

# 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<sup>SM</sup>

Healthy Parks, Healthy Portland

## Application process for league requests:

- **Before you apply: Make sure your account is in Good Standing and that you have read the [2024 Athletic Field Guidelines](#).**
- Application will not be processed 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, or is 1 month or less in length, full payment is required up front. Otherwise, 50% of the usage fees are due before the permit is issued.
  - Applicants have 15 days to submit the estimated 50% payment.
  - Permit(s) will be canceled if payment is not received within 15 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 [2024 Guidelines for Reserving Athletic Facilities](#) for a full list of fees, penalty charges, and conditions of use.

## How to Apply:

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

## Application & Processing Fees

- **Simple Permits (2-2-2) and Adjustment Fees**  
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**  
Commercial Leagues are charged an additional 30%. Application fees are assessed per field (per park for courts/course) and per week for camps. Primary/secondary application windows may be found on Page 5.
  - 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

Additional information can be found on page 6 of the [Athletic Field Guidelines](#)



