

**Parks, Recreation, and Facilities**

212 Canco Rd, Suite A

Portland, ME 04103

207-808-5400

[ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov)

January 2025



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# Athletic Facility Reference Guide

## General Expectations For All Facilities:

- 1) Users shall not use or consume illegal drugs, alcoholic beverages, and/or tobacco products within the public facility.
- 2) Users shall not engage in or allow illegal activity at the public facility.
- 3) Please respect the facility and all equipment.
  - a) Users are responsible for any loss or damage to the facility or equipment.
    - i) If damage occurs, please report it to PRF within 24 hours.
      - (1) By email: [parks@portlandmaine.gov](mailto:parks@portlandmaine.gov)
      - (2) By phone: 207-808-5400
    - b) Put away all equipment at the end of the scheduled time.
    - c) Soft toss or hitting drills are prohibited at, on, or around field fencing.
    - d) Do not climb over or on fencing.
- 4) The City shall not be liable for any damage or loss to any applicant's property from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
- 5) Be sure your reservation includes the desired time frame and accounts for potential extended play, warm-ups, and post-game cleanup. Other users, lights, and field maintenance are scheduled based on the time requested.
  - a) Teams must wait outside of the general playing surface of each field until the previous group departs.
- 6) The permit holder or their representative must be present at the facility with a copy of the permit to answer any questions that may arise and ensure all regulations are followed.
  - a) The representative may be a coach or league official over eighteen.
- 7) Please leave the facility in the same condition it was received.
  - a) Place all debris or garbage in appropriate trash receptacles or carry it out when you leave the facility.

- b) The facility should look as good as, or better than, it looked when entered.
- 8) Users should make themselves aware of the appropriate means of emergency egress and ensure all in attendance are aware of it.
- 9) In the interest of safety, spectators are not allowed on the track or field during games or practices.
- 10) Please follow all parking signage. No vehicles are allowed to park in grass or fenced areas at any of the City's fields/parks. The City of Portland Parking Control takes notice and reserves the right to ticket or tow all vehicles that:
  - a) Park illegally
  - b) Obstruct access to neighborhood homes and businesses and/or
  - c) Obstruct access by safety vehicles.
- 11) Please obey all local noise regulations and ordinances, including, but not limited to, Portland City Code Chapter 17, Section 20
  - a) Take note of noise regulations posted by each P/A system to reduce noise pollution outside Fitzpatrick and Memorial Stadiums.
- 12) A permit may not be sublet to a different organization. The Athletic Facilities Use Coordinator will work with current permit holders on any exchanges when both permit holders agree to the exchange. Unauthorized permit subletting shall result in an immediate loss of permit.
- 13) Field Users must adhere to all park and athletic field rules and regulations, including:
  - a) The Athletic Facility Use Policy
  - b) The Portland City Code
  - c) This reference guide.
  - d) Any notices, rules, and restrictions posted on site.
- 14) Prohibited items
  - Alcohol, tobacco, recreational drugs, or weapons
  - Sports drinks, soda, juices, and drink supplements
  - Gum, candy, and seeds
  - Metal or rubber spikes (Track only)
  - Animals.
    - Active, licensed service dogs are welcome.
  - Bikes or other wheeled mechanisms.
    - Unless they are for disabled users, please contact PRF at 207-808-5400 for arrangements.
  - Noise-producing items, including but not limited to:
    - Horns
    - Drums
    - Cowbells

If your group causes or notices any damage to the fields, equipment, or surrounding facility, please notify PRF by calling 207-808-5400 or [parks@portlandmaine.gov](mailto:parks@portlandmaine.gov)

- Damage reports should include:
  - Facility location/address
    - For facilities with multiple fields, please include the field name.
  - Description of the damage (what and where)
  - Photos, if possible.

Failure to follow all rules and regulations may result in the immediate termination of the Facility Use Permit and the forfeiture of future scheduled time, impacting the user's ability to obtain scheduled field time.

Questions? Contact the Athletic Field Use Coordinator, [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov) or Parks, Recreation, and Facilities at 207-808-5400

## **Insurance Requirements:**

Renters are recommended to provide proof of general liability insurance provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance to cover any bodily injury, death, and property damage, including loss or damage to public facilities or City equipment. All renters are recommended to provide proof of general liability insurance in the amount of Four Hundred Thousand Dollars (\$400,000). Additional insurance may be required at the Department's discretion based on the event's nature and circumstances.

1. All policies evidenced to the City shall name the City of Portland as an additional insured for coverage for claims for which the City does not have governmental immunity. This provision shall not be deemed a waiver of any defenses, immunities, or limitations of liability or damages available to the City under the Maine Tort Claims Act, immunity concerning the recreational use of land, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities, or limitations of liability available to the City.

2. Certificate Holder must read:

City of Portland  
212 Canco Rd, Ste A  
Portland, ME 04103

3. Proof of insurance is suggested at the time of booking or payment.

# **Athletic Facility Use:**

## **Portland Public Schools:**

**During the school year:** The school department will have priority on weekdays from 3:00- 8:00 pm for practices and games on turf fields and from 3:00 - 6:00 pm on grass fields. They will have priority on Saturdays from 8:00 am until noon (12:00 pm) on both grass and turf fields.

**During summer vacation,** The school department will have the following priority at their respective turf fields:

- June and July:
  - PHS: Weekdays from 7:00-10:00 am
  - DHS: Weekdays from 3:00-5:00 pm
- August: PHS & DHS: The last two weeks of the month are from 7:00 am to 7:00 pm.

## **Athletic Facility Use Permits:**

### **When an Athletic Facility Use Permit is Needed:**

- A City-issued permit is required for Organized Use of all City-owned athletic fields. Including, but not limited to:
  - League use (practices, games, tournaments)
  - Camps or Clinics
  - Social Uses
    - Corporate events
    - Birthday party
    - Filming and photography
    - Organized pick-up games
- Unorganized, drop-in use of an available, un-prepped field by a few individuals not associated with an organized sports group or program is allowed without a permit.

**The standard rental is for field use only.** Additional amenities, including but not limited to scoreboards, PA use, additional field lining, and building or bathroom access, may be priced separately.

### **When additional permits may be needed:**

- An event with a projected spectator attendance of over eight hundred
- Sale of food and beverages or non-food goods.
- Additional city staff or services are needed or required.

- Please refer to the [Public Assembly and Facilities Division \(PAFD\) website for additional information](#).

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

### **Lights Policy:**

Organizations using lights on athletic facilities are expected to respect the surrounding neighborhoods by strictly adhering to the policy and taking special care to minimize noise and other neighborhood impacts.

- Field use after sunset may not occur on an unlit field.
- Please factor in pre-game setup, game time, and post-game cleanup in your request. No more than a fifteen-minute buffer will be scheduled.

### **How to Request an Athletic Facility:**

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

1. Organizations seeking to secure field space for long-term or multi-day use in advance are encouraged to request time during Athletic Facility Allocation.
2. Organizations or individuals seeking single-day use of an athletic facility will be considered after the allocation process is complete. Requests should be submitted at least 14 business days before desired use and are scheduled on a first-come, first-served basis.

## **Athletic Facility Allocation Timelines:**

### **2025 Allocation Process:**

#### **Allocation Process Timeline:**

- Open request period: 4-6 weeks
- Request processing period: 14 days
  - The athletic facility use coordinator will have 14 days to process requests, starting the business day after permit requests are due.
  - Approved requests will be provided to applicants via a City of Portland-issued Facility Use Permit.
- Applicant review period: 14 days
  - Once permits have been issued, applicants will have 14 days to review their dates.

- Approved requests are not considered reservations until a 50 percent deposit is received.
- Deposits are due 14 days after the permit is sent.
  - The City reserves the right to release the requested dates if the deposit is received after the deadline.
- Allocation Adjustment Period:
  - Applicants can return unwanted time or request modifications between the permit being issued and the season's deadline.
  - Once time has been returned, it is no longer the applicant's financial responsibility and will be released to another group.
  - If applicable, a full credit will be given to the user's MyRec account.
  - Modifications or cancellations made after this period will forfeit the deposit.

**2025 Allocation Dates\*:**

Season:	Request Period Opens	Request Period Closes	Request Processing Window Opens	Request Processing Window Closes	Allocation Adjustment Deadline
Spring	January 10	February 17	February 18	March 3	March 18
Summer	January 10	February 17	February 18	March 3	April 15
Fall	April 15	May 31	June 2	June 16	July 15

*\*All dates are approximate and subject to change. Please refer to PRF's website for updated deadline information.*

**Future Allocation Process:**

(Will take effect September 1, 2025, for the 2026 Season):

**Allocation Process Timeline:**

- Open request period: 2 months
- Request processing period: 1 month
  - The athletic facility use coordinator will have one month to process requests, starting the business day after permit requests are due.
  - Approved requests will be provided to applicants via a City of Portland-issued Facility Use Permit.
- Applicant review period: 14 days
  - Once permits have been issued, applicants will have 14 days to review their dates.

- Approved requests are not considered reservations until a 50 percent deposit is received.
- Deposits are due 14 days after the permit is sent.
  - The City reserves the right to release the requested dates if the deposit is received after the deadline.
- Allocation Adjustment Period:
  - Applicants can return unwanted time or request modifications between the permit being issued and the season's deadline.
  - Once time has been returned, it is no longer the applicant's financial responsibility and will be released to another group.
  - If applicable, a full credit will be given to the user's MyRec account.
  - Modifications or cancellations made after this period will forfeit the deposit.

**Future Facility Allocation Dates:**

Season:	Renter Request Period Opens	Renter Request Period Closes	Request Processing Window Opens	Request Processing Window Closes	Allocation Adjustment Deadline
Spring	September 1	November 1	November 2	December 1	Feb 15
Summer	September 1	November 1	November 2	December 1	April 15
Fall	September 1	November 1	November 2	December 1	July 15

*\*All dates are approximate and subject to change. Please refer to PRF's website for updated deadline information.*

## Fees:

### Fitzpatrick & Memorial Stadium (Turf)

	Price per hour without Lights. July 1, 2024- December 31, 2025
Resident Youth Group	\$55
Resident Adult Group	\$100
Non-Resident Youth Group	\$110
Non-Resident Adult Group	\$200

### Grass Fields (Multipurpose and diamonds)

	Price per hour without lights. July 1, 2024- June 30, 2025	Price per hour without lights. July 1, 2025- December 31, 2025
Non-Profit Youth Groups (Recreational)	\$0	\$10
For-Profit Youth Group (Recreational)	\$50	\$50
AAU/Travel Organizations	\$50	\$50
Resident Adult Group	\$55	\$55
Non-Resident Adult Group	\$100	\$100

### Add-on Fees (Turf and Grass Fields)

Baseball/Softball Field Prep Weekend Surcharge*	\$10
Lights	\$75 per hour

\*For groups that book weekend baseball/softball games, a ten-dollar weekend field prep fee may be added after booking to offset the cost of field prep occurring outside of normal operations.



Tennis, Volleyball, and Basketball Court Rentals  
Tournaments, Camps, and Clinics

	Price per hour, per court July 1, 2024- December 31, 2025
Resident	\$25
Non-Resident	\$30