee Current fee + 30%

All "for profit" businesses booking outdoor athletic facilities will be charged a Commercial Use fee which is 30% higher than the standard rate.

All leagues and organizations applying for use of athletic fields through Portland Parks & Recreation are required to provide proof of tax exempt status at time of application. Once proof has been provided, PP&R will not require the same League and/or organization resubmit proof of tax exempt status for other applications during that same year.

Leagues and or organizations improperly reporting tax status will be charged the 30% fee on all time previously booked while not under the exempt status.

To prove tax exempt status PP&R requires a copy of the current letter from the IRS US Treasury Department confirming legal status under the 501 (c)(3) code of 1954. (A Copy of your Form 990 will not prove status)

Secondary Season Usage Fee

All sport leagues booking outdoor athletic facilities outside of their Primary Season will be charged a Secondary Season Usage fee which is approximately 30% higher than the Primary Season fees. Secondary Season fees do not apply to Synthetic turf fields.

Primary Seasons are the fixed dates recognized by Portland Parks as a specific sport's main season of play. These dates remain the same from year to year.

Secondary Seasons are all dates outside of any sports recognized Primary Season.

Portland Parks & Recreation recognizes its responsibility to provide athletic field facilities for use by a variety of sports at many levels of competition. These Primary and Secondary Season designations allow PP&R to focus energy on sports during their primary season thereby helping to manage overall costs. Secondary fees have been added to assist in recovering the costs of maintaining fields beyond in season play.

Alcohol

Alcohol is not allowed in Portland Parks without a permit. Alcohol may be included as an extra fee on a park permit. The extra fee only allows the players to have alcohol and does not cover spectators. To include spectators a separate Special Use permit fee is required. Proof of Insurance and a signed Additional Insured Endorsement is required to cover the additional individuals. Alcohol fees are applied on a daily basis. Kegs and hard liquor are not allowed except through approval of the Director of Parks.

Additional Fines and Damage Fees

Unreported Play. Permittees unreported play outside booked hours may be punishable by a fine of [\\$100 plus the cost of the additional usage fees for unpermitted hours in addition to any applicable application/processing fees.](#)

Sub-Leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will [lose all access to the specific field/s in question.](#) Permittees found to be profiting from sub-leasing time will [be fined \\$150 per each occurrence and lose all access to the specific field/s in question.](#) Repeated violations [will result in loss of use of all public fields.](#) PP&R reserves all rights to reissue this time as it determines.

Unpermitted League Play. [Unreported league play may be punishable by a fine of \\$250 plus the cost of the additional unpermitted hours and any applicable application/processing fees.](#) Multiple offenses may result in loss of access to PP&R permitted facilities.

Play during Field Closures and Rain Outs. Permittees who play during PP&R field closures and/or rain outs may be punishable by a fine of [\\$500 plus application/processing and damage fees.](#)

Play during or after Rain. Permittees who play during inclement weather and cause damage or who cause damage when the field is too wet to sustain safe play will be charged a fine of [\\$500 plus the cost of repair for any damage caused.](#)

Playability can be determined by the user on-site by using these simple criteria:

- Calling the rain out line at 503-823-3020 whenever you're in doubt. If a rainout has been called no play is allowed at all. If no call has been made than one of the following will apply;
- If stepping on the infield produces a 1" deep or greater water-filled footprint, or when running produces the same result, play is not permitted.
- If there is any doubt, always choose not to play. Failure to follow this policy can result in fines, assessment of damage charges and cancellation of current and future permits.

Portable Restrooms

Portable Restrooms are placed in support of permitted athletic play. Portable Restrooms will be placed on or before the first day of permitted play and removed following season use.

Each Portable Restroom will be secured with a combination lock. The combination code will be issued with each permit. Each Permittee is responsible for disseminating the code to their coaches and players. Each Permittee will be responsible for securing the restroom following each use.

The cost for placement, servicing, and removal of these portable restrooms is spread evenly between users. PP&R includes an estimated amount for vandalism, maintenance and replacement of restrooms that may be destroyed.

Portable Restrooms are intended to provide services to events and activities in facilities that either do not already have restrooms or to supplement existing restrooms. The fact that there may be existing restrooms in a park does not necessarily preclude PP&R from requiring additional Portable Restrooms.

The following are the possible reasons PP&R may require placement of additional restrooms.

- There is no restroom at the facility.
A permanent restroom at a Park does not necessarily mean that the Permittee will not be required to pay for additional restrooms. Restrooms in parks are not meant to satisfy all users and activities in that park. The duration and size of an event in combination with all other events at a location may require placement of additional portable restrooms.
- If there are more than 125 in attendance at any one time during the event.
If you have more than 125 in attendance at your event (participants and spectators) than you will always need to supply a portable restroom. However, if the Customer Service Center determines that the number of participants is high enough to impact the current service level, PP&R may require additional portable restrooms.
- The permitted event is more than 2 hours in duration.
A portable restroom will be required if there is no restroom at the facility.
- The event is re-occurring over multiple days or weeks.
Sports leagues, practices, games, etc. This supersedes the 2 hour rule.
- The permitted location or facility is adjacent to other permitted facilities whose activities in combination with the latter are significant enough to require additional restrooms.
The Park Supervisor will determine the number and placement of all additional portable restrooms.
- Food and beverage are a component of the event. This can be through sales from a food concession, caterer or BYOB.
A Portable Restroom is required if the event is more than 2 hours in duration and there is no restroom at the facility.

PP&R Park Supervisors will determine and approve the location and placement of each portable restroom. Any and all changes or adjustments to these locations must be approved by the Park Supervisor.

An opt-out is available for leagues who are the only users of a specific facility for the season. In that instance the Permittee can supply the portable restroom themselves. The league then takes sole responsibility for the following:

- Security. Must be secured with an appropriate lock.
- Repair. Damage must be repaired within 2 days.
- Graffiti Removal. Removal required within 2 days.

- Cleanliness. The area in and around the Portable Restroom/s must be well maintained, with grass mowed, and trash removed daily.
- Placement & Removal. The location and placement of the unit must be approved by the Park Supervisor or property owner (Portland Public Schools). Placement and removal must be made within the time indicated on the permit.

ADJUSTMENTS, CREDITS, PAYMENTS.

Adjustments

Portland Parks & Recreation understands the challenge leagues face attempting to estimate the number of teams they may field at the time of application when tryouts are still months away. For that reason, PP&R extends its Level 1 Applicants one free adjustment after the initial booking and all Level 2 applicants a three week adjustment period to make needed changes.

PP&R also understands that leagues that choose to estimate higher than expected field usage may prohibit other applicants from obtaining fields in a timely manner. This is the reason that PP&R reserves the right to compare previous years usage when determining and issuing league permits.

Level 1. Once the permit has been issued the Permittee is allowed one change without incurring additional Application/Processing fees.

Level 2. Tournaments (Level 2). After the Application has been received and Application/Processing fees are paid, the Applicant may make all the needed changes necessary up until the permit is issued without incurring additional Application/Processing fees. Once a Tournament permit has been issued, the Permittee is allowed one change without incurring additional Application /Processing fees. Sports Leagues holding Level 2 permits are given a 3 week grace period from the date of the first booking to make adjustments to their permit/s. During this period, the Permittee can add time if available and approved, or return any unneeded time for a full refund without incurring additional Application/Processing fees.

After the three week grace period has ended:

- The Permittee is given one adjustment per permit without charge for the return or addition of future hours of use.
- All adjustments for future time must be requested no later than 10 business days in advance of the specific date requested.
- Additional adjustments will require a Level 1 Application/Processing Fee. (Adult \$25.00, Youth \$9.00)
- Usage Fees will not be returned for time not used in the past (except rainouts and field closures called by PP&R).
- All Usage and Extra Fees are returned for rainouts or closures.
- All Usage Fees will be returned for future time returned.

Rain Out Credits

Portland Parks and Recreation relies on the City of Portland's extensive Hydra measurement program to confirm and determine rainout credits. The City of Portland operates over 70 rain gauges throughout the city recording and documenting hourly rainfall measurements. PP&R has determined five primary gauges on which to base potential credits. Each of these primary gauges is located in the approximate center of north, northeast, northwest, southwest, southeast and central. They are:

North, #193 - Astor ES Northeast #213 - Madison HS Southwest #172 - Maplewood ES
Southeast #174 - Arleta ES Central #12 - Fernwood ES

PP&R takes the average measurement from these five gauges and gives an hour for hour credit to any baseball and softball Permittee who had time booked on any day where the average rainfall is .10 of an inch or greater anywhere in the city. If one of the primary rain gauges is not functional during the permitted period of time PP&R will choose an adjacent gauge to determine credits. Credits are issued after the initial spring season (July 1 – after fiscal year end), and after the fall season (November 1).

Appeals.

Permittees who believe they were not credited for individual dates and/or hours may appeal to the Customer Service Center. PP&R will choose from all the available rain gauges the one closest to the field in question to confirm the proper action.

Payments

PP&R offers two payment methods for all Athletic Field Usage permits.

Level 1. 2. 2. & 2. Requests for no more than 2 hours a day, two days a week up to two weeks from date of application. **All fees are due at the time of booking.**

Level 2. Tournament and extended play permits. All requests exceeding Level 1, either more than 2 hours a day, two days a week or for dates greater than two weeks from the date of the application). **All fees are due at the time of booking.**

Sport League Permits. Leagues booking more than two hours per each of multiple dates, or more than three fields for a season (Level 2, 4 -16 weeks) may make payments in two installments.

Payment 1. Made when the permit is issued. Payment must include all Application/Processing and Extra fees in addition to one half of all Usage fees.

Payment 2. Made no later than 30 days after the start of league play. Includes the remainder of all Usage fees. All adjustments after this date, including deletions, rainout credits and additional fees will be considered at the end of permitted play.

Questions

If you have any questions regarding any of the information contained in this document please call the Customer Service Center (503) 823-2525.