

ATHLETIC FIELD DETAIL CHART

Portland Parks & Recreation **Customer Service Center**
111 SW Columbia St. Suite 660, Portland, Or 97201
Phone 503 823-2525 | Fax 503 823-2515



PORTLAND PARKS & RECREATION SM
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**
- Application will not be accepted without:
 - Application Processing fee per field
 - Non-profit status documentation
 - Insurance and waivers.
- Application processing fee 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 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. If applicable, attach this document (Athletic Field Detail Chart) to the Smartsheet form.
3. You will receive an automatic notification from **Automation@smartsheet.com** detailing the amount due and how to pay your application processing fees.
4. Please make payment within 5 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.)

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
○ Youth	\$78.50

CONTACT INFORMATION:		REQUEST INFORMATION:	
ORGANIZATION:		SPORT:	ARE YOU CHARGING A REGISTRATION FEE? <input type="checkbox"/> Y <input type="checkbox"/> N
MAIN CONTACT:		HOW MANY FIELDS DO YOU NEED? ____	NUMBER OF TEAMS? RESIDENT NON-RESIDENT
PRIMARY PHONE:		WILL ALCOHOL BE PRESENT? <input type="checkbox"/> NO <input type="checkbox"/> BYOB <input type="checkbox"/> HOSTED <input type="checkbox"/> FOR SALE <input type="checkbox"/> YOUTH <input type="checkbox"/> ADULT	
E-MAIL:		<input type="checkbox"/> GAMES <input type="checkbox"/> PRACTICE <input type="checkbox"/> GAME & PRACTICE <input type="checkbox"/> CAMP <input type="checkbox"/> TOURNAMENT/ MEET	
NOTES:			

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	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	