



# 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 district 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 district 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 get-togethers 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 annually 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.

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 by January 1. Requests will not be considered if they are received less than three months in advance of requested tournament dates.

### Non-Tournament Requests

The district will begin taking requests for non-tournament facility rentals on January 1. To receive appropriate scheduling priority, these reservation requests are due on 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, athletic 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.

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

Submit completed request form via email to [BeckyR@bendparksandrec.org](mailto:BeckyR@bendparksandrec.org) or to Bend Park and Recreation District, Attn: Becky Rexford, 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 reservation.

A refundable deposit is due at the time of booking. For single occurrence rentals, full payment is also due at the time of booking. 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 user 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, the user will receive a confirmation receipt and facility use agreement that must be signed and returned to the district. *Reservations are not confirmed until the signed facility use agreement has been returned.*

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

### **Liability Insurance Requirements**

The district requires all athletic facility users to provide proof of a Comprehensive General Liability policy of no less than \$2,000,000 combined single limit per occurrence, \$4,000,000 general aggregate, 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 our [Insurance Requirements](#) for more details and tips on how to obtain the appropriate COI.

### **Alcohol Consumption and Sales**

No person shall possess or consume alcoholic beverages on district property without authorization from the district. If granted, insurance is required to possess or consume alcohol on district property. The type of liability insurance required will depend on the nature of possession and consumption.

If alcohol is either being provided by a host, free of charge, or is brought to an event by a participant, an additional rider on the COI for 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 an additional rider on the COI for Liquor Liability insurance is required.

**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 walk-through of their reserved facility or facilities.

Because the district’s permanent and portable restrooms do not accommodate large rentals, tournaments over 100 attendees (attendees include 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 user.

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

**FEES**

Out-of-district users will be assessed a 20% surcharge to rental rates (additional services excluded).

<b>Deposit Amounts</b>	<b>Price</b>	<b>Notes</b> <b># of attendees includes participants, spectators, etc.</b>
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

  

<b>Non-Tournament Field</b> <b>Prices per hour per field</b>	<b>Price</b>	<b>Notes</b>
501(c)(3) Non-profit	\$10	Tax ID required to verify 501(c)(3) status
Private	\$20	
Commercial	\$30	

<b>Tournament Field Prices per day per field</b>	<b>Price</b>	<b>Notes Max 10 hours / day, hourly rate applied for additional time</b>
501(c)(3) Non-profit	\$160	Tax ID required to verify 501(c)(3) status
Commercial	\$275	

<b>Ponderosa Skate Park Prices per day</b>	<b>Price</b>	<b>Notes Max 10 hours / day, hourly rate applied for additional time</b>
501(c)(3) Non-profit	\$150	Tax ID required to verify 501(c)(3) status
Commercial	\$250	

<b>Tennis and Pickleball Courts Prices per hour per court</b>	<b>Tennis Price</b>	<b>Pickleball Price</b>	<b>Notes</b>
501(c)(3) Non-profit	\$10	\$5	Tax ID required to verify 501(c)(3) status
Private	\$20	\$10	
Commercial	\$30	\$15	

<b>Additional Services</b>	<b>Price</b>	<b>Notes</b>
Field conversion	\$110 / field	Baseball/softball: includes setting bases, pitching rubbers, infield grooming, field lining. Other sports: includes removal of portable fence
Field painting (lacrosse, soccer, etc.)	\$100 - 300 / field	Includes field orientation and lining
Field prep (baseball, softball)	\$30 / field	Includes infield grooming and field lining
Equipment use	\$10 / item	Goals, benches, etc.
Garbage cans	\$10 / item	Low impact rentals only
Irrigation locate	\$35 / hour	Required for most tournaments
Water access key	\$30 / key	Required for all tournaments needing water access
Light use	\$25 / hour	Skyline Sports Complex only
Pine Nursery plaza building use	\$100 / day	Tournaments only; storage use only
Emergency onsite staff	\$80 / hour	

### **Cancellation and Refund Policy**

Facility rentals are billed based on the reservation. It is the responsibility of the user to contact the district to release unused facilities before the first date of the reservation so they may be reassigned. For non-tournament rentals, fee adjustments and refunds will be readily granted if notified seven days prior to the reservation date.

Tournaments may be refunded in full if canceled at least three months prior to the first day of the tournament. No refund will be granted if the tournament is canceled less than three months prior to the first day of the tournament.

The district reserves the right to cancel or delay any event due to weather conditions. In the event of inclement weather, reservations may be rescheduled, if possible, at no additional cost. Cancellations due to inclement weather will not be refunded.

## **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, we have developed a prioritization process to schedule athletic facility use.

Athletic facility space will be scheduled based on the user types below in order of priority. 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.

### **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 district 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 district 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**

All park rules and regulations must be followed in addition to the guidelines listed below.

### **General Use**

- Rentals hours are 7:00 am to 10:00 pm, including setup and cleanup.
- District staff will make the final determination as to the playability of fields.
- 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.
- 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. Overnight parking is prohibited.
- 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.
- Do not climb on fences or other structures not designated for climbing.
- All litter and garbage must be disposed of properly. 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.

### **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. The 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 Maintenance and Turf Preservation**

To ensure the condition of our parks remains pristine, we require the following guidelines be followed by field users especially in regards to field maintenance during sports tournaments.

- District maintenance staff will complete all field maintenance. Users will be allowed to do minor field prep (e.g. hand dragging, raking, chalking, etc.).
- Metal cleats are prohibited on athletic fields.
- Users shall not, at any time, drive a motorized vehicle on any field or grassy area.
- No tarps or material which may damage the grass may be placed on the turf.
- Users may bring hand tools, such as rakes or hand drag mats, to groom dirt areas as needed throughout the rental. Use of shovels is prohibited.
- Users are not allowed to bring any dirt or field drying substance onto the field at any time. Violators will be responsible for restoration 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 as an additional charge to the user. The tournament organizer will arrange prior to their tournament to have these products made available.
- 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 listed. 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 must use a portable pitching rubber with spikes.
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of the 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 office at (541) 388-5435. When calling, be prepared to fully identify yourself, your location and the specific nature of the emergency.

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