



## 2020 Athletic Facility Rentals Information and 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 BPRD athletic facilities to ensure the efficient use of available space, maintain safe, high quality athletic facilities, minimize potential scheduling conflicts and provide accurate information on facility use.

All organized use of BPRD athletic facilities requires a reservation. Reservations provide exclusive use of a facility. Organized use is defined as any time a group or individual is practicing, playing contests, and 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 Facility Availability

Athletic facilities are available for most users to rent April 1 through October 31 with the tournament rental season ending Labor Day. Fields will be closed for permitted use November through March. Bend Park and Recreation District, Bend La Pine School District and affiliate user groups will be granted facility use in accordance with the OSAA spring sports start date (generally the end of 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 facilities takes precedence. As a result, the district may close facilities, deny use of a facility, and/or alternate sites for use.

#### Athletic Tournament Requests

Athletic tournament requests may be submitted beginning November 1 and must be submitted at least three months in advance of requested dates.

#### Non-Tournament Requests

For non-tournament facility rentals (practices, games, private rentals, etc.), the district will begin taking requests on January 1. To receive appropriate scheduling priority, these reservation requests are due at the following dates:

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

Once these dates have passed, facility 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 seven

days before the first date of the reservation. Those received less than seven days in advance may not be accommodated.

### **Cancellation and Refund Policy**

Facility rentals are billed based on the reservation. It is the responsibility of the renter to contact the district to release unused facilities before the first date of the reservation so they may be reassigned. Fee adjustments and refunds are readily granted if notified seven days prior to the reservation date.

### **How to Reserve an Athletic Facility**

Submit completed request forms via email to [BeckyY@bendparksandrec.org](mailto:BeckyY@bendparksandrec.org) or to Bend Park and Recreation District, Attn: Becky Young, 799 SW Columbia St., Bend, OR 7702. User will be notified within 48 hours of submitting the request to determine availability and gather additional information regarding the rental.

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

All additional services requested by the renter must be finalized prior to the first date of the reservation. For tournaments, these additional services will be specified in the logistics plan and reviewed during the pre-event meeting.

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

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

### **Liability Insurance Requirements**

The district requires all athletic facility renters to provide proof of a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence, and name Bend Park and Recreation District as additionally insured. A Certificate of Insurance (COI) is due no later than 30 days prior to your rental. Please reference the information below when speaking with an insurance provider.

- Certificate Holder Address on lower left corner must always state the following:  
*Bend Park and Recreation District  
799 SW Columbia St.  
Bend, OR 97702*
- Minimum amount of General 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' and location in the DESCRIPTION OF OPERATIONS box.

For more information regarding insurance requirements see the samples of acceptable coverage or contact Justin Sweet, Business Analyst, at (541) 706-6102 or via email at [JustinS@bendparksandrec.org](mailto:JustinS@bendparksandrec.org).

### **Alcohol Consumption and Sales**

Insurance is required to consume alcohol on BPRD property. The type of liability insurance required will depend on the event.

If alcohol is either being provided by a host, free of charge, or is brought to an event by a participant, Host Liquor Liability is required.

If alcohol is being sold or if any type of fee, including tournament and event entry fees, is being charged at an event and alcohol is being provided to participants only, a liquor license must be obtained from the Oregon Liquor Control Commission (OLCC) and Liquor Liability insurance is required. The OLCC license requires approval signatures of both OLCC and the district and must be submitted 30 days prior to the event.

Both circumstances require certificates of insurance in the amount of \$2,000,000 per occurrence, must name Bend Park and Recreation District as additionally insured, and must be submitted to the district 30 days prior to the event as previously described under the Liability Insurance Requirements section.

### **Concessions and Vendors**

Food and beverage sales are prohibited without consent from the district. If food and beverage sales are granted to the user, it is the responsibility of the user to ensure that all vendors and concessionaires are following district rules and regulations. See Tournament Logistics Plan Guide for additional information regarding concessions and vendors.

### **Additional Requirements for Tournaments**

Athletic tournaments have additional requirements above and beyond other rentals. 30 days prior to the event date, tournament organizers are required to submit a completed logistics plan and schedule a pre-event meeting, which may be held over the phone, via email or in person.

Because the district's permanent and portable restrooms do not accommodate large rentals, tournaments over 100 attendees (this number includes players, coaches, officials, staff and spectators) will be required to provide additional portable restrooms, garbage cans and dumpsters.

For tournaments where use of the Pine Nursery plaza building has been granted, the user is responsible for the security and appropriate use of the building during their reservation. Any lost or stolen items or damages will be charged to the user.

Pre-tournament field prep requested for baseball or softball tournaments will be provided for an additional fee for the first pitch only on each field for each tournament day. This initial field preparation includes setting bases and pitching rubbers, infield grooming and chalking, and field lining. Additional

field grooming throughout the tournament, including necessary equipment and supplies, must be provided by the renter.

For additional tournament rental requirements, please see the Tournament Logistics Plan Guide.

### **SCHEDULING PRIORITIZATION**

The district's primary role in the provision of athletic facilities is to meet the needs of the district and other community sport organizations. While the district develops and operates athletic facilities to meet some of these needs, we cannot provide facility space to accommodate all sport organizations and as such, has developed a prioritization process to schedule athletic facility use.

Athletic facility 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, we will consider all requests and then schedule time based on priority order that makes the best use of available space.

1. Bend Park and Recreation District youth and adult 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 will also reference the OSAA primary sports seasons as additional criteria for prioritization among the user types listed above.

### **Scheduling Limitations**

Due to a large amount of practice rental requests during the spring and fall seasons, the district will limit each individual team to 90-minute practice time slots. This is consistent with what the district offers to its youth and adult sports leagues. If needed, the district may limit the number of days per week an individual team may reserve space. Exceptions may be made depending on availability.

Tournaments are limited to a maximum of two consecutive tournament days. The district will not schedule more than four tournaments per month; this includes all sport complexes.

### **Affiliate Organizations**

The purpose of designating affiliate organizations is to provide a more formal and transparent way to recognize "partnerships" in order to facilitate a broader range of services to the community, enhance the stability of affiliate organizations, provide an additional level of accountability and promote increased coordination and collaboration.

The number of recognized affiliates will be based on BPRD facility capacity, community demand and the needs of the district. The district does not have the capacity to accommodate multiple organizations who meet the same basic community need and will normally affiliate with the organization that serves

the most people and has the longest history in the community and with the district provided they continue to meet affiliate requirements.

There are minimum requirements to be an affiliate including, but not limited to, the following:

- Local, non-profit organization with a minimum of 2-year history of successfully supporting their primary role in the community
- Serving primarily BPRD residents
- Governed by a volunteer board
- Compliance with all applicable laws including those associated with non-profit status, concussion and mandatory reporter laws, etc.
- Policies and procedures protecting participants including background checks, coaches training, code of conduct agreement, emergency action plan, etc.
- Scholarship or financial assistance plan
- Demonstration of financial stability and payment of fees
- Proof of liability and other required insurance
- Compliance with all applicable District rules, regulations and procedures including the reservation and use of fields

## **GUIDELINES FOR FACILITY USE**

### **General Use**

- Leave immediately after scheduled use safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Facility 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.
- Parking is allowed in designated parking lanes only, one vehicle per space. Vehicles parked in “no parking” areas may be towed at the owner’s risk and expense.
- No motorized vehicles allowed on turf areas.
- Pathways and trails will be left open. No chairs, tents, vendors, etc. may be set up in a designated pathway.
- 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 Additional Requirements for Tournaments above and the 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.

- Metal cleats are prohibited on athletic fields.

### **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 - and in some cases required - 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.
- In order to avoid overcrowding of fields, 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.

Any variance from these guidelines must be pre-approved by the district.