

Bend Park and Recreation District (BPRD) recognizes that athletics are a fundamental component of our goal to foster healthy lifestyles and to help our community thrive. As such, BPRD athletic facilities are scheduled 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, 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

April 1 – October 31

BPRD, Bend-La Pine Schools, and affiliate user groups will be granted facility use in accordance with the Oregon School Activities Association (OSAA) spring sports start date.

#### Rental Hours

5:00 AM to 10:00 PM, including setup and cleanup

#### Tournament Requests

Athletic tournament requests may be submitted between November 1 and December 31. Requests will not be considered if they are received less than three months in advance of requested tournament dates.

Tournaments are limited to a maximum of two consecutive tournament days, including setup and cleanup, in order to minimize conflict with BPRD programming.

#### Non-Tournament Requests

BPRD will accept requests for non-tournament facility rentals beginning January 1. To receive appropriate scheduling priority, these reservation requests are due on the following dates:

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

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

### **Facility Availability**

BPRD makes every effort to accommodate all groups and organizations. However, safety of the user and condition and playability of facilities takes precedence. As a result, BPRD may close facilities, deny use of a facility and/or alternate sites for use.

### **Scheduling Prioritization**

A prioritization process has been developed to schedule athletic facility use, as BPRD cannot provide facility space to accommodate all sports organizations.

Facilities will be scheduled based on the user types below in order of priority. When possible, BPRD will attempt to accommodate all users regardless of priority. As a result, we will consider all requests and 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

BPRD will also reference the [OSAA](#) primary sports seasons as additional criteria for prioritization among the user types listed above.

### **Insurance**

Tournament organizers and recurring field users are required 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 rental. Please refer to our [Insurance Requirements](#) for more details and tips on how to obtain the appropriate coverage.

Non-tournament single-day field reservations do not require a certificate of insurance.

### **FEES AND CANCELLATIONS**

For tournaments and short-term field use, full payment, including refundable damage deposit and additional fees (when applicable), is due at the time of booking. Recurring field users will be invoiced monthly.

Failure to comply with billing procedures may jeopardize current and/or future field reservations. Please see the [Athletic Facility Rental Fees](#) for more information regarding deposit amounts, rental rates and additional fees.

### **Cancellation and Refund Policy**

Rentals are billed based on the reservation. It is the User's sole responsibility to notify the District of any 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 at least seven-days prior to the reservation date.

Tournaments may be refunded in full if canceled no less than 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.

BPRD 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.

## **GUIDELINES FOR FACILITY USE**

All [Park Rules and Regulations](#) must be followed in addition to the guidelines listed below.

### **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.

### **General Field Use**

- BPRD will make the final determination as to the playability of facilities.
- 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.
- Pathways and trails must be left open. No chairs, tents, vendors, etc. may be set up in a designated pathway.
- Dogs are not allowed on athletic field playing surfaces during organized play.

### **User Conduct**

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 participants and spectators. BPRD 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 BPRD employee
- Addressing an official, competitor, spectator or BPRD employee in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language and/or inappropriate gestures
- Endangering actions (e.g. throwing bats or other equipment)
- Intoxication
- Vandalism

## **Field Maintenance**

- District staff will complete all field maintenance. Users will be allowed to do minor field prep (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 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 BPRD athletic facilities in the future.
- Should dirt or field drying substance be needed, BPRD will provide the product at cost as an additional charge to the user. Tournament organizers 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 above must use a portable pitching rubber with spikes.

## **Turf Preservation**

- Metal cleats are prohibited on athletic fields.
- No tarps or material which may damage the grass may be placed on the turf.
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of the turf, to reduce 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 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 FOR TOURNAMENTS**

Athletic tournaments have additional requirements above and beyond other rentals. 30-days prior to the first tournament date, tournament organizers are required to submit a completed logistics plan and schedule a pre-tournament meeting with District staff. In the event the logistics plan is submitted less than 30-days prior to the first tournament date, additional services cannot be guaranteed and may not be accommodated.

## **Tents and Popup Canopies**

All tents and canopies must be secured using weights, sandbags, water barrels or stakes. Any stakes larger than six inches must be placed at least two feet from blue irrigation lines. Tents may not be setup in tree wells.

### **Portable Toilets**

Portable toilets are required for events with more than 150 attendees. With prior approval, portable toilet companies are allowed to drive on the turf without vehicle access payment. Portable toilets must be removed from the park site within 24 hours of the event date.

### **Vendors and Concessionaires**

Tournament organizers may contract with food, merchandise and other types of vendors as part of their scheduled event. All vendors must follow the rules and regulations set forth by the City of Bend, Deschutes County and BPRD. The tournament organizer must require all subcontractors to provide proof of insurance meeting or exceeding BPRD insurance requirements. See the Facility Use Agreement for requirements.

### **Trash Management**

The park site must be kept clean of debris during and after the scheduled event. This includes bagging and removing all trash associated with the event. BPRD encourages all events to recycle aluminum, plastic and cardboard by providing garbage and recycling containers for both event attendees and vendors. All garbage, recycling and dumpsters must be removed within 12 hours after the event.

### **Electricity Needs**

When using the electrical boxes, event organizers must use the side or bottom flaps as access to plug into the box. The flaps ensure that front door can be secured shut.

### **Signage and Flagging**

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. It is prohibited to tie or tether string, rope, etc. to a tree or light pole.

### **Americans with Disabilities Act (ADA)**

BPRD abides by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. BPRD can provide you with [general guidelines](#) to help you make your event accessible.

### **Inclusivity at Events**

Events must be welcoming to all persons regardless of race, ethnicity, sexual orientation, and socio-economic status. BPRD can provide tournament organizers with resources on creating an inclusive event.

### **Vehicle Access**

Vehicle access to park grounds requires paid fees and pre-approval by BPRD. Vehicle access will be charged for each day vehicle(s) enter the park. A vehicle is any motorized equipment used for transporting people or goods including but not limited to cars, trucks, vans, food trucks, etc. The use of golf carts is strongly encouraged and does not require any additional fees.

### **Parking and Traffic Control**

Tournament organizers are responsible for monitoring and informing event staff, vendors, participants and visitors of the parking expectations. Due to public safety and event type, BPRD may require parking monitors and certified flaggers for large events. With the added impact to the area, the tournament organizer is responsible for the safety and traffic flow of the participants both on the property and the outlying roads. A 20-foot fire lane must be maintained for access on all roadways.

**Emergency Plan**

Event organizers are required to create a detailed plan that identifies potential emergency situations (i.e. active shooter, bomb threat, vehicle ramming, etc.). An emergency plan is not mandatory to include in the logistics plan, but it is important to think about. See the Facility Use Agreement for requirements.

**Field Grooming**

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. 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.

**Additional Permit Requirements**

City of Bend, Deschutes County and Oregon Liquor Control Commission (OLCC) permits may be required for any reservation. It is the responsibility of the tournament organizer to obtain all necessary permits.

For additional tournament requirements, please see the [Logistics Plan Guide](#).

**Questions?**

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