

2018 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Final Update 02/06/2018

Updates and Changes to these Guidelines for 2018

PP&R Racial Equity Plan

In early 2017 Portland Parks & Recreation completed our Five Year Racial Equity Plan. The plan focuses on assuring that delivery of PP&R programs and services reach and are accessible to all of our citizens of color, immigrant and refugee communities. With the plan as our guide, PP&R will work together with representatives of the City of Portland's sport leagues and cultural organizations in a year-long review of how we define, allocate and charge for use of our facilities. The goal will be to implement changes in the 2019 season.

Expansion of Use

PP&R will consider requests from current leagues and organizations wishing to expand their use if:
The dates are within their Primary Season.
Their accounts are in good standing with no outstanding balances, fines or restrictions.
If time is available and doesn't take away from current leagues in their Primary Season.

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.

Field Renovation Program

PP&R will be implementing an ongoing renovation program throughout the 2018 season. Fields will be scheduled for renovation. We will do our best to schedule around Primary Season play by focusing the six to eight-week work between June and August.

The Grace Period

PP&R is changing how the application Grace Period is defined. In 2018, the Grace Period will be defined as "the period between the date a permit is first issued and the date of its first booking. Once the permit has been issued the Grace Period cannot be extended.

Example: A customer is issued a permit on February 1st for a permit starting March 1. The Grace Period for that permit is February 1 to March 1. March 1 will always be the end of the grace period for that permit regardless of whether the start date is changed to a later date. At the end of the grace period an adjustment change per field will be applied.

Secondary Seasons

Beginning **July 1, 2018** PP&R will be charging Secondary Season fees for all use of grass fields outside of a specific sport's Primary Season.

Adult 20%
Youth 10%

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 pay standard fees outside of 3:00pm-6:00pm Monday through Friday.
Schools will be allowed to book 1 field for girls and one field for boys.
PP&R reserves the right to book park programs on park fields as needed.

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Amplified Sound

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

- **Tournaments**

Amplified sound and music may be requested for use during tournament play. It may be requested for the last three games; the two semifinal and final games of the tournaments.

Music is allowed 15 minutes prior, in-between innings or half time and must stop within ten minutes of the conclusion of the game.

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

- **League play**

Amplified sound and music is not permitted for general league play. 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.

Music is not allowed for general league play.

City of Portland and PP&R noise regulations apply.

Failure to adhere to these rules may result in a fine, cancellation or loss of future permitting rights.

(East Delta Park is exempt from this guideline.)

“Online” Sports Applications continue!

Portland Parks and Recreation will continue to use the online webform to process our sports applications. The link may be found on our website at <https://www.portlandoregon.gov/parks/39174>

Application Requirements

Beginning with applications for 2018 spring season sports, PP&R will require an account be in good standing before accepting an application from a returning league or organization.

Additionally, PP&R will require the following documents be included with your application:

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)

Account in Good Standing

A sport league or organization’s account is in good standing when, all previous balances are paid in full (including late fees and fines) before their next primary season application window begins. No application may be accepted with prior balances due.

Insurance Certificate

If an Athletic League requires individuals to sign a waiver to participate, please supply a copy of this document. (See the example attachment A for full requirements.)

Participation Waiver

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. (See attachment B for full requirements.)

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Application Process (Cont.)

PP&R will continue to use the following procedure to process league applications:

- No application will be accepted without the appropriate Application Processing fee per field and required documentation; non-profit status, insurance and waivers.

Following payment, the CSC will begin processing the application.

- After preliminary review, the CSC will generate estimates of both facility availability and cost.
- With both estimates in hand, CSC will contact the Applicant for confirmation and a minimum payment of 50% of the estimated usage fees.
- If the Applicant has a remaining credit on their account from previous use the CSC will use some or all to reduce or pay for the potential balance.
- Following notification, the Applicant has 10 business days to submit the estimated 50% payment. If no payment or payment arrangements are made, permit will be canceled.
- The permit will be completed once payment is received.
- Applicants who place the remaining fees on an automatic payment plan will receive a 5% discount.
- If the start date is within two weeks of the date of Application, full payment is required up front.
(Application Processing Fees are non-refundable.)

Fees

Athletic Application / Processing Fees

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.)

Age	2-2-2* /	Tournament / League**
Commercial.....	\$60.00	\$166.00
Adult.....	\$42.50	\$128.00
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.)*

(Primary / Secondary Application windows may be found in (Attachment A.)

League Play. PP&R is changing how the application Grace Period is defined. In 2018, the Grace Period will be defined as “the period between the date a permit is first issued and the date of its first booking. Once the permit has been issued the Grace Period cannot be extended.

During the Grace period:

- the Permittee can add time if available and approved, return any unneeded time for a full refund without incurring additional Application/Processing fees.

After the Grace period has ended:

- Additional adjustments will require an Application/Processing Fee. *(Adult \$42.50, 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 at least 7 days in advance.

Example: A customer is issued a permit on February 1st for a permit starting March 1. The Grace Period for that permit is February 1 to March 1. March 1 will always be the end of the grace period for that permit regardless of whether the start date is changed to a later date.

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Athletic Usage Fees

East Delta Sports Complex

Portland Parks & Recreation will continue contracting with Sports Field Management LLC 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 a listing of fees for those fields scheduled 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.)

Synthetic Fields East Delta (5, 6, 7 & 8) & Buckman Field	2018
Commercial.....	\$125.00/\$5.00 = \$130.00
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)	2017	2018
Adult	\$37.50/\$2.50=\$40.50	\$40.50/\$2.50=\$43.00
Youth.....	\$15.00/\$2.50=\$17.50	\$14.75/\$2.50=\$17.25

William V. Owens Softball	2017	2018
Adult.....	\$33.50	\$40.00
Youth.....	\$12.50	\$12.00

(The five fields within the WVO complex are booked by East Delta Sports Complex.)

Volleyball Courts	2017	2018
Adult	\$14.75	\$15.50
Youth.....	\$6.25	\$6.25

(Delta 6 sand courts)
(One Application/Processing Fee applied per park.)

All Citywide Athletic Facilities

Stadiums: Softball & Baseball	2017	2018
Commercial (+30%).....	\$56.50	\$60.00
Adult.....	\$43.50	\$47.00
Youth.....	\$18.25	\$17.75

(Fee includes: Walker, Sckavone & Erv Lind)
*These facilities are for games only. **

Synthetic Sport Field – Grant, Lents & Duniway	2017	2018
Commercial (+30%)		\$125.00
Adult.....	\$70.00	\$90.00
Youth.....	\$70.00	\$70.00

Baseball 60' – 90' (Grass Infield)	2017	2018
Commercial (+30%).....		\$34.00
Adult.....	\$24.50	\$26.00
Youth	\$7.75	\$7.75

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All Citywide Athletic Facilities (cont.)

Baseball/Softball 60' – 80' (Skinned Infield)	2017	2018
Commercial (+30%).....		\$27.00
Adult.....	\$19.50	\$20.50
Youth	\$7.75	\$7.75

Baseball/Softball Rec. Fields (Ungroomed Infield, youth only)		2018
Youth	\$6.00	\$6.00

Sport Fields (Football, Lacrosse, Rugby, Soccer, Ultimate, etc.)		2018
Commercial (+30%).....	\$35.50	\$38.00
Adult.....	\$28.00	\$29.00
Youth	\$11.75	\$11.75

Sport Court	2017	2018
All tennis, volleyball and bocce courts including the sand courts at Gabriel & Brentwood Parks. (One Application/Processing Fee applied per park.)		
Commercial (+30%).....	\$15.00	\$13.00
Adult.....	\$10.0	\$10.00
Youth.....	\$4.00	\$4.00

Cross Country	2017	2018
(One Application/Processing Fee applied per course.)		
Commercial (+30%).....		\$30.50
Adult.....	\$23.00	\$23.50
Youth.....	\$8.50	\$8.50
(If course overlaps other athletic facilities those must be reserved as well.)		

All Citywide Athletic Facilities (Cont.)

Portland Public Schools	2017	2018
(One Application/Processing Fee applied per field.)		
Youth.....	\$2.25	\$2.25
(Commercial use goes through Portland Public Schools Civic Use of Buildings: 503.916-3268.)		

Track	2017	2018
(One Application/Processing Fee applied per park.)		
Commercial (+30%).....	\$55.75	\$56.50
Adult..... (All Lanes / Track Meet)	\$22.00	\$22.50
Youth..... (All Lanes / Track Meet)	\$8.00	\$7.25
Adult..... (League)	\$5.50	\$5.50
Youth..... (League)	\$3.25	\$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.

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Additional Conditions, Fees & Charges

Extra Fees (per hour, per field)

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	2017	2018
	\$70.28hr	\$100.00hr
Field Lights:	2017	2018
Adult.....	\$18.50hr	\$19.50hr
Youth	\$7.25hr	\$7.25hr
Alcohol	2017	2018
Applied per field, per hour		\$8.50
Tournament		<i>(Rate 4 Special Use Fees may apply.)</i>
Portable Restrooms	2017	2018
Commercial/Tournaments	\$50.00	\$55.00
Adult (per day)	\$25.00	\$25.00
Youth (per day)	\$20.00	\$20.00
<i>(See Portable Restroom information located on page 10).</i>		

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.

	2017	2018
• (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>	
• <i>Refundable Deposit (per 6' or 8' container.).....</i>		\$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) <i>(Must be approved for placement)</i> . <i>(Can be placed adjacent to game or practice fields)</i> . (3'h x 3'w x 6'l) – (6'h x 6'w x 8'l) <i>(Must be approved for placement)</i> . (6'h x 6'w x 8'l) – (8'h x 8' x 20'l) <i>(Must be approved for placement)</i> .		
• 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.		

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Additional Conditions, Fees & Charges (Cont.)

- 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.

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.)*

Non-Resident Fee 2018

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 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

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. *(See attachment A.)*

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Additional Conditions, Fees & Charges (Cont.)

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 regular 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.

Adult +20%

Youth +10%

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

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 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.

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.)

Amplified Sound is not permitted in parks without a noise variance and approval from Customer Service Center. 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.

League play.

- Amplified, sound and music, is not permitted for general league play.
- Amplified sound for announcements is allowed at our stadiums (Erv Lind, Sckavone & Walker).
- Amplified sound is allowed until 9pm Sunday - Thursday and 10pm Friday and Saturday.
- Music is not allowed for general league play.
- 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.
(East Delta Park is exempt from this guideline.)

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Additional Conditions, Fees & Charges (Cont.)

Cancelation Policy: You may cancel your permit prior to your scheduled event date, or reschedule your event once without paying an additional non-refundable application processing fee. To cancel your permit please contact Customer Service Center at 503-823-2525 during normal business hours Monday-Friday, 8:30am-5:00pm.

A refund may be issued under the following guidelines:

Refund Guidelines: Contact the Customer Service Center at least four (4) business days before your event to receive a full refund of all fees except for the application processing fee.

Contact the Customer Service Center three (3) business days or less prior to your event and receive a 50% refund of all fees except for the application processing fee.

Rescheduling: Significant changes or alterations to a permit may require an additional Application/Processing Fee.

*If you are found using a canceled permit, you will be billed for the rental and fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.

Fines & Damage Fees

Fines

Unpermitted League Play.....	\$250
Sub-Leasing	\$150 (1st occurrence)
Unpermitted Noise or Alcohol	\$150 (1st occurrence)
Play during Closure.....	\$500
Practices in stadiums.....	\$250

Definitions

Unpermitted League Play. Leagues playing on PP&R fields without a permit will be charged higher fees and may be fined. Leagues will be charged the following:

- First occurrence: If the league wishes to continue play, they will be charged application processing and usage fee. (no fine paid at time of observance).
If league leaves no charges will be applied.
- Second occurrence: If the league wishes to continue play, they will be charged application processing and usage fees as well as a \$250 fine. If the league elects not to pay for their use, they will be issued a 90-day exclusion.
- Third occurrence: The league is no longer in good standing and their account will be frozen. No further permits will be allowed until all fees and charges have been paid.

Sub-Leasing. 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.

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.

Damage caused from Play during or after Rain. Permittees who play during inclement weather and cause significant damage 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:

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Additional Conditions, Fees & Charges (Cont.)

- 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.

General Information

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 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.
- Restrooms are placed at a cost to the Permittee. (*See Restroom Fees on page 4.*)

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.

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General Information (Cont.)

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.

Adjustments, Credits, Payments

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. No past time can be returned.

Tournaments. After the Application has been received and Processing fees 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 request has been made:

- Approved, the Application Processing fee is non-refundable.
- Approved, 50% of the total tournament fees must be paid within 30 days.
- Issued, no further adjustments may be made without an additional Application Processing fee.
- Canceled, and is less than 90 days from the first booking date, only 50% of the usages fees are refundable.

League Play. PP&R is changing how the application Grace Period is defined. In 2018, the Grace Period will be defined as

"The period between the date a permit is first issued and the date of its original first booking."

Once the permit has been issued the Grace Period cannot be extended.

During the Grace period:

- the Permittee can add time if available and approved,
- return any unneeded time for a full refund without incurring additional Application/Processing fees.

After the Grace period has ended:

- Additional adjustments will require an Application/Processing Fee. (*Adult \$40.00, 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.

Example: A customer is issued a permit on February 1st for a permit starting March 1. The Grace Period for that permit is February 1 to March 1. March 1 will always be the end of the grace period for that permit regardless of whether the start date is changed to a later date.

Rainout Credits

Rainout 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

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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

Northeast #213 - Madison High School

Southwest #172 - Maplewood School

Southeast #174 - Arleta School

Central Central #12 - Fernwood 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 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.

Attachment A.

Athletic Field Conversion Schedule

Spring/Summer	February 16 - August 15 <i>(East Delta Sports Complex Sports Grass Fields open April 1.)</i>
Fall	August 16 – November <i>(Baseball/Softball fields close end of October.)</i>
Winter	December – February 15 <i>(Synthetic Fields Only)</i>

Primary & Secondary Season Sports & Application Windows

Summer Camp/Tournaments: June – July
(Applications accepted beginning January 15 of the current year.)
(Camp hours are defined as between 8am and 5pm Monday through Friday.)

SPRING/SUMMER

Primary Season Sports

Baseball, Lacrosse, Rugby (*Youth*), Softball, Track & Ultimate Frisbee.
(Applications accepted beginning December 15 of the previous year.)

Secondary Season Sports

(Applications accepted beginning February 1 of same year.)

FALL

Primary Season Sports

2018 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Cross Country, Football, Rugby (*Adult*) & Soccer.
(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.)