

Parks, Recreation, and Facilities

212 Canco Rd. Suite A

Portland, Maine 04103

207-808-5400

ballfields@portlandmaine.gov

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How to Request an Athletic Facility

Organized field use of an athletic facility is permissible by permit. Organized use can range from league use (practices, games, and tournaments) to camps and clinics to social uses such as company picnics, birthday parties, weekly pick-up games, family gatherings, filming, photography, and special events. All organized uses require a permit. Please contact Portland Parks, Recreation, and Facilities (PRF) at ballfields@portlandmaine.gov or 207-808-5400 to confirm if your gathering requires a permit.

For special events and use of public park facilities (non-athletic fields), please visit the City of Portland website for more information:

[Use of Public Space | Portland, ME - Official Website](#)

PRF offers athletic facilities for community use, including stadiums, multipurpose grass fields, and courts. A complete list of all facilities the city coordinates is available [here](#):

New for 2025, athletic facility requests will now be processed through MyRec. If you do not already have a MyRec account with the City of Portland, you will need to create one to submit requests.

If you need help, please contact ballfields@portlandmaine.gov or 207-808-5400 or schedule an appointment [HERE](#).

How to Create a MyRec Account**:

- There are two types of MyRec accounts: household and organization.
 - Household accounts are for individuals or families.
 - Organization accounts are for groups or companies.
- We recommend creating a separate account if you have a personal or household account and want to rent facility space for your organization.
 - Choose your organization's primary contact person.
 - Create your organization's account
 - Under Account Type, select Organization
 - Provide the Organization's name and the Primary Account Member's information.

- Create Account Login Information
- Add Members
 - If needed, additional members can be added and given their own logins.

Making a Reservation:

1. Login:

- Log onto your PRF MyRec account at the [City of Portland Parks, Recreation, and Facilities](#)
- If you forget your password, **please contact our office at 207-808-5400 for assistance.**
 - Do **NOT** create a second account.
 - Duplicates create confusion

2. Online Requests**:

- Once in your account, go to the “Facilities” tab.
 - Then, go to “Facility List” and select the facility for which you want to request space.
 - Click on that Facility and choose “Request this Facility”.
 - Complete and submit the online form and review the facility’s policies and rules.

Application Materials:

Before making your request, please make sure you have the following information available:

- **Certificate of Insurance**
- **Contact Information** will autofill from your account information. Please make sure that all information is correct and up to date.
- **Purpose of Reservation:** What will you be using the field for?
 - For example, soccer.
- **Head Count:** How many participants, including spectators?
- **Additional Questions:** This helps us gather more information about your rental request, including the type of use and competition level, to determine renter types and aid in the goal of equitable distribution of field time.
 1. Is this a game or a practice?
 2. What is the level of play?
 3. Is this a non-profit organization?
 - a. If your organization is registered as a 501(c)(3), please email a copy of a current, valid IRS tax exemption certificate to ballfields@portlandmaine.gov with the organization’s name in the subject line.
 - b. This will need to be provided once a calendar year
 4. Residency status of participants
 5. Any requested facility prep

3. Confirmation:

- The Athletic Facilities Use Coordinator will follow up with you to confirm or deny the request.

Permit Applications **must** be submitted online through the MyRec Portal.

****Applicants needing assistance creating a MyRec account or completing a request** can schedule an appointment [HERE](#). Or contact the Athletic Facilities Use Coordinator at 207-808-5400 or ballfields@portlandmaine.gov for additional information.