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# Athletic Facility Use Policy

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## 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:

- **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 the 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 501 (c) (3).
- **Level of Play:** The skill and competition level of a group.
  - **Youth Recreational:** Programs that welcome participants of all skill levels and compete in an in-house league.
  - **Youth Competitive (AAU/Elite/Travel):** Programs that use tryouts, skill levels, and special invitations to form teams, and/or compete in a travel league.
  - **Adult Recreational:** Programs that welcome participants of all skill levels compete in an in-house league.
  - **Adult Competitive:** Programs that use tryouts, skill levels, and special invitations to form teams and/or compete in a travel league.
- **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.
- **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 on a case-by-case basis, 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.

- **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. Insurance Requirements

Renters are required 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.

Organizations or groups running leagues, tournaments, clinics, camps, or regularly scheduled games or practices are required to provide proof of general liability insurance in the amount of one million dollars (\$1,000,000) for turf stadiums and four hundred thousand dollars (\$400,000) for all grass fields and athletic courts.

Additional insurance may be required at the Department's discretion, based on the nature and circumstances of the event.

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.

## D. 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, is intended to define further the City's business practices regarding field use, timelines, and availability. Please refer to the Guide for details on rules and regulations, field user responsibilities, and additional information.

## E. Facility Scheduling and Allocation:

Requesting the 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 the Athletic Facility Allocation process.

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 be considered reservations only after a deposit has been received and processed.

### **Added Time Requests:**

- Outside of the allocation process, applicants seeking to add new dates must 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](mailto: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.

Requests received after the allocation deadline will be processed in the order received, once the allocation processing period is complete, similar to added-time requests.

### **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 the 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](mailto: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 noon on Wednesday for the following week (Monday through 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 (e.g., field conditions, weather).

## F. 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 a meeting with all involved parties to identify a solution that promotes equitable access and benefits the community.

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

## G. Payments:

### Bookings made greater than 14 days in advance

- **Payment Grouping:** All long-term and single-day bookings will be grouped and billed monthly.
  - Any time added after the first of the month but fourteen days or more before use will be due within 48 hours of permit approval.
- **Deposit:** A 50 percent deposit is due upon permit acceptance.
- **Remaining Balance:** The remaining 50 percent balance must be paid on the first of the month in which the use occurs.
- If the deposit or balance is not paid by the due date, the City reserves the right to cancel the reservation and release the dates.

### Short-Notice Requests (Less than 14 days)

1. All rental fees must be paid in full within 48 hours of permit approval.
2. There will be no refund for short-notice reservations, except in cases of PRF cancellation (field conditions, weather, etc.).

### Special Accommodations

If you need special accommodations regarding payment, please contact the Athletic Facility Use Coordinator at [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov) or 207-808-5400.

## H. Cancellation Policy:

### Cancellation made by the user:

- Cancellations or modifications must be emailed to [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov) and vary depending on how the use was requested.

### Athletic Facility Allocation Process:

- Each season will have an Allocation Adjustment Period, during which applicants can return unwanted time or request modifications between the permit's issuance and the deadline.
- Cancellations or modifications made after the deadline remain the user's financial responsibility.

### **Bookings made greater than 14 days in advance (not in the allocation process):**

- Cancellations or modifications made 14 days or more will result in:
  - Before the First of the Month:
    - Full credit of that day's deposit
    - Removal of the remaining hourly rate from the invoice.
  - After the First of the Month:
    - Full credit of that day's deposit and hourly rate.
- 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.
  - **Note: Artificial Turf Fields (Fitzpatrick and Memorial Stadiums) are NOT closed due to rain.** Users can elect to cancel, but will not be eligible for a credit on the hourly rate.
- **All non-school-related weather closures will be posted on the City's [MyRec website](#).**
- PRF will update the MyRec website by 2:30 pm on weekdays and 7:30 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.
- Please contact [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov) to schedule your make-up date.
- If the department deems the fields playable, teams may cancel independently; however, they will still be charged for usage.