ATHLETIC FIELD DETAIL CHART

Portland Parks & Recreation Customer Service Center
1120 SW 5th Ave - Suite 858, Portland, OR 97204
Phone 503 823-2525 | **Fax** 503 823-2515

PORTLAND PARKS & RECREATION ℠
Healthy Parks, Healthy Portland

PP&R uses the following procedure to process league applications:

- **Before you apply: Make sure your account is in Good Standing and that you have read the 2023 Athletic Field Guidelines.**

- Application will not be accepted without:
  - Application Processing fee per field (per park for courts/course)
  - Non-profit status documentation
  - Insurance and waivers.

- The application processing fee(s) are due before your request is processed. Once your request is processed, you will receive a statement detailing fields, times, dates, and total cost:

  - If the start date of your reservation is within two weeks of the date of Application, full payment is required up front.

  - Otherwise, 50% of the usage fees are due before permit is issued:
    - Applicant has 15 business days to submit the estimated 50% payment.
    - Permit(s) will be canceled if payment is not received within 15 business days or at minimum 15 days prior to the permit start date.
    - 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.
    - The permit will be issued once insurance and 50% payment is received.

  - 25% due on or before the first date reserved;

  - Remaining 25% of balance is due within 30 days of the first date reserved.

See the 2023 Guidelines for Reserving Athletic Facilities for a full list of fees, penalty charges, and conditions of use.

2023 Fees are subject to change

How to Apply:

1. Complete Smartsheet Form
2. Save this document (Athletic Field Detail Chart) and attach it to the Smartsheet form.
3. You will receive an automatic notification from *Automation@smartsheet.com* confirming your application has been received
4. An additional statement will be sent detailing the amount due and how to pay your application processing fee. Please make payment within 15 Business days
   - Online, cash, check, or card
   - Call our office at 503-823-2525 with questions

Athletic Application & Processing Fees

This fee is charged to all individuals and organizations requesting permits for individual, league, and or tournament use. (Including special use events and non-commercial camps.) Additional information can be found on pages 4-5 of the Athletic Field Guidelines

2-2-2* & Processing/Adjustments Fee

- *Commercial*	*$62.75*
- *Adult*	*$44.00*
- *Youth*	*$11.75*

*(NOTE: 2-2-2 is s defined as 2 hours during the week (2 hours in one day, or two 1 hour blocks during the week), and 2 hours on a weekend for no more than 2 weeks from the date of booking.

Tournament/Camp/League

- 31 days or more before the first date reserved
  - Adult $132.50
  - Youth $39.25

- 30-15 days before the first date reserved
  - Adult $198.75
  - Youth $59.00

- 14 days or less before the first date reserved
  - Adult $265.00
  - Youth $78.50

CONTACT INFORMATION:		REQUEST INFORMATION:	
Organization:		Sport:	Are you charging a registration fee? ☐Y ☐N
Main contact:		How many fields do you need? _____	Number of teams? Resident Non-resident
Phone number:		Will alcohol be present? ☐No ☐BYOB☐ Hosted ☐For Sale	☐Youth ☐ Adult
E-mail:		☐Games☐ Practice ☐ Game & Practice ☐ Camp☐ Tournament/Meet	
Notes:			

Park / School Name	Field #	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Permit #
				Start & End Times							
Example Park	1	09/05	10/30	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	XXXXXX

Park / School Name	Field #	Start Date	End Date	Start & End Times							Permit #
				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Example Park	1	09/05	10/30	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	4:00 pm/ 6:00 pm	