

## **Athletic Field Reservation Policy and Procedures**

### **General Rules and Scheduling**

#### **Definitions**

- Acronyms
  - LOPR: City of Lake Oswego Parks & Recreation Department
  - RYSO: Recognized Youth Sports Organization
- In Good Standing
  - A group, organization or individual applicant that has no outstanding balances with LOPR and has no LOPR rule or policy violations within the past 12 months.
- Tournament
  - Single or Multi-day event, either sanctioned by a governing body or organization that culminates in a playoff, championship or placing.
- Local
  - Any group, individual or organization based in Lake Oswego and 70% of the organization's participants are Lake Oswego residents.
- Non-Local
  - Any group, individual or organization not based in Lake Oswego and 70% of the organization's participants or members are not Lake Oswego residents.
- Non-Profit
  - An organization that meets all criteria as identified by the Internal Revenue Services (IRS) that indicates non-profit 501(c) status.
- Inclement weather
  - Snow, sleet, frigid temperatures, high temperatures, heavy rain, hurricanes, high winds, tornadoes, wildfires and unhealthy air quality (AQI)

#### **Hours of Use**

- Sports field rental hours: 7am – 10 pm (hours may vary dependent on site)
- Minimum of a one-hour rental is required per field.

#### **Field Allocation and scheduling**

- Fields will be allocated by in-season priority, Category Priority and previous year registration numbers.
- Fields are allocated during the Quarterly Field Allocation Process.
  - Requests for additional use of fields after the Field Allocation Process has been finalized will be on a first-come, first-serve basis.
- Teams/organizations may be required to provide schedules that indicate all allocated fields are being used.
- RYSO & LOSD are required to submit seasonal rosters that include:
  - Participants name, address, city, zip and current school attending.
  - Rosters should be broken down by division, age group, etc.
- If two or more user groups fall equally within the same category and same season priority use classification, LOPR will consider the following factors.
  - returning events/tournaments that have good history in regards to the use of facilities
  - number of field hours requested

- number of Lake Oswego residents served
- non-profit versus for-profit

### **Allocation Timeline**

Requests will not be processed prior to the application deadlines. Separate requests are required for each sport and tournament each season. Requests for field allocation are due as follows:

- Spring (March 1 – Last week of May)
  - Category 1 – 2<sup>nd</sup> week of January
  - Category 2 – 3<sup>rd</sup> week of January
  - ⊖ Category 3 – Last week of January
  - Category 4 – Last week of January
- Summer (June – August)
  - Category 1 – Last week of March
  - Category 2 – 1<sup>st</sup> week of April
  - Category 3 – 2<sup>nd</sup> week of April
  - Category 4 – 2<sup>nd</sup> week of April
- Fall (September 1 – 2<sup>nd</sup> Sunday in November)
  - Category 1 – 1<sup>st</sup> week of June
  - Category 2 – 2<sup>nd</sup> week of June
  - Category 3 – 3<sup>rd</sup> week of June
  - Category 4 – 3<sup>rd</sup> week of June
- Winter (2<sup>nd</sup> Monday in November – February) (synthetic turf fields only)
  - Category 1 – Last week of August
  - Category 2 – 1<sup>st</sup> week of September
  - Category 3 – 2<sup>nd</sup> week of September
  - Category 4 – 2<sup>nd</sup> week of September

### **In Season Sports Schedule**

Natural turf grass and dirt fields will be closed Nov. 15<sup>th</sup> – March 1<sup>st</sup>.

- Spring
  - LOPR
  - Baseball, Softball, Lacrosse, Flag Football
- Summer
  - LOPR
  - Default to field priority of use
    - East Waluga – Baseball, Softball
- Hazelia – Football, Soccer, LacrosseFall
  - LOPR
  - Soccer, Football
- Winter – Synthetic Turf Fields only

- LOPR
- Default to field priority of use
  - East Waluga – Baseball, Softball
  - Hazelia – Football, Soccer, Lacrosse

### **Category Priority and Classification**

- **Category 1** - Applies to all LOPR and City of Lake Oswego affiliated activities.
- **Category 2** - Applies to LOSD, Recognized local youth leagues and organizations.
  - 70% of participants are local residents. Participants considered local residents have a local home address and/or attend a public school in the Lake Oswego School District.
  - Must maintain a non-profit status.
  - Additionally, these Organizations must maintain a “good standing” with LOPR in order to remain in this category.
  - Groups that have previously qualified as a recognized local youth leagues/organization include LOLL, LOJBØ, LOGS, PYB, LRYF, LOYF, LOYL and LOSC.
- **Category 3** - Applies to tournaments, events, camps, clinics and activities hosted by recognized local youth leagues/organizations.
  - This includes other School Districts, athletic/sport leagues, civic groups, churches, business organizations, neighborhood associations, and individual residents for non-profit purposes.
- **Category 4** - Applies to all clinics, camps, tournaments, and activities hosted by non-local organizations.
  - This category also applies to all for-profit entities, regardless of location address or local participation percentage.

### **Facility use and permits**

- Users may not have access to field(s) prior to their permitted rental time, and the field(s) must be vacated at the time specified in the facility use permit.
- Field users are required to have a copy of the facility use permit on hand during each rental and must be prepared to present the facility use permit to staff on demand; electronic versions of facility use permit is accepted. Field users whom do not have their permit(s) may be asked to vacate the field(s).
- LOPR reserves the right to add conditions and/or modifications to the facility use permit, on a case-by-case basis.

### **Subleasing**

- Subleasing of fields is not allowed under any circumstance.

### **Reservation and Payment Process**

- Category 1 & 2 will submit their reservation request using the [‘City of Lake Oswego Athletic Field Request Application’](#) by following the above allocation timeline for each season.
- Category 2 - Invoices are sent out at the end of the month and payment is due 2 weeks thereafter.
  - Charges for tournaments and camps will be included in the monthly invoices.
- All sports organizations utilizing the fields on a seasonal basis are required to provide a Certificate of Liability Insurance with the following requirements:
  - Name the City of Lake Oswego as the Certificate Holder and additional insured
  - a minimum of \$2 million per occurrence
  - a minimum of \$3 million aggregate
  - Medical payment coverage at \$5000 as a minimum
  - Participant Accident coverage generally at \$25000
  - Provide an Endorsement Page naming the City of Lake Oswego as the endorsed party

### **Tournament Requests and Scheduling**

- Permit requests, insurance and payment is due at least 30 days in advance of the start date
  - A refundable damage deposit of \$500 will be assessed to all tournament rentals.
- Permits will not be approved until payment is received.
- Field allocations for tournaments are dependent upon available resources.
- Tournament requests must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.
  - Requests should also include vendors (food, apparel, etc.) per field as additional permits may be required.

### **Cancellation & Refund Policy**

- Cancellations made 14 days in advance may receive a full refund minus a \$25 cancellation fee.
- No refunds will be issued less than 7 days before the reservation date
  - If a reservation includes multiple dates, the cancellation must be made 7 days prior to each date to receive a refund.
- Any requested cancellations or changes made to your permit are required to be submitted in writing.
- LOPR may issue a partial or full refund for missed use under the following circumstances, LOPR closes a field or facility, lights do not operate as expected, there is a conflict in the scheduled use of a field.
- LOPR reserves the right to reschedule and/or cancel partial or all field reservations due to unforeseen circumstances. In the rare event that should occur, and a suitable reschedule date cannot be identified a refund may be issued either in full or at a partial rate.
- No refunds may be issued due to user cancellations based on inclement weather.
- LOPR cancellations due to inclement weather will receive a full refund.

### **Tournaments & Camps Cancellation & Refund Policy**

- No refunds will be issued less than 7 days before the reservation start date.
- If a cancellation is made at least 7 days in advance a full refund will be received minus a \$25 cancellation fee.
- There will be no credit or refunds issued due to fields/times not used for the tournament.
- Refunds due to inclement weather will only be issued when LOPR has determined the cancellation and closed fields. Cancellations determined only by users due to inclement weather will not be issued a refund.

