

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Updated: 6/13/19

Updates and Changes for 2019

The Application Grace Period for Sport League Permits

The Application "Grace Period" is provided to Sport Organizations who are booking their league's season permits. The Grace Period is defined as: The day application is received in the CSC and 16 days prior to the first date requested. Once an application has been received, the Grace Period is set and cannot be changed. If an application is received less than 16 days prior to the start date, the Cancellation Policy takes effect.

Example: A customer who submits an application for use on January 15th for a league that would start on March 1st has a Grace Period of January 15th to February 13th. At the end of the grace period an adjustment charge per field will be applied.

Secondary Seasons. Beginning **July 1, 2019** PP&R will be charging Secondary Season fees for all use of grass fields outside of a specific sport's Primary Season. These apply to usage fees only and are assessed at 15% for Adults and 5% for Youth. *(No Secondary fees are charged for synthetic fields.)*

Youth Rugby & Lacrosse. Portland Parks and Recreation will continue to recognize Portland Public High School Lacrosse and Rugby club programs during their spring primary season; February through May. These clubs will be able to use the same hours as current Portland Interscholastic League programs, 3:00pm–6:00pm Monday through Friday, and may do so without usage fee. These programs will have access to both synthetic as well as grass fields, if available.

All programs pay Application Processing Fees.

All programs qualifying for this reduction pay standard fees outside of 3pm-6pm Monday through Friday.

Public High Schools will be allowed to book one field for girls and one field for boys.

PP&R reserves the right to book park programs on park fields as needed.

Amplified Sound

Amplified Sound is not permitted in parks without approval from Customer Service Center. The following guidelines apply:

Tournaments

- Amplified sound and music is not permitted for general league play.
- Amplified sound and music may be requested for use during tournament play.

It can only be approved for the last three games of the tournament; the two semifinal and finals.

Music is only allowed during the traditional seventh inning stretch.

A tournament schedule must be included with the Amplified Sound request.

Stadiums

- Amplified sound for announcements is allowed at our three stadiums (Erv Lind, Sckavone & Walker).
- Amplified sound is allowed up to 9pm Sunday through Thursday and 10pm Friday and Saturday. City of Portland and PP&R noise regulations apply.

(Failure to adhere to these rules may result in fines, cancellation or loss of future permitting rights.)

(East Delta Park is exempt from this guideline.)

Application Requirements. PP&R requires an account be in Good Standing before accepting an application from a returning league or organization. An Account in Good Standing:

- has no past due balance
- has no unpaid and or unresolved violations

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Sports Application & Permitting Guidelines

Sports Application Fundamentals

The following procedures will be followed to process Sport league applications. The link to the application can be found on our website at <https://www.portlandoregon.gov/parks/39174>
Please use this form when submitting your application.

Application Procedures

- Applying for Simple Permits (2-2-2). You may contact the CSC directly. No application will be processed without the appropriate Application Processing fee.
The Application Processing fees are assessed by facility/field and are due at time of booking*.

Applying for Leagues, Tournaments & Camps. Submit a completed Application with the appropriate processing fee. No application will be processed without the appropriate Application Processing fee. The Application Processing fees are assessed by facility/field*. The Grace Period does not apply.
- Documentation. If you are a Sport League or Commercial entity you will be required to provide the following documentation:
 - A copy of the league's insurance certificate covering participants *
 - A copy of any waiver/s the league may require of its participants. *
 - A copy of your Non-Profit status 501(c)(3) or 501(c)(7) may be required. **(See Attachment C.)*
- Account in Good Standing. PP&R requires an account be in Good Standing before accepting an application from a returning league or organization. An Account in Good Standing has no:
 - >past due balances
 - >unpaid and or unresolved violations and fines
- Building the Permit/s. After taking payment of the Application Processing fee/s, the CSC will build the permit/s based on the information provided in the Application.
- Estimate & Statement. The CSC will email a statement/invoice to the Applicant showing the fields/dates/times booked and fees charged.
- Payment. Following email notification, the Applicant has 15 business days to submit the estimated 50% payment. If no payment or payment arrangements are made, permit/s will be canceled.
- Issuance. Once the 50% payment and required documentation (league insurance, etc.) has been received, the permit can be completed and issued.
- Balance Owing. The remaining balance will be due as follows: 25% due on or before the first date reserved. The final payment will be due within 30 days of the first date reserved.
- Exceptions. Every application can be for varying lengths of dates and times. The following situations are considered exceptions to the above payment requirements.
 - If the permit is 1 month in duration or less, the full balance must be paid before issuance.
 - If the permit is 2 months in duration or less, full payment must be paid before the first date reserved.

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Sports Application & Permitting Guidelines

The following fees and guidelines are for the processing and adjustments of permits before they have started.

Application Processing Fees for League Play

The following are the deadlines to receive applications and the fees (Adult/Youth) charged for each.

- (31) days or more before your first date reserved, the fee is \$132.50/\$39.25 per facility requested.
- (30) days or less before your first date reserved, the fee is \$198.75/\$59.00 per facility requested.
- (14) days or less before your first date reserved, the fee is \$265.00/\$78.50 per facility requested.

"Application Grace Period" for changes to League Applications & Permits

The "Application Grace Period" is defined as the days between the date an application/s is received in the CSC and 16 days prior to the first date requested. Once an application has been received the Grace Period is set and cannot be changed. After the Grace Period has ended, the following Policy takes effect:

- Once the "Application Grace Period" has ended, a Change Fee of \$44.00 Adult / \$11.75 Youth is applied to any permit and facility changed.

Now that your Permit has started, how do I change it?

Once a permit has started the following guidelines detail how adjustments and changes can be made.

Changes to Simple Basic (2-2 & 2). Once a simple permit has been issued the Permittee is allowed one change without incurring additional Application/Processing fees. 2-2 & 2 is any group of bookings up to two hours at a time, twice a week, for no more than two weeks out from the date of booking. No past time can be returned.

Changes to Sport Leagues. Once a League permit has been issued the following guidelines apply. If you contact the CSC:

- Fifteen (15) days or more before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 100% of their usage fees.
- Fourteen (14) days or less before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 75% of their usage fees.
- Seven (7) days or less before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 50% of their usage fees.
- No refunds are issued post event.

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Sports Application & Permitting Guidelines

Changes to Camps & Tournament Permits

Camps and Tournaments normally need to reserve time well in advance of the events. They also tend to use our best and most sought-after facilities. Due to that lead time and high demand, PP&R maintains stricter rules governing cancelations and changes. Application Processing Fees are non-refundable.
(There is no Grace Period provided to Camps & Tournaments.)

- At (91) days or more before your first date reserved, all Usage and Extra Fees will be refunded.
- At (90) days or less before your first date reserved, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 100% of their usage fees.
- At (60) days or less before your first date reserved, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 75% of their usage fees.
- At (30) days or less before your first date reserved, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 50% of their usage fees.
- At (14) days or less before your first date reserved, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 25% of their usage fees.
- No refunds are issued post event.

What Can Change Your Usage Fees?

Commercial Use Fee Current fee + 30%. All "for profit" businesses reserving 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, it will be honored for one 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)** or **501(c)(7)**.
(A Copy of your Form 990 will not prove status.)

Non-Resident Fee 2019 *(Youth & Adult - 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 pay the higher fee since they do not pay into the tax base that supports the maintenance and servicing of the facilities. Confirmation of Residency requires the following:

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 Driver's License
- Oregon ID Card
- Residential Utility bill

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Sports Application & Permitting Guidelines

What Can Change Your Usage Fees? (cont.)

Secondary Season Usage Fee. All sport leagues booking facilities outside of their Primary Season will be charged a Secondary Season Usage fee. Adult + 15% Youth + 5%
(Secondary Season fees do not apply to Synthetic turf fields.) (See attachment A.)

Fines. Fines can change drastically the cost of your permit. Here are the violations you should be aware of before submitting your application.

Unpermitted League Play, Falsifying Application, Practice in a Stadium, Sub-Leasing	1 st violation = \$50 (including additional use)
	2 nd violation = \$150 " " "
	3 rd violation = \$250 " " "
Installation of equipment without approval.....	\$250 <i>(per occurrence)</i>
<i>(fences, concessions, storage units & containers, etc.)</i>	
Unpermitted Noise or Alcohol	\$150 <i>(1st occurrence)</i>
Play during Field Closure.....	\$500

Definitions

Primary & Secondary Seasons. Primary Seasons are the fixed dates recognized by Portland Parks as a specific sport's main season of play. Secondary Seasons are all dates outside of any sports recognized Primary Season. Portland Parks & Recreation recognizes its responsibility to provide athletic facilities for use by a variety of sports at many levels of competition. These designations allow PP&R to focus support on sports during their primary season. *(See attachment A.)*

Unpermitted League Play. Leagues found to be playing on PP&R fields without or outside of a permit will be charged fees and fines. All unpaid accounts are considered not in good standing and their account will be frozen and the debit sent to collections. If a violation is also defined within another specific fine the higher fee will be applied.

Falsifying Application. When an Applicant requests use of a facility for something other than indicated on the application form or discussions. This can include indicating youth when the intended use is for adult play, or failing to define commercial, alcohol, vehicles, food services and or noise. Any use that is defined or limited within these guidelines and City Code and not included within your application is subject to this fine.

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

Field Closure and Rain Outs. Play during Field Closure and Rain Outs will be punishable by a fine of \$500 plus application/processing, usage and damage fees.

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Sports Application & Permitting Guidelines

What Can Change Your Usage Fees? (cont.)

Damage caused from Play during or after Rain. Permittees who play during inclement weather and damage fields will be charged a fine of \$250 plus the cost of repair. During or immediately following rain or inclement weather it is a good idea to call the rainout line 503-823-2030. If no new messaging is provided the playability should be determined on-site by using these simple criteria:

- If stepping on the infield produces a 1" deep or greater water-filled footprint or when running produces the same result, then 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.
- Synthetic turf fields are not closed due to rain. They may be closed due to severe cold, ice and snow.

Inclement Weather 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 are located in the approximate center of north, northeast, northwest, southwest, southeast and central.

Primary Rainfall Gauges

North #193 - Astor School	SE #174 - Arleta School	NE #213 - Madison High School
Central #12 - Fernwood School	SE #172 - Maplewood School	

PP&R takes the average measurement from these five gauges and gives an hour for hour credit to any baseball and softball Permittees 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 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.

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General Information

Alcohol is not allowed in Portland Parks without an approved permit. Alcohol may be included on your Athletic permit under the following minimum guidelines;

1. Proof of Insurance and AIE covering all participants. (*See attachment B for full requirements.*)
2. Wherever possible, PP&R will not issue Alcohol to Individuals, Organizations and/or sport leagues on facilities adjacent to permitted youth programs.
3. Alcohol will not be issued to Organizations or Individuals with a history of violations or complaints.
4. Alcohol may only be consumed by the players only.
5. Alcohol fees are applied per field or facility, per hour, per day.
6. Kegs are not allowed at league play except through approval of the Director of Parks.
7. Kegs may be allowed when booking a tournament.
8. Tournaments must provide food items for sale in addition alcohol at events.
9. Hard liquor is not allowed except through approval of the Director of Parks.

Amplified Sound is not permitted in parks without a noise variance and approval from Customer Service Center. Some Parks may not be considered appropriate for amplified sound. Please check with the CSC for greater detail. The following guidelines apply:

Tournaments.

- Amplified sound and music may be requested for use during the last three games of tournament play; the semi-finals and the finals.
- Music is allowed 15 minutes prior, in-between innings or half time and stop within ten minutes of the conclusion of the game.
- A tournament schedule must be included with the Amplified Sound request.
- Stadiums may be exempt from some of these guidelines depending on their lease or contract.

League play.

- Amplified, sound and music, is not permitted for general league play.
- Amplified sound for announcements is allowed at PP&R stadiums (Erv Lind, Sckavone & Walker).
- Amplified sound is allowed until 9pm Sunday - Thursday and 10pm Friday and Saturday.
- City of Portland and PP&R noise regulations apply.
- Failure to adhere to these rules may result in a fine, cancellation or loss of permitting rights.
- Stadiums may be exempt from some of these guidelines depending on their lease or contract. (*East Delta Park is exempt from this guideline.*)

Expansion of Use. PP&R will consider league requests for expansion by reviewing; impacts to Primary Season users, the account's standing and equity of other similar requests for use.

Field Renovation Programs. PP&R will continue its ongoing field renovation program throughout the 2019 season. We will do our best to schedule around Primary Season play as much as possible by focusing the six to eight-week work between June and August.

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.

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

General Information - (cont.)

Insurance & AIE. All Athletic permits require insurance coverage of their participants as well as an Additional Insured Endorsement covering the City of Portland.
(See attachment B for full requirements.)

New Sport Leagues. PP&R has placed a HOLD on accepting applications from new sport leagues and organizations until after current accounts in their Primary Season have been served.

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.

Size of Storage Container	Fee
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/ \$250 refundable <i>deposit (required)</i>
6'H x 6'W x 8'L - 8'H x 8'W x 20'L	\$75.00 per month/ \$250 refundable <i>deposit (required)</i>

- 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 advertising 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 as well as current Principal Approvals. *(Contact Civic Use of Buildings 503 916-3268 for information.)*)
- 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 below)*
- 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.

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 still remains 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.

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

General Information - (cont.)

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. 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.
- The duration and size of an event in combination with all other events at a location.
- If you have more than 125 in attendance at your event (*participants and spectators*) then 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.
- The permitted event is more than 2 hours in duration.
- The event supersedes the 2-hour rule and is re-occurring over multiple days or weeks. (Sports leagues, practices, games, etc.)
- 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.
- Restrooms are placed at a cost to the Permittee. (*See Restroom Fees on page 13.*)

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. In this case, the league 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 permitted time indicated on the permit.

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Attachment A. Recognized Sport Seasons

Athletic Field Conversion Schedule

- Spring/Summer** February 16 - August 15
(East Delta Sports Complex Sports Grass Fields open April 1.)
- Fall** August 16 – November
(Baseball/Softball fields close end of October.)

Primary & Secondary Season Sports & Application Windows

*(Applications accepted beginning January 15 of the current year.)
(Camp hours are defined as between 8am and 3-5pm Monday through Friday.)*

SPRING/SUMMER

Primary Season Sports

- Baseball/Softball March 1 - August 15
 - Lacrosse Feb 16 - May *(Playoffs games only - June)*
 - Rugby Feb 16 - May *(Playoffs games only - June)*
 - Ultimate Feb 16 - May *(Playoffs games only - June)*
 - Track Feb 1 - May
- (Applications accepted beginning December 15 of the previous year.)*

Secondary Season Sports

- Soccer April 1 – May *(Games only)*
(Applications accepted beginning February 1 of same year.)

FALL Primary Season Sports

- Cross Country August 1 - November
 - Football August 1 - November
 - Soccer August 16 - November
- (Applications accepted beginning June 1 of the previous year.)*

Secondary Season Sports

- (Applications accepted beginning July 1 of same year.)*

WINTER

Primary Season Sports

- (No single sport may exceed 50% of capacity of our synthetic fields if demand remains.)
(Synthetic fields only.)
(Applications accepted beginning Sept 1 of same year.)*

Secondary Season Sports

- (Applications accepted beginning October 1 of same year.)*

Secondary Season Usage Fee All sport leagues booking outdoor athletic facilities outside of their Primary Season will be charged a Secondary Season Usage fee.

- Adult +15%
- Youth +5%

(Secondary Season fees do not apply to Synthetic turf fields.) (See attachment A.)

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Attachment B. Fee Chart

Application Processing Fees

Simple Permits (2-2-2) & Adjustment Fees	2019
• Commercial.....	\$62.25
• Adult.....	\$44.00
• Youth.....	\$11.75
*(NOTE: 2-2-2 is any group of bookings up to two hours at a time, twice a week, for no more than two weeks out from the day the booking is made.)	
(Primary / Secondary Application windows may be found in (Attachment A.))	

League, Tournament & Camps	2019
• (31) days or more before your first date reserved..... Adult / Youth	\$132.50 / \$39.25
• (30) days or less before your first date reserved..... Adult / Youth	\$198.75 / \$59.00
• (14) days or less before your first date reserved..... Adult / Youth	\$265.00 / \$78.50
(Application fees are assessed per facility/and per week for camps.)	
(Commercial Leagues are charged an additional 30%.)	
(Primary / Secondary Application windows may be found in (Attachment A.))	

Athletic Usage Fees

East Delta Park Sports Complex

Synthetic Fields East Delta (5, 6, 7 & 8) & Buckman Field	2018	2019
Commercial.....	\$134.75/\$5.00 =	\$139.75
Adult	\$90.00/\$5.00 =	\$95.00
Youth.....	\$70.00/\$5.00 =	\$75.00
(Note: Fees for youth on Buckman Field Park will be the same as those for East Delta.)		

Grass Fields (1, 2, 3, 4 & 9)	2018	2019
Commercial.....	\$54.50/\$2.50=	\$57.00
Adult	\$40.50/\$2.50=\$43.00	\$42.00/\$2.50= \$44.50
Youth.....	\$14.75/\$2.50=17.25	\$15.25/\$2.50= \$17.75

William V. Owens & Softball Field 1 & 7	2018	2019
Commercial.....	\$52.00	\$57.75
Adult.....	\$40.00	\$44.50
Youth.....	\$19.00	\$19.75
(The seven 60' fields including WVO complex and those in East Delta Sports Complex.)		

Volleyball Courts	2018	2019
Commercial.....	\$20.25	\$20.75
Adult	\$15.50	\$16.00
Youth.....	\$6.25	\$6.50
(Delta 6 sand courts) (One Application/Processing Fee applied per park.)		

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Attachment B. Fee Chart (cont.)

Stadiums: Softball & Baseball	2018	2019
Commercial	\$60.00	\$62.25
Adult.....	\$46.00	\$47.75
Youth.....	\$18.75	\$19.50
<i>(Fee includes; Walker, Sckavone & Erv Lind)</i>		
<i>These facilities are for games only. *</i>		
Synthetic Sport Fields (except Delta Park)	2018	2019
Commercial.....	\$128.00	\$129.50
Adult.....	\$90.00	\$93.25
Youth.....	\$70.00	\$72.50
Baseball 60' – 90' (Grass Infield)	2018	2019
Commercial.....	\$34.00	\$35.25
Adult.....	\$26.00	\$27.00
Youth	\$7.75	\$8.00
Baseball/Softball 60' – 80' (Skinned Infield)	2018	2019
Commercial.....	\$27.00	\$28.00
Adult.....	\$19.50	\$21.25
Youth	\$7.75	\$7.75
Baseball/Softball Rec. Fields (Ungroomed Infield, youth only)	2018	2019
Youth	\$6.00	\$6.25
Sport Fields (Football, Lacrosse, Rugby, Soccer, Ultimate, etc.)	2018	2019
Commercial.....	\$38.00	\$39.25
Adult.....	\$29.00	\$30.00
Youth	\$11.75	\$12.25
Sport Court	2018	2019
Commercial.....	\$13.00	\$13.50
Adult.....	\$10.00	\$10.25
Youth.....	\$4.00	\$4.25
<i>(Tennis, bocce, basketball, volleyball.)</i>		
<i>(One Application/Processing Fee applied per park.)</i>		
Cross Country	2018	2019
<i>(One Application/Processing Fee applied per course.)</i>		
Commercial.....	\$30.50	\$31.50
Adult.....	\$23.50	\$24.25
Youth.....	\$8.50	\$8.75
<i>(If course overlaps other athletic facilities those must be reserved as well.)</i>		
Portland Public Schools	2018	2019
Youth.....	\$2.25	\$2.25
<i>(Commercial use goes through Portland Public Schools Civic Use of Buildings: 503.916-3268.)</i>		

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Attachment B. - Fee Chart (cont)

Track	2018	2019
<i>(One Application/Processing Fee applied per park.)</i>		
Commercial.....	\$56.50	\$58.50
Adult..... <i>(All Lanes / Track Meet)</i>	\$22.50	\$23.25
Youth..... <i>(All Lanes / Track Meet)</i>	\$7.25	\$7.50
Adult..... <i>(League)</i>	\$5.50	\$5.75
Youth..... <i>(League)</i>	\$3.00	\$3.00

Food & Sport Concessions (Including Little League Concessions)

Permittees wishing to place a food concession stand at their game fields will need to secure a concession permit. Organizations wishing to run training and instructional camps on park facilities need a permit. Please see "Guidelines for Commercial Activities in City of Portland Parks" on our website.

Field Maintenance & Mowing

PP&R Athletic Field Maintenance preps fields once a day on all scheduled game fields. PP&R mowers maintain a regular schedule of mowing each week. Permittees requesting additional work will be charged an additional fee to do the work. To request additional Field Maintenance or Mowing please go to our website @ <https://www.portlandoregon.gov/parks/39174> and select the "Request for Field Maintenance & Mowing."*
**(The request form will be ready for use March 1, 2018.)*

Field Mowing & Maintenance	2018	2019
	\$100.00hr	\$103.50hr
Field Lights:	2018	2019
Adult.....	\$19.50hr	\$20.25hr
Youth	\$7.25hr	\$8.25hr
Alcohol	2018	2019
Applied per field, per hour	\$8.25	\$8.50
Tournament	<i>(Rate & Special Use Fees may apply.)</i>	
Portable Restrooms	2018	2019
Tournaments <i>(per day)</i>	\$53.00	\$55.00
Adult <i>(per week)</i>	\$27.00	\$28.00
Youth <i>(per week)</i>	\$20.00	\$20.75
<i>(See Portable Restroom information located on page 9).</i>		

Storage Containers **2019**

Size of Storage Container	Fee
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/ \$250 refundable <i>deposit (required)</i>
6'H x 6'W x 8'L - 8'H x 8'W x 20'L	\$75.00 per month/ \$250 refundable <i>deposit (required)</i>

2019 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Attachment C. Required Documentation

Participation Waiver

If an Athletic League requires individuals to sign a waiver to participate, please supply a copy of this document.

Insurance Certificate

All Athletic League permits require insurance coverage.

Non-Profit Status

Portland Parks & Recreation only recognizes a Non-Profit classification when determining Commercial Status. If your organization has Non-Profit status 501(c)(3) or 501(c)(7) you need only provide proof from the IRS of your status to receive the standard rate. Non-profit status does not reduce standard rates or processing fees.