



2019 Athletic Field Use Guidelines

INTRODUCTION

Bend Park and Recreation District recognizes that athletics are a fundamental component of our goal to foster healthy lifestyles and help our community thrive. As such, we coordinate the use of District fields through the athletic field reservation process. Our goal is to facilitate the efficient use of available field space, maintain safe, high quality athletic fields, minimize potential scheduling conflicts and provide accurate information on field use.

All organized sport program use of Bend Park and Recreation District athletic fields requires a reservation and provides exclusive use of a field. Organized sport program use is defined as any time a group of individuals is practicing, playing contests, conducting drills, camps or other programmed activities under the organization, direction and supervision of an individual or organization. Reservations are not required for informal gatherings such as unscheduled pick-up games or family gatherings although use cannot be guaranteed without a reservation.

RESERVATION PROCESS

Rental Season and Field Availability

Athletic fields are available to rent March 1 through October 31 and will be closed for permitted use November through February. The District makes every effort to accommodate groups and organizations. However, the health and safety of the user and the condition and playability of the fields takes precedence. As a result, the District may close fields, deny use of a field, and/or alternate sites for athletic use.

The District will begin taking tournament reservation requests November 1. Tournament reservation requests must be submitted by December 31. Late requests will be considered on a case-by-case basis depending upon remaining availability of fields.

The District will begin taking requests for non-tournament rentals – single occurrence and recurring – on December 1. To receive appropriate scheduling priority for non-tournament rentals, reservation requests are due at the following dates:

- Spring (March – May) requests are due January 1
- Summer (June – mid-August) requests are due April 1
- Fall (mid-August – October) requests are due July 1

Once these dates have passed, field rentals are open to all users regardless of scheduling priority and will be accommodated on a first-come, first-served basis. Requests must be submitted at least 7 days in advance of reservation date(s). Requests received less than 7 days in advance may not be accommodated.

How to Reserve a Sports Field

Submit completed Reservation Request forms via email to BeckyY@bendparksandrec.org or by mail to Bend Park and Recreation District, Attn: Becky Young, 799 SW Columbia St., Bend, OR 97702. User will be notified within 48 hours of submitting the request to determine availability and gather additional information regarding the field rental.

A refundable deposit will hold the field reservation. For single occurrence field rentals, payment is due at the time of reservation. For tournaments and recurring field reservations final billing will be done at the conclusion of the field rental. Full payment is due within 14 days of the final reservation date.

Once the deposit is received and details of the reservation have been coordinated, user will receive a confirmation receipt as well as a field use agreement that must be signed and returned to the District. **Reservations are not confirmed until you have returned the signed field use agreement.**

Tournaments are required to complete and submit a logistics plan as well as schedule a pre-tournament meeting at least 30 days prior to the tournament date. This meeting can be held over the phone, via email or in person. See Athletic Field Tournament Logistics Plan Guide for additional information.

Failure to comply with billing procedures may jeopardize current and/or future field reservations. Please see our field use fees for more information regarding deposit amounts, rental rates and additional services available.

Cancellation and Refund Policy

Field rentals are billed based on *reserved* field space. In the event reserved fields are not being used, it is the responsibility of the user to contact the District to release unused fields before the first date of the reservation so they may be reassigned. Fee adjustments and refunds are readily granted if notified 7 days prior to the reservation date.

Liability Insurance Requirements

All users and organizations to whom use has been granted must agree in writing to hold the Bend Park and Recreation District harmless and free from all liability of any kind resulting from the use of District fields. A Certificate of Insurance and Additionally Insured Endorsement page must be submitted to the District 30 days prior to the reservation providing proof of the following coverage:

- Public liability and property damage insurance in an amount no less than \$2,000,000 per occurrence.
- Bend Park and Recreation District named as additionally insured.

Every Certificate of Insurance should have the following minimum information:

- Named insured
- Insurance company
- Policy number
- Date(s) of coverage
- Limits of liability

- Type of event
- Type of activity and location of event
- Issuance date of Certificate (should be no more than thirty (30) days prior to event)
- Cancellation insurance clause providing the District with thirty (30) days written notice

For additional information see the Insurance Packet which includes samples of acceptable coverage.

Alcohol and Concessions

Consumption or sale of alcohol in District parks is allowed only under permitted uses. Possession or consumption of alcoholic beverages requires an additional alcohol liability rider on the certificate of insurance. Selling of alcoholic beverages requires an additional alcohol liability rider on the certificate of insurance and a permit issued by the Oregon Liquor Control Commission. User is responsible for contacting OLCC to obtain a permit. The OLCC permit (if obtained) and the certificate of insurance must be submitted to the District 30 days prior to the event.

The District holds an exclusive contract for food and beverages concessions. Additional food and beverage sales are prohibited without written consent from the District. See Tournament Logistics Plan Guide for additional information regarding concessions and vendors.

SCHEDULING PRIORITIZATION

The District’s primary role in the provision of athletic fields is to meet the needs of recreation programs and leagues offered by the District and other community sport organizations. The District understands that other organizations and groups look to the District for athletic fields to conduct practices, games and tournaments. While the District develops and operates athletic fields to meet some of these needs, the District cannot provide athletic field space to accommodate all sport organizations and as such, has developed a prioritization process to schedule athletic field use.

Athletic field space will be scheduled based on the user types below in priority order. To the extent feasible, the District will attempt to accommodate all users regardless of priority. As a result the District will consider all requests and then schedule time based on priority order that makes the best use of available field space.

1. Bend Park and Recreation District Programs
2. Bend-La Pine School District Programs
3. Affiliate Youth Sports Organizations
4. Affiliate Adult Sports Organizations
5. Non-Affiliate Youth or Adult Sport Organizations
6. Private and commercial use

The District also considers the primary sports seasons as an additional determinant of facility priority when necessary to determine priority within a user classification. The District will use current OSAA guidelines to determine for primary sports season.

GUIDELINES FOR FIELD USE

General Use

- Leave immediately after scheduled use safely and quietly, especially after last games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Field use must be suspended in the event thunder and/or lightning is observed.
- District staff will make the final determination as to the playability of fields.
- Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. See the Tournament Logistics Plan Guide for additional information.
- No tarps or material which may damage the grass may be placed on the turf.
- Do not climb on fences or other structures not designated for climbing.
- All litter and garbage must be disposed of properly. Trash cans are placed throughout the parks and certain parks have dumpsters available for your convenience. It may be required for users to provide additional trash cans or dumpsters based on the size and/or duration of the reservation. See Athletic Field Logistics Plan Guide for more information.
- Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the District. Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the reservation.
- Dogs on leash are allowed in the parks. Dogs are not allowed on athletic field playing surfaces during organized play.
- No motorized vehicles allowed on turf areas.

User Conduct

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. User is responsible for the conduct and control of participants and spectators. District employees have the right to ask anyone to leave the park if inappropriate behavior is exhibited. Inappropriate behavior includes but is not limited to:

- Physically or verbally threatening the well-being of an official, competitor, spectator or Bend Park and Recreation District employee
- Addressing an official, competitor, spectator or Bend Park and Recreation District employee in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language
- Endangering actions (e.g. throwing bats or other equipment)
- Inappropriate gestures
- Intoxication
- Vandalism

Field Grooming and Turf Preservation

- District maintenance staff will complete all field maintenance. Rental groups will be allowed to do minor field prep (e.g. hand dragging, raking, chalking, etc.)
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas

(including 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 sport practices are not to be held on the infield area of a softball or baseball diamond.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.

User will report hazards and immediate emergencies such as broken water lines, gushing sprinklers heads, etc. to the Park Services Department office at (541) 388-5435. When calling, be prepared to fully identify yourself, your location and the specific nature of the emergency so that staff can bring the appropriate repair equipment.