
Athletic Facility Use Policy

A. Purpose

Portland's Parks, Recreation, and Facilities Department (PRF) aims to enhance the quality of life through people, parks, and programming while creating lasting memories for the people of Portland and its visitors. The following policies and procedures aim to balance the intended use, the demand for varied uses, the need to maintain and upkeep the facilities and contents, and provide a safe environment for general use. This policy is subject to change.

B. Definitions:

- AAU/Elite/Travel Organizations: Programs that use tryouts, skill levels, and special invitations to form teams regardless of residency status.
- Adult: Participants aged 18 and older, excluding participants aged 18 and eligible to participate in a high school-sponsored sport.
- Allocation Adjustment Period: This period allows groups requesting advanced long-term use to return time they no longer want before the season starts. The group will only be financially responsible for modifications or cancellations after the deadline.
- Athletic Facility Allocation Period: The process of assigning or distributing fields to groups requesting long-term field use ahead of the season of use.
- For-profit: Any business, group, individual, or organization not certified as a 501c3.
- Level of Play: The skill and competition level of a group.
 - Youth Recreational: Programs that welcome participants of all skill levels.
 - Youth AAU/Elite/Travel: Programs that use tryouts, skill levels, and special invitations to form teams.

- Adult Recreational: Programs that welcome participants of all skill levels.
- Adult Competitive: Programs that use tryouts, skill levels, and special invitations to form teams.
- Non-Profit: A tax-exempt organization pursuant to the Internal Revenue Code Section 501(c)(3). Proof of exempt status must be provided yearly.
- Non-Resident: Organized groups with less than 75 percent of their active participants residing in the City of Portland or attending a Portland public or private school.
- Organized Use: Any use of an athletic field for an organized gathering, program, or event, such as those conducted by a city, school, league/organization, church, association/group, or company.
- Rental Season Timelines: Subject to change based on location, field conditions, and weather.
 - Spring Season: April 1- Mid-June
 - Summer Season: Mid-June- August
 - Fall Season: August- Thanksgiving
 - Winter: Day after Thanksgiving to March 31**
 - Use will be granted case-by-case, depending on weather, field conditions, and demand.
- Resident: Organized groups with 75 percent or more of their active roster or participants residing in the City of Portland or attending a Portland public or private school.
- Sports Camp/Clinic: A program that provides registered youth participants with skill-building instruction in one or multiple sports, typically lasting less than a week.
- Youth: Participants aged 17 and under or eligible to participate in high school-sponsored sports.

C. Athletic Facility Use and Availability:

A City-issued permit is required for Organized Use of all City-owned athletic fields. Unorganized, drop-in use of an available, un-prepped field by a few individuals not associated with an organized sports program is allowed without a permit.

PRF reserves the right to limit or suspend field access seasonally and during periods of inclement weather, poor playing conditions, damage, unsafe conditions, and for necessary field rest and maintenance requirements.

The Athletic Facility Reference Guide, which PRF maintains and updates regularly, exists to further define the City's business practices surrounding field use, timelines, and availability. Please consult the Guide for details about rules and regulations, responsibilities of the field users, and more.

D. Facility Scheduling and Allocation:

Requesting use of athletic fields can occur in two different ways, depending on the type of use.

1. Athletic Facility Allocation Process:

Organizations seeking to secure field space for long-term or multi-day use in advance are encouraged to request time during Athletic Facility Allocation.

To request permitted use, organized groups must:

- Complete reservation requests on MyRec during the open application period.
 - Emailed applications or requests will not be accepted.
 - Those requiring assistance should contact the PRF office at 207-808-5400 to schedule an appointment.
 - All required fields must be completed and submitted for the request to be considered. Action will only be taken on complete applications.

Next Steps in the Allocation and Permitting Process:

Once the request window closes, the Athletic Facility Use Coordinator will review and consider all applications. Facilities will be allocated equitably based on the Field Distribution Guidelines.

If accepted, a tentative permit will be issued, and applicants will have 14 days to review, request changes, and agree to the permit. Requests will only be considered reservations once a deposit has been received.

Added Time Requests:

- Outside of the allocation process, applicants seeking to add new dates should submit a request in MyRec at least 14 days before the requested date.
- Requests will be considered on a first-come, first-served basis.
- PRF will also consider an applicant's history of use, past practices, and good standing.
- All requests must be made on MyRec
 - Emailed applications or requests will not be accepted.

- Those requiring assistance should contact the PRF office at 207-808-5400 or email ballfields@portlandmaine.gov to schedule an appointment.
- All required fields must be completed and submitted for the request to be considered. Action will only be taken on complete applications.

2. Single Use Request:

Organizations or individuals seeking single-day use of an athletic facility will be considered after the allocation process is complete.

Single Day Use:

- Requests should be submitted at least 14 days before desired use.
- Permits will be issued on a first-come, first-served basis.
- PRF will also consider an applicant's history of use, past practices, and good standing.
- All requests must be made on MyRec
 - Emailed applications or requests will not be accepted.
 - Those requiring assistance should contact the PRF office at 207-808-5400 or email ballfields@portlandmaine.gov to schedule an appointment.
 - All required fields must be completed and submitted for the request to be considered. Action will only be taken on complete applications.

Short-Notice requests: (Less than 14 days)

PRF retains the right to deny requests made less than 14 days in advance. We will consider short-notice requests on the following terms:

- All requests must be received by Wednesday at noon for the following week (Monday-Sunday).
- No add-on requests other than lights, such as field lining, bathrooms, a PA system, or a scoreboard, will be granted.
 - This requires additional staffing, which we need notice to arrange.
- All fees must be paid in full within 48 hours of permit approval.
- There will be no refund for short-notice reservations, except in cases of PRF cancellation (field conditions, weather, etc).

E. Field Distribution Guidelines

To balance community-use demand with available facilities, PRF staff will review all timely field requests and divide the fields as equitably as possible.

In distributing fields, PRF will prioritize City uses, including:

- Portland Public Schools
- City-sponsored programs

In distributing the remaining field availability, PRF will consider various factors regarding the use and applicant, including but not limited to:

- Priority Agreement Holder.
- An organization's history of use, past practices, and good standing.
- The number of estimated users that a proposed use will serve.
- The nature of the proposed use, including;
 - Games will be considered over practices.
 - Consistency of the proposed use with the field type requested.
- In-season sports will be considered over off-season sports.
- Youth programs will be considered over adult programs.
- Residents will be considered over non-residents.
- Non-profit organizations will be considered over for-profit organizations
- Other equity considerations

When applicants file conflicting requests for field use, PRF may request to meet with all involved parties to find a solution that promotes equitable access and benefits the community.

Bumping Rights: Portland Public School and City programs have the right to preempt other users upon giving advance notice, except in extraordinary circumstances when advance notice is not possible.

F. Payments:

Athletic Facility Allocation Process:

- Upon receiving notification of permit acceptance, a 50 percent deposit is due within fourteen days.
 - If the deposit is not paid by the due date, the city reserves the right to cancel the reservation and release the dates to another organization.
 - If you need special accommodations, please contact the Athletic Facility Use Coordinator at ballfields@portlandmaine.gov or 207-808-5400.

- The remaining balance must be paid seven days before the first use date.
 - Users with long-term use reservations may pay monthly or by session.
 - If the balance is not paid by the due date, the city reserves the right to keep the deposit and cancel the reservation.
 - If you need special accommodations, please contact the Athletic Facility Use Coordinator at ballfields@portlandmaine.gov or 207-808-5400.

Single-Day Use and Added Time Requests:

- Rental Fees are due at the time of permit acceptance
 - If the total has not been paid within seven days of receipt of the permit, the city reserves the right to cancel the booking.
 - If you need special accommodations, please contact the Athletic Facility Use Coordinator at ballfields@portlandmaine.gov or 207-808-5400.

G. Cancellation Policy:

Cancellation made by the user:

Cancellations or modifications must be emailed to ballfields@portlandmaine.gov.

Cancellation policies vary depending on how the use was requested.

Athletic Facility Allocation Process:

- Each season will have an Allocation Adjustment Period or a period where applicants can return unwanted time or request modifications between the permit being issued and the deadline.
- Cancellations or modifications made after the deadline will result in a loss of the deposit (50 percent of the hourly fees)
- Cancellations made after the start of the season will receive a credit for the light fees, if applicable; however, there will be no credit for the hourly rental fee.

Single Use and Added Time:

- Cancellations or modifications made 14 days before the use date will be fully credited to the user's MyRec account.
- Cancellations made between 13 and 7 days before the use date will receive a 50 percent credit.
- Cancellations made within seven days will receive a credit for the light fees, if applicable; however, the hourly rental fee will not be credited.

PRF and Weather Cancellations:

- Inclement weather or wet field conditions may cause the City to revoke permission to use the fields, even for previously scheduled activities.

- Non-school users must check the PRF Cancellation Hotline (756-8130), the PRF website, or social media pages (Instagram and Facebook).
- PRF will update the hotline, website, and social media by 4:00 pm on weekdays and 8:00 am on weekends.
 - If any organization member uses the field after it's closed for the day, the organization risks losing the future use of all City of Portland athletic facilities.
- A credit will be issued to the user's MyRec account in the event of a weather cancellation.
- The user should follow the Added Time Request policy to reschedule.
- If the department deems the fields playable, teams may cancel independently but will still be charged for usage.