



2017 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Updated: 12/5/2016

Summary of Updates and Changes to these Guidelines

Youth Rugby & Lacrosse

Beginning January 2017 Portland Parks and Recreation will begin recognizing Portland Public High School Lacrosse and Rugby club programs during their 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 do so without charge. These programs will have access to both synthetic as well as grass fields during these time periods.

- All programs pay standard fees outside of the 3:00pm-6:00pm time period.
- Application Processing and Usage fees are required for any reservation outside of the 3:00pm-6:00pm Monday through Friday time period.
- Portland Parks & Recreation reserves the right to program all fields no matter the day or hour.
- Portland Parks & Recreation will follow the Athletic Facility Allocation Guidelines.

Application & Permit Payment Process Change

Starting in January 2017 Portland Parks & Recreation's Customer Service Center CSC will change how it accepts and processes applications for Athletic Facility use. The new process is:

- No application will be accepted without an Application Processing fee. (*Application Processing fees are non-refundable and are applied per field.*)
- Applications with start dates 10 business days or less than the date of Application pay an accelerated Application Processing (*double the standard fee applied per field.*)
- Following payment, the CSC will begin processing the application. This may take up to two weeks. Through this time period the CSC will be in contact with the Applicant with any issues or concerns.
- After generating the basic permit/s, the CSC will contact the Applicant for a final review and approval.
- At that time, they will have created an automatic payment plan for each permit. Payment plans may be set up into as many as four equal monthly payments. *
**Payment plans must start and end with in the current fiscal year.*
**Each payment may be no less than 25% of the balance owing on each permit.*
- If the Applicant has a remaining credit on their account from previous use, either from rains outs or closures, the CSC will use some or all of or that credit to reduce or pay off the new balance.
- Following confirmation, the Applicant has 10 business days to submit the first payment.
- The permit will be issued once the first payment has been received.
- The Applicant may pay the full cost of the permit upfront, however, a minimum of 25% is required.
- If the start date is within two weeks of the date of Application, full payment is required up front.

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)** then you need only provide proof from the IRS of your status to receive the standard rate. Non-profit status does not reduce standard rates. A copy of your IRS form 990 will not approve status.



Two Week Grace Period

We have been providing Leagues with a 3-week Grace Period. Beginning 2017 we are reducing the Grace Period to 2-weeks in order to provide the CSC with greater flexibility in assisting underserved Primary Season sports.

Special Use Requirement form – Sports

Beginning in 2017 the CSC will begin using a Special Use Requirement form to track those requests made by the Applicant that require further approvals or response from other departments within the bureau and The City. The signatures required could include; food concessions, outfield fencing, sound systems, tenting or canopies, vehicle access, etc. These items require oversight by the bureau and will require the Applicant to gain signatures directly from the specific individuals or authorities responsible.

Online Reservations

Portland Parks and Recreation has been working to transition a portion of our athletic permitting to the online portion of our reservation system. During that effort, our software vendor has been working on significant changes to their product. Efforts that would change how we use the system. Because of these pending changes we have determined to continue processing applications ourselves until the new system is in place.

Online Account Management

Portland Parks & Recreation provides Leagues with access to their organization accounts where you can review calendars of your permitted use, print out permits, review and make payments as well as other options. Portland Parks & Recreation only gives the main contact access to the account. For access please call 503.823.2525.

Application / Processing Fees

ATHLETIC APPLICATION FEE

This fee is charged to all individuals and organizations requesting permits for individual, league and or tournament use. *(Including events with festivals and non-commercial camps.)*

(One Application/Processing Fee per field.) (One Application/Processing Fee per park when reserving courts.)

<u>Age</u>	<u>2-2-2* / Adjustments</u>	<u>Tournament / League**</u>
Adult.....	\$35.00	\$110.00
Youth.....	\$11.25	\$38:00

**(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 of booking.)*

****(NOTE: Application/Processing fees are applied per field. If booking a group (basketball, volleyball or tennis) courts then Application fees are applied per park.)*



Usage Fees

East Delta Sports Complex

Portland Parks & Recreation will continue contracting with Sports Field Management LLC (SFM) to provide scheduling services on the 9 sports fields at East Delta Sports Complex as well as Buckman Field Park. Hourly use includes usage as well as the hourly application fee. The following is the listing of fees for those fields that will be managed by SFM (East Delta 1-9 & Buckman).

(The 60' softball/baseball fields at East Delta Sports Complex are not part of this agreement and remain under the management of a separate PP&R agreement.) (All Usage Fees are accessed hourly.)

Synthetic Fields East Delta (5, 6, 7 & 8) & Buckman Field		2017
Adult		\$70.00/\$5.00 = \$75.00
Youth		\$70.00/\$5.00 = \$75.00*

**(Note: Fees for youth on Buckman Field Park will be the same as those for East Delta.)*

Delta Grass Fields (1, 2, 3, 4 & 9)		2016	2017
Adult		\$36.50/\$2.50=\$39.00	\$38.00/\$2.50=\$40.50
Youth		\$14.25/\$2.50=\$16.75	\$15.00/\$2.50=\$17.50

William V. Owens Softball Complex (at East Delta Park)		
Ball Field	2016	2017
Adult.....	\$32.00	\$33.50
Youth.....	\$12.00	\$12.50

(The five fields within the WVO complex are booked by PMSA.)

Delta Sand Volleyball Courts		2016	2017
Commercial...(30%).....		\$18.25	\$19.25
Adult		\$14.00	\$14.75
Youth.....		\$6.00	\$6.25

USAGE FEES

Portland Park Athletic Fields

Stadiums: Softball & Baseball		2016	2017
Commercial (+30%)		\$53.75	\$56.50
Adult.....		\$41.25	\$43.50
Youth.....		\$17.25	\$18.25

(Fee includes; Walker, Sckavone & Erv Lind)

Synthetic Sport Field - Grant Park		2016	2017
Adult		\$70.00	\$70.00
Youth		\$50.00	\$70.00

Baseball 60'-90' (Grass Infield)		2016	2017
Adult.....		\$23.75	\$24.50
Youth (42%).....		\$7.25	\$7.75/*
Youth (23%)(HUD).....		\$5.25	\$5.75/*



USAGE FEES

Portland Park Athletic Fields

Continued

Baseball/Softball 60'-80' (Skinned Infield)	2016	2017
Adult.....	\$19.50	\$20.00
Youth (42%).....	\$7.50	\$7.75/*
Youth (23%)(HUD).....	\$4.50	\$4.75/*

Baseball/Softball Rec. Fields (Ungroomed infields, youth only)	2017
Youth (42%).....	\$6.00
Youth (23%).....	\$4.00

Sport Fields (Football, Lacrosse, Soccer, Rugby, Ultimate, etc.)	2017
Commercial (+30%)	\$33.75
Adult.....	\$26.75
Youth (42%).....	\$11.25
Youth (23%)(HUD).....	\$6.25
	\$35.50
	\$28.00
	\$11.75
	\$6.50

Sport Courts	2016	2017
All tennis, volleyball and bocce courts including the sand courts at Gabriel & Brentwood Parks. (One Application/Processing Fee applied per park.)		
Commercial (+30%)	\$13.50	\$15.00
Adult.....	\$9.00	\$10.00
Youth.....	\$4.00	\$4.75/*

Cross Country	2016	2017
(One Application/Processing Fee applied per course.)		
Commercial (+30%)	\$27.50	\$29.00
Adult.....	\$21.00	\$22.00
Youth.....	\$8.00	\$8.50/*

Portland Public School Fields	2016	2017
(One Application/Processing Fee applied per field.)		
Youth.....	\$2.00	\$2.25
(Commercial use goes through Portland Public Schools Civic Use of Buildings: 503.916-3268.)		

Track	2016	2017
(One Application/Processing Fee applied per park.)		
Commercial (+30%)	\$53.00	\$55.75
Adult.....(All Lanes / Track Meet)	\$21.00	\$22.00
Youth..... " " " "	\$7.25	\$8.00
Adult.....League	\$5.25	\$5.50
Youth..... "	\$3.00	\$3.25



ADDITIONAL CONDITIONS, FEES, CHARGES & ADJUSTMENTS

Alcohol

By City of Portland Code, 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. Where ever possible, PP&R will not issue Alcohol to Individuals, Organizations and/or sport leagues on facilities adjacent to already 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 on a daily basis.
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.

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, 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.)

Fencing

Fencing may not be installed on Portland Parks & Recreation property without signed permission from PP&R's Customer Service Center and Athletic Field Maintenance supervisor. Permission must be documented on the Special Use Requirements – Sports form provided during the application process. Fencing must:

- be placed no sooner than the first day permitted.
- must be removed on or before the last day permitted.
- installed fence must be inspected and approved by PP&R prior to use.

Field Maintenance Fees

	2016	2017
Adult	\$92.75hr	\$98.00hr
Youth (42%).....	37.80hr	\$41.00hr

Game day field preparation is included with your permit. However, if a league wishes additional preparation a request must be made to the Athletic Field Maintenance Supervisor @ shawn.lindsey@portlandoregon.gov . The fees above would then apply.

Field Lights

	2016	2017
Adult	\$18.00hr	\$20.00hr
Youth	\$7.25hr	\$8.00hr

*(Youth pay 42% fee for Erv Lind, Walker & Sckavone Stadiums. A \$100 Key Deposit required to access lights).
(Lights located at the following facilities are controlled through the Musco digital system. (Lents ball fields #1 & 2, Walker and Sckavone baseball stadiums, and fields 5, 6, 7 & 8 (Strasser) at East Delta Sports Complex.)*

Food Concession (Little League Concessions)

Permittees wishing to place a food concession stand at their game fields will need to secure a concession permit. Please see "[Guidelines for Commercial activities in City of Portland Parks](#)".



ADDITIONAL CONDITIONS, FEES & CHARGES

Continued

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.

Insurance & AIE

All league athletic permits require a certificate of insurance covering their participants as well as an Additional Insured Endorsement covering the City of Portland. The Customer Service Center will require a copy of your coverage on account to issue permits.

(See attachment B for full requirements.)

Noise

Applicants wishing to use amplified sound in support of their programs must first obtain a noise variance. A basic Noise Variance may be obtained through the Customer Service Center. Requests that fall outside the basic guidelines will be directed to the City of Portland's Noise Office.

Non-Resident Fee

Portland Parks & Recreation charges Non-Resident fees (current fee + 30%) 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 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

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:



ADDITIONAL CONDITIONS, FEES & CHARGES

Continued

- 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.
- If you have more than 125 in attendance at your event (participants and spectators) then you will always need to supply a portable restroom.
- The permitted event is more than 2 hours in duration.
- The event is re-occurring over multiple days or weeks. Sports leagues, practices, games, etc. This supersedes the 2-hour rule.
- Restrooms are placed at a cost to the Permittee. *(See Restroom Fees on page 7.)*
- 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 this instance, the Permittee can supply the portable restroom themselves. If they do, the league takes sole responsibility for the following:

- Security. Restrooms must be secured with an appropriate lock. An additional key is to be provided to the Park Supervisor.
- Repair. Damage to restrooms must be repaired within 2 days.
- Graffiti Removal. Removal is 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.



ADDITIONAL CONDITIONS, FEES & CHARGES

Continued

Portable Restroom Fees

Commercial/Tournament
Standard

2016
\$45.00
\$15.00

2017
\$50.00 per day
\$25.00 per week

Season Recognition

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.

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.

Sport Concessions (Skills, instruction, training camps, etc.)

Please see [“Guidelines for Commercial activities in City of Portland Parks”](#)

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. PP&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.

Fees

- (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).... \$50.00 refundable deposit required
- (6’h x 6’w x 8’l) – (8’h x 8’w x 20’l)..... \$75.00 refundable deposit required

Late Removal Fees.

- The Permittee will be charged \$25 a week for each week the container remains in the park after the end of their permit.
- 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.
- 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.



ADDITIONAL CONDITIONS, FEES & CHARGES

Continued

Conditions of use.

- 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.

Vehicle Access

Leagues can request a Vehicle Access pass in support of maintaining or preparing a field or fields for league or tournament play.

- Vehicle Access must be approved by the Park and Athletic Field Maintenance Supervisors.
- A Vehicle Access pass is only good for active loading and unloading. Cars must leave the park after delivery after loading and unloading.

Fines and Damage Fees

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 these specific field/s. Permittees found to be profiting from sub-leasing time will be fined \$150 per each occurrence and lose all access to these specific field/s. 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 may be punishable by a fine of \$250 plus the unpermitted hours and any applicable application/processing fees. Multiple offenses may result in loss of access to PP&R facilities.

Field Closure and Rain Outs. Play during Field Closures or Rain Outs. Permittees playing 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 is 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, 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 sever cold, ice and snow.

ADJUSTMENTS, CREDITS & PAYMENTS

Current Permittee Adjustment Policy Guidelines

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 Primary Season League Play Applicants with a 2-week adjustment period to make needed changes. PP&R also understands that leagues who choose to estimate higher than expected field usage may prohibit other applicants from obtaining fields in a timely manner. For this reason, PP&R reviews previous year's usage when issuing permits to determine what the impacts of this increase might be to other Users.

Basic (2-2 & 2). Once the 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 day of booking.

Tournaments. 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. (Tournament processing fees are applied per park). Once a Tournament permit has been issued, no further adjustments may be made without an additional Application Processing fee.

League Play. Sport groups and organizations holding permits for Primary Season League Play are given a 2-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,
- return any unneeded future time for a full refund without incurring additional Application/Processing fees.

After the 2-week grace period has ended:

- Additional adjustments will require a Level 1 Application/Processing Fee. (Adult \$35.00, Youth \$11.25)
- Usage Fees will not be returned for time not used in the past
- All Usage and Extra Fees are returned for closures called by PP&R.
- All Usage Fees will be returned for future time returned.

For example; If an Adult Leagues' permit starts August 7, they are able to make all the adjustments they want up to August 21st. After which they are charged \$35.00 per permit change.



ADJUSTMENTS, CREDITS & PAYMENTS

Continued

Rainout Adjustments & 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.

Primary Rainfall Gauges

North	#193 - Astor School	Southeast #174 - Arleta School
Northeast	#213 - Madison High School	Central #12 - Fernwood School
Southwest	#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 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.