



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.



2019 Athletic Field Use Fee Schedule

See Athletic Field Use Guidelines for additional info regarding billing, cancellations and refunds.

Deposit Amounts	Price	Notes # of attendees includes participants, spectators, etc.
Low impact rentals	\$250	100 or fewer attendees
Moderate impact rentals	\$500	100 - 300 attendees; most tournaments
High impact rentals	\$1,000	300 + attendees; large tournaments

Non-Tournament Rental Rates* Prices per hour	Price	Notes
Non-profit non-game (practices, camps, etc.)	\$7.50	Tax ID required to verify non-profit status
Non-profit game	\$10	Tax ID required to verify non-profit status
Private non-game (practices, camps, etc.)	\$15	
Commercial non-game (practices, camps, etc.)	\$25	

Athletic Event (Tournament) Rental Rates* Prices per day	Price	Notes
Non-profit	\$150	Tax ID required to verify non-profit status
Commercial	\$250	

Additional Services Prices per field	Price	Notes
Initial field conversion	\$100	Includes setting bases and pitching rubbers, infield grooming and field lining; could also include removal or portable fence for non-baseball/softball rentals
Field layout (football, lacrosse, rugby, soccer, etc.)	\$150	Includes field orientation and lining (painting)
Additional field prep by BPRD (baseball, softball)	\$25	Includes infield grooming and field lining
Additional field prep by user (baseball, softball)	Upon request	Includes rake, chalk, hand drag and base anchor tool; user must provide their own chalk
Portable fence installation / removal	\$100	
Equipment use	\$10	Goals, benches, etc.
Garbage cans	\$10	Price per garbage can

Additional Services Prices per hour	Price	Notes
Irrigation locate	\$30	Required for all athletic event rentals
Replacement water access key	\$30	
Light use (Skyline only)	\$20	
Concession space use (Pine Nursery only)	\$100	Price per day
Emergency onsite staff	\$75	2 hour minimum

***Out-of-district organizations/users will be assessed a 20% surcharge to rental rates.**



December 30, 2013

RE: Notice of Increase in Required Insurance Coverage

Background:

In July, 2010 the Oregon Legislature voted to increase the Tort law limit (ORS 30.260 to 30.300). This limit caps the amount of money that can be awarded in a Tort lawsuit against a public body, like the Bend Park & Recreation District (the "District"). The Tort limit is scheduled to step up over time from \$500,000 in 2009, to \$1,266,700 in 2013, and \$1,333,300 in July 2014, with increases each year thereafter by an amount set by the State Court Administrator.

Public bodies may be liable for the balance of a claim that is between any available insurance proceeds and the Tort limit. To protect assets that have been entrusted to the District by the public, facility renters and independent contractors who provide services for programs, construction and maintenance projects are required to provide insurance that meets or exceeds the new Tort limit. Because this insurance is generally not available for incremental amounts between \$1M and \$2M, the District is increasing the amount of required general liability insurance to \$2M to account for the increased tort limit.

Recreation Program Independent Contractors:

In an effort to give recreation program contractors adequate time to secure and plan for the increase in liability insurance limits, contracts due in January, 2014 will be established for just six (6) months or through the winter/spring program season (vs. a full year), and contractors will be alerted to the upcoming increase in liability coverage. New contracts would be established in June for summer programs that require the \$2M coverage.

Should you have questions, contact David Crowther, Business Manager, Bend Park and Recreation District, 541-706-6102.



Don Horton, Executive Director
799 SW Columbia Street
Bend, OR 97702
tel: 541.706.6100 fax: 541.388.5429
www.bendparksandrec.org

Certificates of Liability Insurance

Additional Insured Language

Bend Park & Recreation District, employees, agents, board members and or any subsidiary, proprietary company or corporation, partnership, limited partnership, limited liability company, or joint venture thereof, whether existing, past, preset, or future, and any of their successors or assignees, are named as Additional Insured.

NOTE:

Certificate Holder Address on lower left hand corner should always be:
Bend Park and Recreation District
799 SW Columbia Street
Bend, OR 97702

Liability Coverage

Minimum amount of Primary Liability Coverage:

\$2,000,000 General Liability

OR

\$1,000,000 General Liability + \$1,000,000 Umbrella Liability \

Please include: the Date, Name of the 'Event'/'Service' and Location in the

DESCRIPTION OF OPERATIONS (see sample below).

The above Additional Insured language should be inserted in the CERTIFICATE HOLDER box of the Certificate. If the full wording does not fit, then the box above, DESCRIPTION OF OPERATIONS, can be used in addition to the Certificate Holder box. The wording can also be ATTACHED TO AND MADE A PART OF THE CERTIFICATE OF LIABILITY INSURANCE and placed on a separate piece of paper (**see sample below**).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2010

PRODUCER Insurance Agent Name & Address		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Name of Insurance holder		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Name of insurance company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy number	01/01/2010	01/01/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

SAMPLE
FOR REFERENCE ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date of Event, Location of Event

Bend Metro Park & Recreation District is listed as additional insured as required by contract but only as respects the Liability for the above reference event.

CERTIFICATE HOLDER

Bend Metro Park & Recreation District

799 SW Columbia Street
Bend, OR 97702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2010

PRODUCER Insurance Agent Name & Address		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Name of Insurance holder		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Name of insurance company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy number	01/01/2010	01/01/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	X	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date Event to be held, Location of Event

Bend Metro Park & Recreation District is listed as additional insured as required by contract but only as respects Liability for the above referenced event.

CERTIFICATE HOLDER

Bend Metro Park & Recreation District
799 SW Columbia Street
Bend, OR 97702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Request Date: _____

2019 Athletic Field Rental Request

RESERVATION

Type of reservation: Tournament Practice Scrimmage/Game Camp Party

Age group: Youth Adult

Activity (baseball, softball, rugby, soccer, etc.): _____ Age group (8U, 13U, etc.): _____

If sanctioned, by whom (ASA, USSSA, OYSA, etc.): _____

Reservation day(s)/date(s): _____

Location(s): _____

Begin time (including setup): _____ End time (including cleanup): _____

Est. number of attendees (including participants, coaches, spectators, etc.): _____

CONTACT

Organization (if applicable): _____

501(c)3 non-profit? Yes or No (choose one) If yes, IRS tax ID #: _____

Contact Name: _____

Email Address: _____

Phone 1: _____ Phone 2: _____

Mailing Address: _____

ADDITIONAL SERVICES (check all that apply)

Field layout/painting

Field prep (baseball/softball)

Light use (Skyline only)

Equipment use (goals, benches, etc.)

Charging admission

Vendors/concessions

Serving alcohol

Selling alcohol

Submit completed reservation request via email to BeckyY@bendparksandrec.org or by mail to Bend Park & Recreation District, Attn: Becky Young, 799 SW Columbia St., Bend, OR 97702.