

**City of Lake Oswego Parks & Rec.**  
**General Field Use and Expectations Information Sheet**  
*(Please refer to the City provided maintenance manual for how to info)*  
3/9/2020

- **Posted Signs**
  - All users and spectators should familiarize themselves with and follow all posted rules.
- **Field Lights**
  - When not in use field lights should be turned off by contacting Musco at (877) 347-3319 and using your password and field location. This includes Canceled practices/games, as well as leaving the field earlier than your scheduled reservation.
  - Keep in mind that our fields do have neighbors whom we want to be respectful of. Unused fields with lights on are not appreciated and are an unneeded expense to the community.
- **Field playability updates**
  - Notifications about field playability are sent out by 2:00 pm each day. If there is a nice stretch of weather the update may state playable for a period of time. Remember to have all coaches' sign up for this email blast. The Oregon weather can change at any time and field closures are possible. Also, other information concerning any or all fields may be communicated through these emails.
    - **To sign up for email notification follow these steps:**
      - Visit <http://www.ci.oswego.or.us/parksrec/information-lo-youth-sports-organizations>
      - Click on subscribe to the email list
      - Click on Subscription Lists
      - Click on the Athletic Fields Updates box
      - Enter email address at the bottom of the page
      - Click on subscribe
      - A confirmation/verification email will be sent, click on the link provided to verify.
- **Trash**
  - All garbage generated during use should be properly disposed of in city provided garbage receptacles.
  - Large items including trash and recycling should be removed from the location by the group who brought it. Do not stuff those items into the garbage receptacles or place them next to the receptacle. This includes but is not limited to cardboard, large amounts of paint cans, and large broken equipment.
- **Artificial/Synthetic Fields**
  - Artificial pitching mounds are not to be moved or removed without permission from an appropriate city representative.
  - Home plate and batter's box mats are provided by the city and are required to be used during practices. (East Waluga)
  - Throw down bases for field 2 or located in the job box on the 3<sup>rd</sup> base side. Bases should be put back in the job box at the end of your reservation.
  - All practice, game equipment must be put away in there appropriate locations. Please use approved or provided storage cabinets, job boxes or dugout cages only. Tools and equipment not properly stored will be removed and disposed of immediately at cost to the owner.

- **Scoreboard**
  - East Waluga Field 1 scoreboard is Bluetooth connected to your phone using the “DAK SCORE” app. Please disconnect from the scoreboard immediately after game has ended so that the next group may connect. Best area to connect from is the 1<sup>st</sup> base side bleachers.
  - East Waluga Field 2 scoreboard has a plug and play controller. It is located in the job box on the 3<sup>rd</sup> base side (sidewalk) and is available for all users who have reserved the field. Plugins located in the 3<sup>rd</sup> base side dugout.
- **Field Pre/Post Prep. (Dirt Fields)**
  - Dirt Fields should be prepped before and after all use. Make sure to leave the field in good condition. Nobody wants to arrive to a field that’s in bad shape especially if it’s due to the previous reservation.
  - All Areas should be properly raked before and after use. Raking should focus on minimizing High and low spots.
  - Dirt mounds should be raked and packed daily
  - Use approved materials only. Leagues should contact the city if they wish to use/add any products on any city managed fields.
  - Material that migrates to the grass outfield or infield lip should be swept raked or blown back in to the field. This will minimize raised edges over time.
  - If mats are used to cover any dirt areas, make sure that no natural turf grass is covered.
  - All practice, game and field maintenance equipment must be put away in there appropriate locations. Please use approved or provided storage cabinets, job boxes or dugout cages only. Tools and equipment not properly stored will be removed and disposed of immediately at cost to the owner.
- **Bases and pitching rubbers (Dirt Fields)**
  - Whiskers are place at the back outside corners of all bases and at the back outside corners of all pitching rubbers. (*Whiskers are sometimes pulled out by random people or during field prep, but they are replaced ASAP.*)
  - Do not dig out whiskers (*whiskers do not mark the base or pitching rubber anchors.*)
  - Rubber caps are placed on all base anchors and pitching rubber anchors at the start of the season. Make sure plugs are placed back on anchors if bases are moved or removed.

This Document will be updated as needed. Please communicate this information with coaches and spectators. If you have any questions, or requests please contact [fieldmaint@ci.oswego.or.us](mailto:fieldmaint@ci.oswego.or.us)