

2020 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

Reminders, Updates, and Changes for 2020

Sports Leagues and Athletic Facility Users

The new process to request field time will go through an online submission process via **Smartsheet** which serves to streamline the process for application intake, document review, reservation, and managing requests more efficiently. Its automation features will help provide instant information about fees, timelines and other important details concerning the submitted request. It automatically directs the application to the individual preassigned to process it.

Here are links to the two new Athletic Facility Request Forms for online submission:

[Simple Permit Request Form](#)

-and-

[Multiple Athletic Facility Request Form](#)
& [Athletic Facility Detail Chart](#)

The [Simple Permit Request Form](#) should make the process of requesting a single facility and short-term rental easier. Simply complete the form with the facility, times and dates you wish to request and submit it. This form is for simple permits that are within 2 weeks of the application date with the limited duration of 2 hours a day, 2 days a week, for a time frame of 2 weeks from request date.

The [Multiple Athletic Facilities Request Form](#) is for leagues, tournaments, and camps field use requests. It allows users to attach required documents such as insurance, IRS forms, and the [Athletic Facility Detail Chart](#). The Detail Chart provides specific details such as field type, number, dates and times requested.

Restroom Services

Beginning in 2020, PP&R will be changing how Restrooms are managed.

PP&R will change how restroom fees are applied to your permits. Currently these fees are applied weekly. So, whether you play one night a week or seven, you are charged the same fee. To make the fee more equitable, we will be applying a smaller fee by the hour. Now, a group playing two hours on a Monday night will pay less than the group playing for six hours five nights a week. The new hourly fees are:

Adult - \$6.00 Youth - \$2.25

PP&R will charge the same fee whether there are permanent or portable units provided in the park. This will support the cleaning and servicing of these vital facilities.

There are other changes being considered in the next fiscal year beginning July 2020. PP&R is considering reducing the number of parks we place restrooms in. Instead, we would give the Permittee the choice of not having a restroom or providing one of their own. This would give the Permittee the ability to control the use of the unit. It would also provide them the opportunity to seek sponsorship or reduced fees by working directly with the vendors. More information on Restroom Services can be found on pages 9 & 10.

Field Allocation Policy

In 2007 PP&R developed, with the help of the then Sports Workgroup, the following policy to help provide guidance when allocating fields to sports leagues. These policies are still in effect today.

1. Sports in their Primary Season will have their needs met first when allocating and permitting sport facilities.
2. Primary Season sports leagues and associations shall have equal access to facilities suitable to their level of play for practices, games or tournaments.
3. All Sport leagues and associations will be charged using the same fee schedule. No current or existing contract shall be renewed without full inclusion of this policy.
4. PP&R shall manage growth of all sports to limit the yearly percentage of change any sport may propose or sustain.
5. The length of any Primary season shall be no greater than 14 weeks including games & practices.
6. The length of any approved Secondary season shall be no greater than 12 weeks.
7. Primary season games take precedence over any practices.
8. Evidence of need shall be required to allocate sport facilities. PP&R may require a list of current teams and game schedules from clubs/teams and or sport leagues before facilities will be allocated.
9. PP&R, will develop sport specific minimum/maximum practice hours for youth.
10. PP&R will not use "Past Practice" as the only means of determining facility allocation.
11. This policy shall be reviewed yearly by Sports Management staff and Administration.
12. PP&R may make changes to these policies, at its sole discretion, when conditions warrant.

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

1. Applying for Simple Permits (2-2-2). You may [apply online](#) or call the Customer Service Center at 503-823-2525. The application processing fees are assessed by facility/field and are due at time of booking. 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.

Applying for Leagues, Tournaments & Camps. Submit a completed [online application](#) with the appropriate processing fee/s. No application will be processed without the appropriate Application Processing fee. The application processing fees are assessed by facility/field.

2. 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.
3. 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.
4. 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.
5. Estimate & Statement. The CSC will email a statement/invoice to the applicant showing the fields/dates/times booked and fees charged.
6. 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.
7. Issuance. Once the 50% payment and required documentation (league insurance, etc.) has been received, the permit can be issued.
8. 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.
9. 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.

Sports Application & Permitting Guidelines

Application Processing Fees for League Play

Applications fees (Adult/Youth) are determined based on the following timelines:

- (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.

How to make changes once your permit has started.

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.

Changes to Sport Leagues - Once a league permit has been issued the following guidelines apply. If you contact the CSC to cancel or change time booked:

- 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, except in cases of grass field closures and rainouts.

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 (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.
- No refunds are issued post event.

What Can Change Your Usage Fees?

Commercial Use Fee - All "for profit" businesses reserving outdoor athletic facilities will be charged a Commercial Use fee which is 30% higher than the standard adult rate. All leagues and organizations applying for use of athletic fields through PP&R 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 2020 - *(Youth & Adult - Current fee + 30%)*

Portland Parks & Recreation charges Non-Resident fees for use of athletic facilities whenever applicable. PP&R 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

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% PP&R (*Secondary Season fees do not apply to Synthetic turf fields.*)

Fines - Fines can change 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
- 1st violation = \$50 (including additional use)
- 2nd violation = \$150 " " "
- 3rd violation = \$250 " " "
- Installation of equipment without approval..... \$250 (*per occurrence*)
(*fences, concessions, storage units & containers, etc.*)
- Unpermitted Noise or Alcohol \$150 (*1st occurrence*)
- Play during Field Closure..... \$500

Definitions

Primary & Secondary Seasons. Primary Seasons are the fixed dates recognized by PP&R as a specific sport’s main season of play. Secondary Seasons are all dates outside of any sports recognized Primary Season. PP&R 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.

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. This occurs when an applicant requests use of a facility for something other than what is indicated on the application form or in discussions with a CSC representative. 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 subject to fines listed above. Repeated violations will result in loss of use of all 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.

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 \$500 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 - PP&R 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
#12 - Fernwood School

SE #174 - Arleta School
SE #172 - Maplewood School

NE #213 - Madison High School

Central

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.

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. (Does not include spectators).
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. League Play: Alcohol may only be consumed by the players only.
Tournament or Stadium Play: Where the intent is to sell to spectators pay commercial rates.
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 for sale when alcohol is added to a permit.
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 CSC. 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 must end at the conclusion of the game.
- A tournament schedule must be included with the request for amplified sound.
- 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 future permits.
- 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 2020 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.

General Information - *continued*

Insurance All league/camp/tournament athletic permits require insurance coverage of their participants.

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.

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 – Unit 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)*

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

- 1) If the container remains after the entire deposit has been forfeited, PP&R 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.

General Information – *continued*

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 a fee 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 may require the addition of portable restrooms.
- If you have more than 125 in attendance at your event (*including participants and spectators*) then you will need to supply a portable restroom. However, if the CSC determines that the number of participants is high enough to impact the current service level within the park, a portable restroom may be required.
- 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, unless otherwise permitted, are placed at a cost to the Permittee. 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 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.

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

SPRING/SUMMER

Primary Season Sports

Baseball/Softball	March 1 -	August 15
Lacrosse	Feb 16 -	May <i>(Playoffs games only - June)</i>
Rugby	Feb 16 -	May <i>(Playoffs games only - June)</i>
Ultimate	Feb 16 -	May <i>(Playoffs games only - June)</i>
Track	Feb 1 -	May

*(Applications will be accepted beginning **December 15** of the previous year.)*

Secondary Season Sports

Soccer April 1 – May *(Weekend games only)*
*(Applications will be 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 will be accepted beginning **June 1** of the previous year)*

Secondary Season Sports

*(Applications will be accepted beginning **July 1** of same year)*

WINTER

December 1 – February 15
*(No single sport may exceed 50% of capacity of our synthetic fields if demand remains).
(Synthetic fields only.)
(Applications will be accepted beginning **Sept 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.)

Application Processing Fees

Simple Permits (2-2-2) & Adjustment Fees

Commercial.....	2020
Adult.....	\$62.25
Youth.....	\$44.00
	\$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 on page 11)

League, Tournament & Camps

		2020
• (31) days or more before your first date reserved....	Commercial	\$172.25
	Adult	\$132.50
	Youth	\$39.25
• (30) days or less before your first date reserved.....	Commercial	\$258.50
	Adult	\$198.75
	Youth	\$59.00
• (14) days or less before your first date reserved.....	Commercial	\$344.50
	Adult	\$265.00
	Youth	\$78.50

(Application fees are assessed per facility/and per week for camps.)

(Commercial businesses are charged commercial rates no matter the participants age.)

(Primary / Secondary Application windows may be found on page 11.)

(Camp hours are defined as between 8am-5pm Monday through Friday.)

Athletic Usage Fees

East Delta Park Sports Complex

Synthetic Fields East Delta (5, 6, 7 & 8) & Buckman Field 2019		2020
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)		2019	2020
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		2019	2020
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		2019	2020
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.)

Stadiums: Softball & Baseball	2019	2020
Commercial	\$62.25	\$62.25
Adult.....	\$47.75	\$47.75
Youth.....	\$19.50	\$19.50
<i>(Fee includes; Walker, Sckavone & Erv Lind)</i>		
<i>These facilities are for games only. *</i>		
Synthetic Sport Fields (except Delta Park)	2019	2020
Commercial.....	\$129.50	\$129.50
Adult.....	\$93.25	\$93.25
Youth.....	\$72.50	\$72.50
Baseball 60' – 90' (Grass Infield)	2019	2020
Commercial.....	\$35.25	\$35.25
Adult.....	\$27.00	\$27.00
Youth	\$8.00	\$8.00
Baseball/Softball 60' – 80' (Skinned Infield)	2019	2020
Commercial.....	\$28.00	\$28.00
Adult.....	\$21.25	\$21.25
Youth	\$8.00	\$8.00
Baseball/Softball Rec. Fields (Ungroomed Infield, youth only)	2019	2020
Youth	\$6.25	\$6.25
Sport Fields (Football, Lacrosse, Rugby, Soccer, Ultimate, etc.)	2019	2020
Commercial.....	\$39.25	\$39.25
Adult.....	\$30.00	\$30.00
Youth	\$12.25	\$12.25
Sport Court	2019	2020
Commercial.....	\$13.50	\$13.50
Adult.....	\$10.25	\$10.25
Youth.....	\$4.25	\$4.25
<i>(Tennis, bocce, volleyball and basketball tournaments)</i>		
<i>(One Application/Processing Fee applied per park.)</i>		
Cross Country	2019	2020
<i>(One Application/Processing Fee applied per course)</i>		
Commercial.....	\$31.50	\$31.50
Adult.....	\$24.25	\$24.25
Youth.....	\$8.75	\$8.75
<i>(If course overlaps other athletic facilities those must be reserved as well.)</i>		
Portland Public Schools	2019	2020
Youth.....	\$2.25	\$2.25
<i>(Commercial use goes through Portland Public Schools Civic Use of Buildings: 503.916-3268.)</i>		

Attachment B - Fee Chart - *continued*

Track	2019	2020
<i>(One Application/Processing Fee applied per park.)</i>		
Commercial.....	\$58.50	\$58.50
Adult..... <i>(All Lanes / Track Meet)</i>	\$23.25	\$23.25
Youth..... <i>(All Lanes / Track Meet)</i>	\$7.50	\$7.50
Adult..... <i>(League / Shared)</i>	\$5.75	\$5.75
Youth..... <i>(League / Shared)</i>	\$3.00	\$3.00

Field Lights:	2019	2020
Commercial.....	\$27.00hr	\$27.00hr
Adult.....	\$20.25hr	\$20.25hr
Youth	\$8.25hr	\$8.25hr

Food & Sport Concessions

Youth Athletic Concessions

Youth Leagues wishing to place a food concession at their game fields will need to add the concession/s to their existing field usage/s permit and pay a \$500 security deposit fee. League is responsible for:

Garbage – including all removal after each use.

Licensing – Multnomah County Health.

Vandalism to concession or damage to park.

Deposit fees may be used to cover the costs of damage to the park due to concession activities.

Adult & Commercial Athletic Concessions

Adult & Commercial Leagues wishing to place food concessions at their game fields will need to add the concession/s to their field usage permit/s. A \$500 refundable deposit is required per park. The Permittee is responsible for:

Garbage – including all removal after each use.

Alcohol – OLCC permits

Security - *(All commercial alcohol permits where spectators are expected require a minimum of 1 security guard with more than 250 people in attendance.*

2 security guards with more than 1000 in attendance.

Multnomah County Public Health Department – License to operate a food cart.

Vandalism to concession or damage to park.

Deposit fees may be used to cover the costs of damage to the park due to concession activities.

	Size	Term	2019	2020
Community Park -	6 x 6 Carts	Monthly per Cart	\$209.75	\$209.75
	Larger	"	\$275.50	\$275.50
Stadiums	6 x 6	"	\$557.25	\$557.25
Larger	"	\$805.50	\$805.50	

Alcohol	2019	2020
Alcohol brought by players to be consumed during their permitted use. <i>Applied per field, per hour</i>	\$8.50	\$8.50

Attachment B - Fee Chart - *continued*

Field Maintenance & Mowing

PP&R prepares permitted game fields once a day. PP&R maintains a regular schedule of mowing each week. Permittees requesting additional work will be charged the following additional fee to do the work.

	2019	2020
\$103.50hr	103.50hr	

Portable Restrooms

	2019	2020
Tournaments (<i>per hour</i>)	\$55.00wk	\$10.00hr*
Adult (<i>per hour</i>)	\$28.00wk	\$6.00hr*
Youth (<i>per hour</i>)	\$20.75wk	\$2.25hr*

(See Portable Restroom information located on pages 9 & 10).

Storage Containers

2020

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>

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 for dates permitted.

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.

