



# Permit Contract

Please print your permit and take it with you. The permit must be onsite to be valid.

### Customer Service Center

Parks & Recreation | PBOT  
111 SW Columbia St, Suite 660  
Portland, OR 97201  
Phone: (503) 823-2525  
FAX: (503) 823-2515  
Email: --

**Permit #41845, Issued**

Mar 13, 2018 9:03 AM



PORTLAND  
PARKS & RECREATION <sup>SM</sup>  
Healthy Parks, Healthy Portland

[portlandoregon.gov/PARKS](http://portlandoregon.gov/PARKS)



[portlandoregon.gov/TRANSPORTATION](http://portlandoregon.gov/TRANSPORTATION)

**Company:** Wilshire Riverside LL  
PO Box 12494  
Portland, OR 97212

**Agent:** Stephen Bachara  
Email: ops@wrll.org

Customer Type: Individual/Org  
Prepared By: 6/17dleslie  
Permit Administrator: Donna Leslie

Primary: (503) 704-5792

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$2,036.00	\$0	\$0	\$2,036.00	\$0	\$0	(\$1,076.00)	\$0	\$960.00

### RESERVATIONS

Event	Resource	Center	Notes
18 Wilshire Riverside LL - King School Park #41845 Type: Athletic Field Rental - Youth Baseball Attend/Qty: 10	CSC Sports Applications	Customer Service Center 111 SW Columbia ST Suite 660 Portland, OR, US 97201 (503) 823-2525	--

  

Day	Days Requested	Date	Event Begins	Duration	Date	Event Ends	Time
Thursday		Feb 8, 2018	12:00 PM	1 hour	Feb 8, 2018	1:00 PM	

  

Summary	Notes
Total Number of Dates: 1 Total Time: 1 hour	--

### RESERVATIONS

Event	Resource	Center	Notes
18 Wilshire Riverside LL - King School Park #41845 Type: Athletic Field Rental - Youth Baseball Attend/Qty: 20	King School PK - Ball Field 1	King School Park NE 6th Ave & Humboldt St Portland, OR, US 97211 (503) 823-2525	--

  

Day	Days Requested	Date	Event Begins	Duration	Date	Event Ends	Time
Monday		Mar 5, 2018	5:00 PM	2 hours	Mar 5, 2018	7:00 PM	
Tuesday		Mar 6, 2018	5:00 PM	2 hours	Mar 6, 2018	7:00 PM	
Wednesday		Mar 7, 2018	5:00 PM	2 hours	Mar 7, 2018	7:00 PM	
Thursday		Mar 8, 2018	5:00 PM	2 hours	Mar 8, 2018	7:00 PM	
Friday		Mar 9, 2018	5:00 PM	2 hours	Mar 9, 2018	7:00 PM	
Saturday		Mar 10, 2018	10:00 AM	8 hours	Mar 10, 2018	6:00 PM	

Monday	Mar 12, 2018	5:00 PM	2 hours	Mar 12, 2018	7:00 PM
Tuesday	Mar 13, 2018	5:00 PM	2 hours	Mar 13, 2018	7:00 PM
Wednesday	Mar 14, 2018	5:00 PM	2 hours	Mar 14, 2018	7:00 PM
Thursday	Mar 15, 2018	5:00 PM	2 hours	Mar 15, 2018	7:00 PM
Friday	Mar 16, 2018	5:00 PM	2 hours	Mar 16, 2018	7:00 PM
Saturday	Mar 17, 2018	10:00 AM	8 hours	Mar 17, 2018	6:00 PM
Monday	Mar 19, 2018	5:00 PM	2 hours	Mar 19, 2018	7:00 PM
Tuesday	Mar 20, 2018	5:00 PM	2 hours	Mar 20, 2018	7:00 PM
Wednesday	Mar 21, 2018	5:00 PM	2 hours	Mar 21, 2018	7:00 PM
Thursday	Mar 22, 2018	5:00 PM	2 hours	Mar 22, 2018	7:00 PM
Friday	Mar 23, 2018	5:00 PM	2 hours	Mar 23, 2018	7:00 PM
Saturday	Mar 24, 2018	10:00 AM	8 hours	Mar 24, 2018	6:00 PM
Monday	Mar 26, 2018	5:00 PM	2 hours	Mar 26, 2018	7:00 PM
Tuesday	Mar 27, 2018	5:00 PM	2 hours	Mar 27, 2018	7:00 PM
Wednesday	Mar 28, 2018	5:00 PM	2 hours	Mar 28, 2018	7:00 PM
Thursday	Mar 29, 2018	5:00 PM	2 hours	Mar 29, 2018	7:00 PM
Friday	Mar 30, 2018	5:00 PM	2 hours	Mar 30, 2018	7:00 PM
Saturday	Mar 31, 2018	10:00 AM	8 hours	Mar 31, 2018	6:00 PM
Monday	Apr 2, 2018	5:00 PM	2 hours	Apr 2, 2018	7:00 PM
Tuesday	Apr 3, 2018	5:00 PM	2 hours	Apr 3, 2018	7:00 PM
Wednesday	Apr 4, 2018	5:00 PM	2 hours	Apr 4, 2018	7:00 PM
Thursday	Apr 5, 2018	5:00 PM	2 hours	Apr 5, 2018	7:00 PM
Friday	Apr 6, 2018	5:00 PM	2 hours	Apr 6, 2018	7:00 PM
Saturday	Apr 7, 2018	10:00 AM	8 hours	Apr 7, 2018	6:00 PM
Monday	Apr 9, 2018	5:00 PM	2 hours	Apr 9, 2018	7:00 PM
Tuesday	Apr 10, 2018	5:00 PM	2 hours	Apr 10, 2018	7:00 PM
Wednesday	Apr 11, 2018	5:00 PM	2 hours	Apr 11, 2018	7:00 PM
Thursday	Apr 12, 2018	5:00 PM	2 hours	Apr 12, 2018	7:00 PM
Friday	Apr 13, 2018	5:00 PM	2 hours	Apr 13, 2018	7:00 PM
Saturday	Apr 14, 2018	10:00 AM	8 hours	Apr 14, 2018	6:00 PM
Monday	Apr 16, 2018	5:00 PM	2 hours	Apr 16, 2018	7:00 PM
Tuesday	Apr 17, 2018	5:00 PM	2 hours	Apr 17, 2018	7:00 PM
Wednesday	Apr 18, 2018	5:00 PM	2 hours	Apr 18, 2018	7:00 PM
Thursday	Apr 19, 2018	5:00 PM	2 hours	Apr 19, 2018	7:00 PM
Friday	Apr 20, 2018	5:00 PM	2 hours	Apr 20, 2018	7:00 PM
Saturday	Apr 21, 2018	10:00 AM	8 hours	Apr 21, 2018	6:00 PM
Monday	Apr 23, 2018	5:00 PM	2 hours	Apr 23, 2018	7:00 PM
Tuesday	Apr 24, 2018	5:00 PM	2 hours	Apr 24, 2018	7:00 PM
Wednesday	Apr 25, 2018	5:00 PM	2 hours	Apr 25, 2018	7:00 PM
Thursday	Apr 26, 2018	5:00 PM	2 hours	Apr 26, 2018	7:00 PM
Friday	Apr 27, 2018	5:00 PM	2 hours	Apr 27, 2018	7:00 PM
Saturday	Apr 28, 2018	10:00 AM	8 hours	Apr 28, 2018	6:00 PM
Monday	Apr 30, 2018	5:00 PM	2 hours	Apr 30, 2018	7:00 PM
Tuesday	May 1, 2018	5:00 PM	2 hours	May 1, 2018	7:00 PM
Wednesday	May 2, 2018	5:00 PM	2 hours	May 2, 2018	7:00 PM
Thursday	May 3, 2018	5:00 PM	2 hours	May 3, 2018	7:00 PM
Friday	May 4, 2018	5:00 PM	2 hours	May 4, 2018	7:00 PM
Saturday	May 5, 2018	10:00 AM	8 hours	May 5, 2018	6:00 PM
Monday	May 7, 2018	5:00 PM	2 hours	May 7, 2018	7:00 PM
Tuesday	May 8, 2018	5:00 PM	2 hours	May 8, 2018	7:00 PM
Wednesday	May 9, 2018	5:00 PM	2 hours	May 9, 2018	7:00 PM
Thursday	May 10, 2018	5:00 PM	2 hours	May 10, 2018	7:00 PM
Friday	May 11, 2018	5:00 PM	2 hours	May 11, 2018	7:00 PM
Saturday	May 12, 2018	10:00 AM	8 hours	May 12, 2018	6:00 PM

**Summary**

**Notes**

Total Number of Dates: 60  
 Total Time: 180 hours

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**RESERVATIONS**

Event		Resource	Center	Notes	
18 Wilshire Riverside LL - King School Park #41845 Type: Athletic Field Rental - Youth Baseball Attend/Qty: 20		King School PK - Ball Field 2	King School Park NE 6th Ave & Humboldt St Portland, OR, US 97211 (503) 823-2525	--	
Day	Days Requested Date	Event Begins	Duration	Event Ends Date	Time
Monday	Mar 5, 2018	5:00 PM	2 hours	Mar 5, 2018	7:00 PM
Tuesday	Mar 6, 2018	5:00 PM	2 hours	Mar 6, 2018	7:00 PM
Wednesday	Mar 7, 2018	5:00 PM	2 hours	Mar 7, 2018	7:00 PM
Thursday	Mar 8, 2018	5:00 PM	2 hours	Mar 8, 2018	7:00 PM
Friday	Mar 9, 2018	5:00 PM	2 hours	Mar 9, 2018	7:00 PM
Saturday	Mar 10, 2018	10:00 AM	8 hours	Mar 10, 2018	6:00 PM
Monday	Mar 12, 2018	5:00 PM	2 hours	Mar 12, 2018	7:00 PM
Tuesday	Mar 13, 2018	5:00 PM	2 hours	Mar 13, 2018	7:00 PM
Wednesday	Mar 14, 2018	5:00 PM	2 hours	Mar 14, 2018	7:00 PM
Thursday	Mar 15, 2018	5:00 PM	2 hours	Mar 15, 2018	7:00 PM
Friday	Mar 16, 2018	5:00 PM	2 hours	Mar 16, 2018	7:00 PM
Saturday	Mar 17, 2018	10:00 AM	8 hours	Mar 17, 2018	6:00 PM
Monday	Mar 19, 2018	5:00 PM	2 hours	Mar 19, 2018	7:00 PM
Tuesday	Mar 20, 2018	5:00 PM	2 hours	Mar 20, 2018	7:00 PM
Wednesday	Mar 21, 2018	5:00 PM	2 hours	Mar 21, 2018	7:00 PM
Thursday	Mar 22, 2018	5:00 PM	2 hours	Mar 22, 2018	7:00 PM
Friday	Mar 23, 2018	5:00 PM	2 hours	Mar 23, 2018	7:00 PM
Saturday	Mar 24, 2018	10:00 AM	8 hours	Mar 24, 2018	6:00 PM
Monday	Mar 26, 2018	5:00 PM	2 hours	Mar 26, 2018	7:00 PM
Tuesday	Mar 27, 2018	5:00 PM	2 hours	Mar 27, 2018	7:00 PM
Wednesday	Mar 28, 2018	5:00 PM	2 hours	Mar 28, 2018	7:00 PM
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Tuesday	Apr 3, 2018	5:00 PM	2 hours	Apr 3, 2018	7:00 PM
Wednesday	Apr 4, 2018	5:00 PM	2 hours	Apr 4, 2018	7:00 PM
Thursday	Apr 5, 2018	5:00 PM	2 hours	Apr 5, 2018	7:00 PM
Friday	Apr 6, 2018	5:00 PM	2 hours	Apr 6, 2018	7:00 PM
Saturday	Apr 7, 2018	10:00 AM	8 hours	Apr 7, 2018	6:00 PM
Monday	Apr 9, 2018	5:00 PM	2 hours	Apr 9, 2018	7:00 PM
Tuesday	Apr 10, 2018	5:00 PM	2 hours	Apr 10, 2018	7:00 PM
Wednesday	Apr 11, 2018	5:00 PM	2 hours	Apr 11, 2018	7:00 PM
Thursday	Apr 12, 2018	5:00 PM	2 hours	Apr 12, 2018	7:00 PM
Friday	Apr 13, 2018	5:00 PM	2 hours	Apr 13, 2018	7:00 PM
Saturday	Apr 14, 2018	10:00 AM	8 hours	Apr 14, 2018	6:00 PM
Monday	Apr 16, 2018	5:00 PM	2 hours	Apr 16, 2018	7:00 PM
Tuesday	Apr 17, 2018	5:00 PM	2 hours	Apr 17, 2018	7:00 PM
Wednesday	Apr 18, 2018	5:00 PM	2 hours	Apr 18, 2018	7:00 PM
Thursday	Apr 19, 2018	5:00 PM	2 hours	Apr 19, 2018	7:00 PM
Friday	Apr 20, 2018	5:00 PM	2 hours	Apr 20, 2018	7:00 PM
Saturday	Apr 21, 2018	10:00 AM	8 hours	Apr 21, 2018	6:00 PM
Monday	Apr 23, 2018	5:00 PM	2 hours	Apr 23, 2018	7:00 PM
Tuesday	Apr 24, 2018	5:00 PM	2 hours	Apr 24, 2018	7:00 PM

Wednesday	Apr 25, 2018	5:00 PM	2 hours	Apr 25, 2018	7:00 PM
Thursday	Apr 26, 2018	5:00 PM	2 hours	Apr 26, 2018	7:00 PM
Friday	Apr 27, 2018	5:00 PM	2 hours	Apr 27, 2018	7:00 PM
Saturday	Apr 28, 2018	10:00 AM	8 hours	Apr 28, 2018	6:00 PM
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Friday	May 4, 2018	5:00 PM	2 hours	May 4, 2018	7:00 PM
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Friday	May 11, 2018	5:00 PM	2 hours	May 11, 2018	7:00 PM
Saturday	May 12, 2018	10:00 AM	8 hours	May 12, 2018	6:00 PM
<b>Summary</b>					<b>Notes</b>
Total Number of Dates: 60					--
Total Time: 180 hours					

#### ▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
CSC - Extra Fees - Portable Restroom Standard User	18 Wilshire Riverside LL - King School Park #41845 King School PK - Ball Field 1	\$25.00	10.00	--	\$250.00
CSC - ATH - Ball Field 60' - Youth HUD	18 Wilshire Riverside LL - King School Park #41845 King School PK - Ball Field 1	\$4.75	180.00	--	\$855.00
CSC - ATH - Ball Field 60' - Youth HUD	18 Wilshire Riverside LL - King School Park #41845 King School PK - Ball Field 2	\$4.75	180.00	--	\$855.00
CSC - App Fee - Athletic (Youth League/Tournament)	18 Wilshire Riverside LL - King School Park #41845 CSC Sports Applications	\$38.00	2.00	--	\$76.00

#### ▼ Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1122903.002	Mar 12, 2018	CSC - ATH - Ball Field 60' - Youth HUD	King School PK - Ball Field 1 18 Wilshire Riverside LL - King School Park #41845	\$500.00
1122903.002	Mar 12, 2018	CSC - ATH - Ball Field 60' - Youth HUD	King School PK - Ball Field 2 18 Wilshire Riverside LL - King School Park #41845	\$500.00
1121412.002	Feb 13, 2018	CSC - App Fee - Athletic (Youth League/Tournament)	CSC Sports Applications 18 Wilshire Riverside LL - King School Park #41845	\$76.00

#### ▼ Payment Schedule for Original Balance of \$2,036.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Feb 9, 2018	\$76.00	\$76.00	\$0	\$0
Mar 9, 2018	\$980.00	\$980.00	\$0	\$0
Mar 19, 2018	\$490.00	\$20.00	\$0	\$470.00
Jun 15, 2018	\$490.00	\$0	\$0	\$490.00
<b>Current Balance</b>				<b>\$960.00</b>

#### ▼ DISCLAIMERS

(Updated 01-26-2018)

Beginning in 2018, PP&R will require an account to be in good standing before accepting an application. (To be in good standing, all previous balances are paid in full, including late fees and fines) Additionally, PP&R will require the following documents be included with your application:

- A copy of the leagues insurance certificate covering participants.
- A copy of any waiver/s the league may require of its participants
- A copy of your Non-profit status 501(c)(3) or 501(c)(7)

Payment is required before a permit may be issued. An approved permit is not valid unless fully paid or is within an active PP&R initiated payment plan. Any permit used without payment is subject to cancelation and charges.

Permits must be on site to be valid.

Permittee understands and agrees that use of the areas and times reserved in this permit is only allowed under the Conditions of Use provided herein.

#### INSURANCE

Permittee shall hold harmless, defend and indemnify the City of Portland, and the City's officers, agents and employees against all losses, damages, claims, demands, actions and suits (including all attorney's fees and costs, through trial and on appeal) suffered by or brought against any of them arising from Permittee's activities under this permit.

#### CURRENT PERMITTEE ADJUSTMENT & REFUND GUIDELINES:

##### GRACE PERIOD:

PP&R will provide leagues who have booked their season with a grace period. The grace period will be defined as the period between the date a permit is first issued and the date of its first booking. Once the permit has been issued the Grace Period cannot be extended. During the grace period, you can adjust, add (if available) and remove dates and times as needed. After the grace period, you may still adjust your permit under the following guidelines:

-All future use can be adjusted.

-All prior use is considered used and non-refundable.

-The Permittee pays a single application processing fee for each field adjusted. (Adult \$42.50, Youth \$11.25)

-To keep costs lower, the Permittee should consider making all requests for changes at one time.

Once the first adjustment after the grace period has been made, any additional request will be considered a new request and a new processing fee will be applied.

Portland Parks & Recreation understands the challenge leagues face attempting to estimate the number of teams they may field at the time of application when tryouts are still months away. For that reason, PP&R will provide leagues who have booked their season with a 2-week adjustment period in which to change their use. The period begins on the first day booked. PP&R also understands that leagues who choose to estimate higher than expected field usage may prohibit other applicants from obtaining fields in a timely manner. For this reason, PP&R reviews previous years usage when issuing permits to determine what the impacts of this increase might be to other Users.

Basic (2-2 & 2). Once the permit has been issued the Permittee is allowed one change without incurring additional Application/Processing fees.

2-2 & 2 is any group of bookings up to two hours at a time, twice a week, for no more than two weeks out from the date of booking.

Tournaments. After the Application has been received and Application/Processing fees are paid, the Applicant may make all the needed changes necessary up until the date the permit is issued without incurring additional Application/Processing fees. (Tournament processing fees are applied per park).

-All Usage and Extra Fees are returned for closures called by PP&R.

-All Usage Fees will be returned for any future time returned. (if returned 4 or more business days before the date of the booking.)

##### CANCELLATION POLICY:

You may cancel your permit prior to your scheduled event date, or reschedule your event once without paying an additional non-refundable application processing fee. To cancel your permit please contact Customer Service Center at 503-823-2525 during normal business hours Monday-Friday, 8:30am-5:00pm.

A refund may be issued under the following guidelines:

##### REFUND GUIDELINES:

Contact the Customer Service Center at least four (4) business days before your event to receive a full refund of all fees except for the application processing fee.

Contact the Customer Service Center three (3) business days or less prior to your event and receive a 50% refund of all fees except for the application processing fee.

##### RESCHEDULING:

Significant changes or alterations to a permit may require an additional Application/Processing Fee.

\*If you are found using a canceled permit, you will be billed for the rental and fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.

##### REFUNDS FOR UNPLAYABLE CONDITIONS

If the Permittee arrives at a field and believes it to be unplayable they must immediately call the Customer Service Center to request a refund. This call must be logged at the time of use.

That number is 503-823-1637. This number is staffed 7 days a week from 8:00am - 9:30pm. Refunds are not guaranteed and may require oversight and approval by Athletic Field Services. Permittees who request the refund must not play on the field.

##### RAINOUT POLICY

Portland Parks Recreation's Rainout line is 823-3020. Please call for information on current weather or field closures. Or check our website for the most up to date details on rainouts/closures. <https://www.portlandoregon.gov/parks/>

##### FIELD MAINTENANCE SERVICES

Our Athletic Field Maintenance Team provides field services for games only. We provide infield grooming, field layout and chalking.

In order to meet your needs and the demands of our busy maintenance schedule, please email or call no less than 48 hours before your game date to assure completion. Please contact us at: [shawn.lindsey@portlandoregon.gov](mailto:shawn.lindsey@portlandoregon.gov) or call 503-823-1621.

##### ONLINE REQUESTS

We know that rainouts and field closures are going to occur and they will force you to alter your schedules. If you are attempting to schedule field prep for individual games please provide us with the following information: park, field, dates and times of each game you wish prepped. In order to serve your needs, please contact us with any new requests no less than 48 hours before your game date to assure completion.

Permittee must comply with all applicable federal, state, and municipal laws and regulations including the provisions of Title 20 of the City Code.

#### PERMITS

This permit is revocable by PP&R with 30 days' notice at its sole discretion.

#### FINES & DAMAGE FEES

Permittee is responsible for any damage that may result from this permit and will be billed for any damage.

#### FINES:

Unreported Play - \$100

Unpermitted League Play - \$250

Sub-leasing - \$150 (1st occurrence)

Unpermitted Noise or Alcohol - \$150 (1st occurrence)

Play during Closure/Rainout - \$500 plus the cost of the repair

Practice in Stadiums - \$250 (per occurrence)

Unauthorized Services and Applications - \$250 (per occurrence)

Unauthorized Construction or Placement of Structures - \$250 (per occurrence)

Equipment in Park Overnight - \$5 per day (up to \$150 or 30 days) After 30 days - \$25 per day

#### GARBAGE

On the day of your event, please remember that you must take your garbage with you. The Permittee is responsible for cleaning all garbage, litter and debris created by the event and for removing it from the park. We suggest that you bring extra garbage bags to ensure all your garbage is removed.

Parks may charge the Permittee for garbage not picked up or garbage bags left in the park.

#### Definitions:

#### UNPERMITTED LEAGUE PLAY:

Leagues playing on PP&R fields without a permit may be fined. Leagues will be charged the following:

-First occurrence: If the league wishes to continue play, they will be charged application processing and usage fee. (no fine paid at time of observance). If the leagues leaves, no charges will be applied

-Second occurrence: If the league wished to continue play, they will be charged application processing and usage fees as well as a \$250 fine. If the league elects not to pay for their use, they will be issued a 90-day exclusion.

#### SUB-LEASING:

Sub-leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field/s. Permittees found to be profiting from sub-leasing time will be fined \$150 per each occurrence and lose all access to the specific field/s.

Repeated violations will result in loss of use of all public fields. PP&R reserves all rights to reissue this time as it determines.

#### TRANSFERABILITY

Permits are non-transferable. City Code: 20.08.050 All-time not used must be returned to the CSC if not intended to be used by the Permittee.

#### PLAY DURING FIELD CLOSURE &

#### RAINOUTS:

Damage caused from play during or after rain. Permittees who play during inclement weather and cause significant damage will be charged a fine of \$500 plus the cost of the repair. During or immediately following rain or inclement weather, please call the rainout line 503-823-2030. If no new messaging is provided the playability should be determined on-site by using by using these simple criteria:

-If stepping on the infield produces a 1" deep or greater water-filled footprint or when running produces the same result, then play is not permitted.

-If there is any doubt, always choose not to play. Failure to follow this policy can result in fines, assessment of damage charges and cancellation of current and future permits.

-Synthetic turf fields are not closed due to rain. They may be closed due to severe cold, ice and snow.

**PRACTICE IN STADIUMS:** Stadiums are game only facilities. Permittees found practicing in PP&R stadiums will be fined \$250 per each occurrence.

Repeat violations may result in the cancellation of your permit and loss of access to PP&R. (Stadiums: Erv Lind, Sckavone and Walker.)

**UNAUTHORIZED SERVICES AND APPLICATIONS:** Application of chemical substances such as herbicides are strictly forbidden on PP&R and PPS property. This permit DOES NOT provide the permittee the authorization to use or apply such herbicides or other chemicals. Permittees are subject to a fine of \$250 per occurrence. Multiple offenses may result in loss of access to PP&R & PPS facilities.

**UNAUTHORIZED CONSTRUCTION OR PLACEMENT OF STRUCTURES:** This permit DOES NOT provide the permittee with the authority to make changes to, build or place structures on permitted property without prior approval of the property owner. That approval must be received in the Customer Service Center prior to the commencement of work and issuance of this permit.

Permittees are subject to fine of \$250 per occurrence. Multiple offenses may result in loss of access to PP&R & PPS facilities.

#### EQUIPMENT IN PARK OVERNIGHT

In limited situations, storage units may be included with a usage permit and placed within Portland Parks and/or Portland Public School athletic facilities. PP&R and PPS retain the right to approve or deny the placement of these units. Leagues are required to provide containers that meet PP&R standards for size, color, security, etc. Leagues provide all maintenance for the container per PP&R standards regarding repair, graffiti removal and cleanliness. All non-compliant storage units will be removed from the park at the Permittees expense.

No equipment may be left in the park overnight without Parks approval. Equipment or other elements of the permittees set up left in the park overnight require the permittee to provide overnight security to protect the park, the permittee's property and the safety of the public. Any equipment left in the park beyond dates on this permit granted to the permittee will incur additional daily usage fees.

Late Removal Fees: The Permittee will be charged \$5 for each day the container that is in or adjacent to the park beyond the permitted time up to \$150 or 30 days. After 30 days, the league will be charged \$25 a day until the entire deposit is forfeited (14 days).

-If the container still remains in and/or adjacent to the park after the entire deposit has been forfeited, Parks retains the right to deny future permits requesting the placement of a container in any park the following years.

-If Parks incurs any costs due to cleanup, repair, or towing of a container, no new permits will be issued to that league until those costs have been recovered.

#### STAKES IN THE GROUND

The use of stakes is not allowed in any Portland Park (except Waterfront) due to in-ground utilities and irrigation. Water barrels, stage weights, concrete block or other suitable materials must be used to secure canopies, tents, inflatable jumping castles/bounce houses, and volleyball nets.

#### FENCING

Outfield fencing erected on ball fields must be approved by Portland Parks & Recreation Athletic Field Maintenance. Fencing must be removed on or before the last permitted date.

#### TREES

Nothing may be attached or tied to trees.

#### PORTABLE RESTROOMS

Portable Restrooms are often placed in support of permitted athletic play. If a park is scheduled to have a Portable Restroom, we will make every attempt to have it placed on or before the first day of permitted play and removed following season use.

The cost for placement, servicing, and removal of these portable restrooms is spread evenly between users. PP&R includes an estimated amount for vandalism, maintenance and replacement of restrooms that may be destroyed.

Portable Restrooms are intended to provide services to events and activities in facilities that either do not already have restrooms or to supplement existing restrooms. The fact that there may be existing restrooms in a park does not necessarily preclude PP&R from requiring additional Portable Restrooms. The following are the possible reasons PP&R may require placement of additional restrooms:

There is no restroom at the facility. Restrooms in parks are not meant to satisfy all users and activities in that park. The duration and size of an event in combination with all other events at a location may require placement of additional portable restrooms.

If you have more than 125 in attendance at your event, you will always need to supply a portable restroom. However, if the Customer Service Center determines that the number of participants is high enough to impact the current service level, PP&R may require additional portable restrooms.

The permitted event is more than 2 hours in duration.

The event is re-occurring over multiple days or weeks. Sports leagues, practices, games, etc. This supersedes the 2-hour rule.

The permitted location or facility is adjacent to other permitted facilities whose activities in combination with the latter are significant enough to require additional restrooms. The Park Supervisor will determine the number and placement of all additional portable restrooms.

If food and beverages are a component of the event. This can be through sales from a food concession, caterer or BYOB.

Restrooms are placed at a cost to the Permittee. (See Restroom Fees on the 2018 Guidelines for Reserving Athletic Facilities.)

Any changes or adjustments to these locations must be approved by the Park Supervisor.

An opt-out option is available for leagues who are the only users of a specific facility for the season. In that instance, the Permittee can supply the portable restroom themselves. In this case, the league takes sole responsibility for the following:

-Security. Must be secured with an appropriate lock.

-Repair. Damage must be repaired within 2 days.

-Graffiti Removal. Removal required within 2 days.

-Cleanliness. The area in and around the Portable Restroom/s must be well maintained, with grass mowed, and trash removed daily.

#### NON-DISCRIMINATION STATEMENT:

By holding an approved Portland Parks & Recreation Permit, the Permittee agrees that the permitted organizations, agents and representatives will not discriminate against anyone on the basis of race, color, gender, national origin, sexual orientation, marital status, religion or disability while using the facilities, parks and areas permitted on this permit. It is agreed that suspension of privileges granted by Portland Parks & Recreation may result from violation of this agreement.

Americans with Disabilities Act Compliance Mandates:

Federal, State County and City ordinances require full compliance with the Americans with Disabilities Act of 1990 regulations. The following elements are mandatory minimums:

1. PATH OF TRAVEL
2. ENTRANCE AND EXIT "GATES"
3. PORTABLE REST ROOMS AND WASH STATIONS
4. VENDOR BOOTHS
5. AUDIENCE SEATING AND TABLES
6. SIGNAGE
7. PARKING (if provided)
8. SERVICE ANIMAL ACCOMMODATIONS
9. ASSISTIVE LISTENING DEVICES
10. ALTERNATE FORMATS FOR PRINTED MATERIALS

Please see the ADA section in the Special Use Permit Manual for specific standards of all of the above elements.

(Copies of the Manual are available at the Parks Customer Service Center, free of charge.)

#### RANGER SERVICES

If you experience a conflict with another party in a park and you cannot resolve the problem yourself, Park Rangers may be called. The Ranger number is 503-823-1637 and is staffed 8:00am - 9:30pm 7 days a week. If a more serious conflict develops, please call police non-emergency 503-823-3333.

## ▼ CUSTOM QUESTIONS

### Question

Please tell us the purpose of this permit. Select all that may apply.

What are the ages of the players? PP&R considers youth to be high school age and younger.

How many teams are you requesting field time for (please only include team/s in your club or organization)?

Will you be preparing food onsite, serving and/or providing catering at your event?

You are required to remove all garbage generated by your activities from the park.

Smoking is not allowed on Portland Parks and Recreation property per Title 20.12.110. If you are requesting exemption for ceremonial purposes, please contact the Customer Service Center.

Are you intending to use any sound device, instruments or amplification of any kind at your event?

If you intend to have a fence on-site, what day will it be put up? Enter N/A if you do not plan to put up a fence.

If you intend to have a fence on-site, what day will it be taken down? Enter N/A if you do not plan to put up a fence.

### Answer

Games & Practices

Middle School ( 11-14)

50

No

I understand and will remove all our garbage

I understand. I will ensure my party doesn't smoke

No

na

na

## ▼ WAIVERS

### Photo Consent Policy

Due Date: Feb 8, 2018

The City of Portland reserves the right, and may give permission to the media, to photograph activities, programs, and participants at any of our facilities and properties or during any sponsored event. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. By participating, you consent to the taking and publication of your photograph for these purposes.

If you see staff with a camera, and you do not wish to be photographed, please let us know. We will honor your request.

If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

### Meaningful Access Statement

Due Date: Feb 8, 2018

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability.

To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aides and services, and alternative format.

For these services, complaints, and additional information, contact 503-823-4333, use City TTY 503-823-6868, or use Oregon Relay Service: 711.

## PORTLAND PARKS & RECREATION

1120 SW 5th Ave, Suite 1302

Portland, OR 97204

Contact us for information:

Tel. 503.823.PLAY (7529)

## Methods of Payment

Visa, MasterCard, Discover, Other

## Have Questions?

Online Registration FAQs

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