

2018 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

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 taking payment of the processing fee/s, the CSC will generate a statement showing the fields/dates/times booked.
- Next, the CSC will contact the Applicant for confirmation and a minimum payment of 50% of the estimated usage fees.
- 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.
- After payment of the processing fee/s and 50% of the usage fees, the remaining balance will be due as follows: 25% due two weeks after permit start date; and the final 25% due two weeks before end date.
- If the start date is within two weeks of the date of Application, full payment is required up front.
- 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.

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.)

<u>Age</u>	<u>2-2-2*/Adjustments</u>	<u>Tournament/Camp/League</u>
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 the booking is made.

WHAT TO DO WHEN THE APPLICATION IS COMPLETE

1. You can deliver the application in person, by mail, fax, or email to: CSCPermits@portlandoregon.gov.
2. Please make payment by cash, check, or call our office at 503-823-2525 with a credit card.
3. If the application is received without a payment, we will wait for a credit card to be saved to your organization account and a confirmation of how many application fees you would like charged to your credit card. (one application fee is required per field requested).