

# ATHLETIC FIELD DETAIL CHART

Portland Parks & Recreation **Customer Service Center**  
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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 [2022 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;
  - 25% of remaining balance is due within 30 days of the first day reserved.

See the 2019 Guidelines for Reserving Athletic Facilities for a full list of fees, penalty charges, and conditions of use.

2020 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](mailto: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 events with festivals and non-commercial camps.) Additional information can be found on pages 4-5 of the [Athletic Field Guidelines](#)

### 2-2-2\* & Permit Adjustments Fee

- Commercial	\$62.75
- Adult	\$44.00
- Youth	\$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.)

### Tournament/Camp/League

- More than 31 days in advance-	
○ Adult	\$132.50
○ Youth	\$39.25
- 30-15 days in advance	
○ Adult-	\$198.75
○ Youth-	\$59
- 14 days or Less in advance	
○ Adult	\$265.00
○ Youth	\$78.50



