

Bend Park and Recreation District recognizes that athletics are a fundamental component of our goal to foster healthy lifestyles and to help our community thrive. As such, district athletic facilities are scheduled to ensure the efficient use of available space, maintain safe, high-quality facilities, minimize potential scheduling conflicts and provide accurate information on facility use.

All organized use of district athletic facilities requires a reservation, which provides exclusive use of a facility. Organized use is defined as any time a group or individual is practicing, playing contests, conducting drills, camps, or other programmed activities under the organization, direction, or supervision of an individual or organization. Reservations are not required for informal gatherings such as unscheduled pick-up games or family get-togethers, although use cannot be guaranteed without a reservation.

GENERAL INFORMATION

Rental Season

Generally, April 1 – October 31, depending on irrigation, weather and field conditions.

Some users may be granted facility use in accordance with the Oregon School Activities Association (OSAA) spring sports start date.

Tournament Requests

Athletic tournament requests should be submitted at least three months in advance, but no more than 12 months in advance.

Non-Tournament Requests

To receive appropriate scheduling priority, non-tournament rental requests are due on the following dates:

- **February 1** for use during April 1 – June 14
- **May 1** for use during June 15 – August 31
- **August 1** for use during September 1 – October 31


After the deadlines, athletic facility rentals are processed on a first-come, first-served basis. Requests must be submitted at least seven days before the first date of the reservation and may not be accommodated if received less than seven days in advance.

Facility Availability

The district makes every effort to accommodate all groups and organizations. However, the user's safety and the condition and playability of the facilities take precedence. As a result, the district may close facilities, deny the use of a facility or provide alternate sites for use.

Scheduling Prioritization

The district allocates facility use according to the user categories outlined below, in order of priority. While priority categories guide scheduling decisions, the district will make reasonable efforts to accommodate all user groups by providing access to fields whenever possible. Scheduling will be based on requests submitted by the established deadline and will follow the priority framework to ensure the most effective use of available field space. All facility use is contingent upon the availability of necessary resources, including appropriate staffing and facility readiness.

- **Bend Park & Recreation District Programs:** District leagues, classes and camps, and public drop-in times
- **Bend-La Pine Schools Programs:** Sanctioned Bend-La Pine Schools' programs as defined by the Intergovernmental Agreement (IGA)
- **Long-Term User Groups:** Local, not-for-profit sports organizations that have long-term facility use agreements for up to three years and meet the qualifications described in  Long-Term User Group Information Packet.
- **Seasonal User Groups:** Local, not-for-profit sports organizations and groups that have facility use agreements of a minimum of six days to a maximum of one year
- **Short-Term Rental Groups:** Not-for-profit sports organizations and groups that have rental agreements for uses up to six days
- **Private and Commercial Use:** Private, commercial and for-profit uses, including private sports organizations and tournaments provided by for-profit companies

Other priority considerations within each category:

- Youth programs will generally be given priority over adult programs
- Recreational programs will generally be given priority over competitive programs
- Where two or more organizations are requesting similar space, the organization with the longest rental history with the district will have priority.

GUIDELINES FOR FACILITY USE

All [park rules and regulations](#) must be followed in addition to the guidelines listed below.

General Field Use

- The district will make the final determination as to the playability of facilities.
- Leave immediately after the scheduled use safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Users are required to leave the facility in good condition or pay the cost of cleaning and repairs. The renter is responsible for collecting and removing all garbage generated.

- Facility use must be suspended if thunder and lightning are observed.
- Pathways and trails must be left open. No chairs, tents, vendors, or other items may be set up in designated pathways.
- Dogs are not allowed on athletic fields or courts during organized play.
- All rentals must comply with City of Bend noise ordinances ([Bend Code 5.50](#)). Please be courteous of neighbors when amplifying sound.

User Conduct

Conduct Expectations

- **Respect all users** regardless of race, ethnicity, gender, sexual orientation, gender identity, religious and political affiliation, age, disability or other differences.
- **Respect privacy**, including refraining from soliciting or sharing personal information and photography without the consent of others.
- **Respect the facility** by using amenities properly and for intended purposes only.
- **Respect staff and volunteers** and comply with directions.

General Conduct Rules

- No person shall engage in behavior, conduct or activity that endangers others, or disrupts, obstructs, or interferes with: (1) any district program or activity; (2) other users' use of facilities and programs; or (3) staff's ability to perform their jobs.
- All forms of abuse, harassment and discrimination, as defined by Oregon law, are prohibited.
- Abusive, foul or threatening language or gestures, including profanity, vulgarity, obscenity or racial slurs are prohibited.
- Clothing and/or tattoos as defined by ORS 336.109 must not threaten the health or safety of any patron or staff. Clothing may not depict nudity, obscenity or sexual conduct as defined by ORS Chapter 167.
- Physical violence of any form or threatening to harm someone, including intimidation, stalking, bullying or coercion are prohibited.
- Theft, including theft of service by not paying required fees or unauthorized sharing facility passes, is prohibited.

Unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. The user is responsible for the conduct of all attendees. District employees have the right to ask anyone to leave the park if they exhibit inappropriate behavior or fail to follow the user conduct expectations outlined above.

Field Maintenance

- District staff will complete all field maintenance. Users will be allowed to perform minor field preparation tasks (e.g., hand dragging, raking, chalking, etc.).
- Users may bring hand tools, such as rakes or hand-drag mats, to groom dirt areas as needed. Use of shovels is prohibited.

- Users cannot bring any dirt or field-drying substance onto the field at any time. Violators will be responsible for restoring the facilities to district standards and will be barred from using any district athletic facilities in the future.
- Should dirt or field drying substance be needed, the district will provide the product at cost for an additional charge to the user. Tournament organizers will arrange to have these products made available before their tournament.
- District fields have bases at the following distances: 50', 60', 65', 70' and 80' with pitching rubbers at 30', 34', 40' and 43'. Not all fields have bases and pitching rubbers at all distances. Please inquire about the specific field(s) you intend to use.
- Portable mounds for baseball can be used at any distance and must be provided by the user. All other pitching distances not listed above must use a portable pitching rubber.

Turf Preservation

- Vehicle access onto park turf and/or pathways is prohibited without prior approval.
- Metal cleats or spikes are prohibited on athletic fields.
- No tarps or material that may damage the grass may be placed on the turf, including slip n' slides.
- Field use, especially practices, should be conducted so that the action takes place on different sections of the turf to reduce excessive turf damage in one area. Rotate use of areas (including the location of goals, if applicable), and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at the end of each day to help re-root grass.
- Soccer, lacrosse, and similar sports practices are not to be held on the infield area of a softball or baseball diamond.
- To avoid overcrowding of fields, allow a distance between fields for safe passage of spectators and participants.

Users will report hazards and immediate emergencies, such as broken water lines and gushing sprinkler heads, to Park Services at (541) 388-5435. When calling, be prepared to fully identify yourself, your location and the specific nature of the emergency.

ADDITIONAL REQUIREMENTS AND SERVICES

Insurance

Recurring field rentals require a certificate of insurance meeting the [Rental Insurance Requirements](#).

Rentals with more than 100 attendees, alcohol, vendors or large play amenities require a certificate of insurance meeting the [Rental Insurance Requirements](#).

Short-term field reservations with fewer than 100 attendees and no additional setup do not require a certificate of insurance.

Alcohol Sales and/or Consumption

No person shall possess or consume alcoholic beverages on district property without a district-issued alcohol permit. Alcohol permits will not be issued without evidence of sufficient liability insurance.

Host Liquor Liability

If alcohol is being served/hosted by the event organizer or is brought to an event by an attendee, a host liquor liability rider is required.

Liquor Liability

If alcohol is being sold or if any type of fee, including race and event entry fees, is being charged at an event and alcohol is being provided to attendees only, then (i) a liquor license must be obtained from the Oregon Liquor Control Commission (OLCC), (ii) a liquor liability rider is required, and (iii) the area(s) of alcohol sales and consumption must be fenced in.

Logistics Plan

Tournament organizers must submit a completed logistics plan, site map, and schedule a pre-tournament meeting with district staff at least 30 days before the tournament date. Additional services cannot be guaranteed or accommodated if the logistics plan is submitted less than 30 days before the event.

Please see the [Tournament Logistics Plan](#) for details regarding tournament requirements.

Questions?

Contact Events & Athletics

(541) 649-1033

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