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**All application, usage, and extra fees will remain unchanged for 2023.**

### Updates and Changes for 2023

#### COVID-19

All guidelines for the permitted use of park athletic fields may be superseded by Oregon Health Authority guidelines and recommendations currently in action during COVID-19. In response, Portland Parks & Recreation (PP&R) will adjust its permitting procedures to adhere to those guidelines. These adjustments will, wherever possible, follow and align with each phase of the Multnomah County reopening. They will include - but may not be limited to - a restriction in the number of participants, types of activities allowed, and the duration of play and protocols.

For detailed information about current COVID-19 safety guidelines, please visit [portland.gov/parks/covid-19-updates](https://portland.gov/parks/covid-19-updates).

## Sports Application and Permitting Guidelines

### Sports Application Fundamentals

The following procedures will be followed to process Sport league applications. Additional information can be found on our website at [portland.gov/parks/athletic-field-rental](http://portland.gov/parks/athletic-field-rental).

### Type of Permits

#### Simple Permits (2-2-2)

2-2-2 athletic play allows for 2 hours during the week (2 hours in one day, or two 1-hour blocks during the week), and 2 hours on 1 weekend day for no more than 2 weeks from the date of booking. To apply please call the Customer Service Center (CSC) at 503-823-2525. Processing and usage fees are assessed by facility type, field, and per park for courts. All fees and are due at time of booking.

#### Leagues, Tournaments, and Camps

Submit a completed application and pay the appropriate processing fees. No application will be processed without the appropriate application processing fee. The application processing fees are assessed by facility/field, and per park for courts. (Camp hours are defined as between 8am-5pm Monday through Friday.)

## Application Process

### 1. Documentation

If you are a sport league or commercial entity, you will be required to provide the following documentation

- a. A copy of the league's insurance certificate covering participants (See Page X),
- b. A copy of any waiver/s the league may require of its participants, plus
- c. A copy of your non-profit status 501(c)(3) or 501(c)(7) may be required.

### 2. 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. The CSC will email a statement/invoice to the applicant showing the fields/dates/times booked and fees charged.

### 3. Payment and Issuance

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. Once the 50% payment and required documentation (league insurance, etc.) has been received, the permit can be issued.

### 4. Balances Due

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.

### 5. Exceptions

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.



## 2023 Guidelines for Reserving Athletic Facilities

### Application Processing Fees for League Play

Applications fees are determined based on the following timelines. Commercial leagues are charged an additional 30%.

- 31 days or more before the first date reserved, \$132.50 Adult/ \$39.25 Youth per facility requested.
- 30 days or less before the first date reserved, \$198.75 Adult/ \$59.00 Youth per facility requested.
- 14 days or less before the first date reserved, \$265.00 Adult/ \$78.50 Youth per facility requested.

### 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:

- a. Past due balances
- b. Unpaid and/or unresolved violations and fines

### “Application Grace Period” for changes to League Applications and 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 Application Grace Period cannot be changed. For any requested changes, a change fee of \$44.00 Adult / \$11.75 Youth is applied to any permit.

### How to make changes once your permit has started

Once a permit has started the following details how adjustments can be made.

#### Changes to Simple Basic (2-2-2) Permits

Once a simple permit has been issued the permittee is allowed one change without incurring additional application/processing fees.

#### Changes to Sport Leagues Permits

Once a permit has been issued, a fee of \$44.00 Adult / \$11.75 Youth is required for any changes.

- 15 days or more before the date/s changed, 100% of returned usage fees refunded.
  - 14 days or less before the date/s changed, 50% of returned usage fees refunded.
- \*No refunds are issued post event, except in cases of grass field closures and rainouts.

#### Changes to Camps and 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 cancellations and changes. Application Processing Fees are non-refundable. (There is no Application Grace Period provided to camps and tournaments.)

A fee of \$44.00 Adult / \$11.15 Youth is required for any changes.

- 30 days or less before your first date reserved, 50% of their usage fees.
- 31 days or more before first date reserved, 100% of returned usage fees refunded.
- No refunds are issued post event.

## Application Processing Fees

### Simple Permits (2-2-2) and Adjustment Fees 2022

2-2-2 athletic play allows for 2 hours during the week (2 hours in one day, or two 1-hour blocks during the week), and 2 hours on 1 weekend day for no more than 2 weeks from the date of booking.

- Commercial \$62.25
- Adult \$44.00
- Youth \$11.75

### League, Tournament, and Camps 2022

Commercial Leagues are charged an additional 30%. Application fees are assessed per facility and per week for camps. Primary/secondary application windows may be found on Page 6.

- 31 days or more before your first date reserved      Adult \$132.50 / Youth \$39.25
- 30 days or less before your first date reserved      Adult \$198.75 / Youth \$59.00
- 14 days or less before your first date reserved      Adult \$265.00 / Youth \$78.50

\*PP&R requires one person per organization to commit to being the contact person throughout the permitting process.

## Field Maintenance and 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. Please email your game schedule at least two weeks in advance to [shawn.lindsey@portlandoregon.gov](mailto:shawn.lindsey@portlandoregon.gov)

### Additional Maintenance

- \$103.50 per hour

### Field Lights

- Tournament \$27.00 per hour
- Adult \$20.25 per hour
- Youth \$8.25 per hour

### Alcohol (Tournament - Rate 4 Special Use Fees may apply.)

- \$8.50 per hour, applied per field

### Restrooms (See Restroom information located on page 12)

- Tournament \$10.00 per hour
- Adult \$6.00 per hour
- Youth \$2.25 per hour

## Food and 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 for a \$500 refundable deposit fee. Organizations wishing to run training and instructional camps on park facilities need a permit. To apply, visit [portland.gov/parks/commercial](http://portland.gov/parks/commercial).

### Athletic Usage Fees

LOCATION	COMMERCIAL	ADULT	YOUTH
<b>East Delta Park Sports Complex</b>			
<b>Synthetic Fields East Delta</b> (5, 6, 7, and 8) and Buckman Field	\$134.75/\$5.00 = \$139.75	\$90.00/\$5.00 = \$95.00	\$70.00/\$5.00 = \$75.00
<b>Grass Fields</b> (1, 2, 3, 4, and 9)	\$54.50/\$2.50=\$57.00	\$42.00/\$2.50=\$44.50	\$15.25/\$2.50=\$17.75
<b>William V. Owens Softball Field (WVO)</b>	\$57.75	\$44.50	\$19.75
<b>Volleyball Courts</b> (Delta 6 sand courts)	\$20.75	\$16.00	\$6.50
<b>WVO Tournament Per Day Fee</b>	\$351	\$270	\$225
<b>WVO Tournament Per Day Restroom Fee</b>	\$150	\$150	\$150
<b>Other Locations</b>			
<b>Synthetic Sport Fields</b> (except Delta Park)	\$129.50	\$90.00	\$70.00
<b>Synthetic Baseball 90'</b> (Grant Upper)	N/A	\$90.00	\$35.00
<b>Synthetic Baseball 60'</b> (Grant Bowl)	N/A	N/A	\$35.00
<b>Baseball 60'– 90'</b> (Grass Infield)	\$35.25	\$27.00	\$8.00
<b>Baseball/Softball 60'– 80'</b> (Skinned Infield)	\$28.00	\$21.50	\$8.00
<b>Baseball/Softball Recreation Fields</b> (Ungroomed Infield, youth only)	N/A	N/A	\$6.25
<b>Baseball/Softball Stadiums</b> (Erv Lind, Sckavone, and Walker Stadiums are for games only)	\$62.25	\$47.75	\$19.50
<b>Sport Fields</b> (Football, Lacrosse, Rugby, Soccer, Ultimate, etc.)	\$39.25	\$30.00	\$12.25
<b>Sport Court</b> (Tennis, bocce, volleyball, and basketball tournaments)	\$13.50	\$10.25	\$4.25
<b>Cross Country</b> (One application/processing Fee applied per park. If course overlaps other athletic facilities those must be reserved as well.)	\$31.50	\$24.25	\$8.75
<b>Portland Public Schools</b> (Commercial use goes through Portland Public Schools Civic Use of Buildings: 503-916-3268)	N/A	N/A	\$2.25
<b>Track</b> (One application/processing Fee applied per park.)	\$58.50	All Lanes/Track Meet \$23.25 League/Shared \$5.75	All Lanes/Track Meet \$7.50 League/Shared \$3.00



## 2023 Guidelines for Reserving Athletic Facilities

### PP&R Recognized Sports Seasons

#### Primary and 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.

<b>SPRING/SUMMER</b> <b>February 16 – August 15</b>  Applications for Spring <i>primary</i> season sports will be accepted beginning <b>December 15, 2022</b>  Applications for Spring <i>secondary</i> season sports will be accepted beginning <b>February 1, 2023</b>	<b>FALL</b> <b>August 16 – November 30</b>  Applications for Fall <i>primary</i> season sports will be accepted beginning <b>June 1, 2023</b>  Applications for Fall <i>secondary</i> season sports will be accepted beginning <b>July 1, 2023</b>	<b>WINTER</b> <b>December 1 – February 15</b> <i>*Synthetic fields only.</i>  No single sport may exceed 50% of capacity of our synthetic fields if demand remains.  Applications for Winter will be accepted beginning <b>Sept 1, 2023</b>
Lacrosse (Primary) February-May *Playoff games only in June	Football (Primary) August 16-November	Basketball (Primary) November-March
Rugby - Youth (Primary) February-May	Rugby - Adult (Primary) August 16-November	Soccer - Youth (Primary) (artificial turf) December-February 15
Track – Youth (Primary) February-May	Soccer - Youth/Adult (Primary) August 16-November	
Baseball - Youth (Primary) March-July	Cross Country (Primary) September-October	
Softball - Youth (Primary) March-July		
Soccer - Youth (Secondary) April-May *Weekend games only		
Ultimate Frisbee (Primary) April-June		
Softball - Adult (Primary) April-August 15		
Baseball - Adult (Primary) April-August 15		
Volleyball June-August		



## Athletic Field Conversion Schedule

PP&R converts sport fields to baseball and softball and back again each year. The process takes a minimum of two weeks.

- Conversion to baseball and Softball begins February 16
- Conversion to soccer and football begins August 16

## 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.

### 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. (A Copy of your Form 990 will not prove status.)

### Non-Resident Fee - (Youth and Adult - Current fee + 30% )

PP&R 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

### Secondary Season Usage Fee

All sport leagues booking outdoor athletic facilities outside of their Primary Season will be charged a Secondary Season Usage fee. (Secondary Season fees do not apply to Synthetic turf fields.)

- Adult+15%
- Youth+5%



# 2023 Guidelines for Reserving Athletic Facilities

## Fines

The following actions are considered violations of your permit.

### Unpermitted League Play.

Leagues found to be playing on PP&R fields outside of their 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 or in discussions with the CSC. 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 time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will be subject to fines listed below. Repeated violations will result in loss of use of fields.

### 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. Field Closure information can be found at [portland.gov/parks/athletic-field-rental](http://portland.gov/parks/athletic-field-rental). Damage caused from play during or after rain. Permittees playing during or immediately following inclement weather and who damage fields will be fined \$500 plus the cost of repair. During or immediately following rain or inclement weather always call the rainout line at 503-823-2030 to assure the field or fields you wish to use are open. If no new messaging is provided the playability should be determined on-site by using these simple criteria:

1. 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.
2. 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.
3. Synthetic turf fields aren't closed due to rain, but may be due to severe ice and snow.

Fees that can be assessed to your permit because of the above violations:

- 1<sup>st</sup> violation \$150 (including additional use)
  - 2<sup>nd</sup> violation \$200
  - 3<sup>rd</sup> violation \$250
  - Installation of equipment without approval \$250 (per occurrence)
- (fences, concessions, storage units and containers, etc.)
- Unpermitted Noise or Alcohol \$150 (1st occurrence)
  - Play during Field Closure \$500





## 2023 Guidelines for Reserving Athletic Facilities

### Inclement Weather Credits

PP&R relies on the City of Portland's extensive Hydra measurement program to determine rainout credits. There are 70 rain gauges throughout the city recording hourly rainfall measurements. PP&R uses the following five gauges:

- North #193 - Astor Elementary School
- NE #235 - Parkrose High School
- SE #174 - Arleta Elementary School
- SE #172 - Maplewood Elementary School
- Central #12 - Fernwood Elementary School

PP&R takes the averages from these five gauges and gives an hour for hour credit to any baseball and softball permittees with time booked on any day where the average rainfall is .10 of an inch or greater. 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).

### Appeal

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. When applicable, 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.
4. Alcohol may only be consumed by the players.
5. Alcohol fees are applied per hour per field or facility.
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.

**In addition to the primary sport season, PP&R issues permits based on the following priorities:**

1. Programs sponsored by Portland Parks & Recreation
2. Games and practices sponsored by Portland Public Schools
3. Other reciprocating youth agencies
4. Additional users based on field availability



## General Information (Continued)

**AmplifiedSound** 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 specific 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.
- 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 specific 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 2023 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.

### Insurance

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

### Storage Containers

In limited situations, storage units may be included with a usage permit and placed within PP&R 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 deposit (required)
6'H x 6'W x 8'L - 8'H x 8'W x 20'L	\$75.00 per month/ \$250 refundable deposit (required)

- 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 PPS Civic Use of Buildings at 503 916-3268 for information.)
- Placement and 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 still 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.



## 2023 Guidelines for Reserving Athletic Facilities

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

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 make additional restrooms necessary.
- If you have more than 125 in attendance at your event (including participants and spectators) then you will need to supply a portable restroom. Additionally, 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.

### Placement and 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.

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 acknowledging sole responsibility for the following:

- **Security** - The restroom must be secured with an appropriate lock.
- **Repair** - Damage must be repaired within 2 days.
- **Graffiti Removal** - Removal of all Graffiti 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.

### Vehicle Access

A vehicle access pass is required for all vehicles driven into a park excluding public roads and parking lots. Passes require park supervisor approval and are issued for loading and unloading only. Passes must be displayed in the front window of the vehicle. Vehicles must stay on hard surfaces and cannot remain in the park during the event. The vehicle access fee is \$67.25 per pass. A key (\$100 refundable deposit) may be required for park access.