



Athletic Facility Reference Guide

Definitions:	2
General Expectations For All Facilities:	3
Insurance Requirements for Use of Outdoor Athletic Facilities	5
1. Turf Fields (Fitzpatrick Stadium & Memorial Stadium)	5
2. All Grass Fields and Athletic Courts	5
3. Insurance Documentation Requirements	6
Athletic Facility Use:	7
Facility Maintenance:	7
Portland Public Schools:	7
Athletic Facility Use Permits:	7
Lights Policy:	8
Light Scheduling:	8
2026 Sunset Billing Calendar:	8
Fitzpatrick and Memorial Stadium Rentals:	9
Sale of Food or Concessions:	10
Press Box and use of Amplified or Unamplified Sound:	11
Amplified Speech:	11
Music- Amplified or Unamplified:	11
Single Event Entertainment License on Public Property:	11
Annual Entertainment Licenses:	12
Noise Deposits:	12
Outbuilding Rentals:	12
Semi-Professional/Professional Teams:	13
Weather Cancellation:	13
Procedure for closing fields:	13
Sudden Weather:	14

Field Closure Guidelines:	14
How to Request an Athletic Facility:	15
What do I need to make a request?:	15
Athletic Facility Allocation Timelines:	16
Turf Facilities Allocation Process for 2026 Season:	16
Turf Facility Allocation Dates 2026:	17
Grass and Court Facilities Allocation Process for 2026 Season:	17
Grass and Court Facility Allocation Dates:	18
Facility Waitlist:	19
Fees:	19
Turf Field Rate:	19
Grass Field Rates:	20
Youth Recreation Group:	20
Youth Competitive (Travel/Elite/AAU) Groups:	20
Sports Court Rates:	22
Athletic Program Classification Review Form:	22
Classification Criteria	23
Program Indicators for Classification	23
Additional Notes:	23

Definitions:

- **Adult:** Participants aged 18 and older, excluding participants aged 18 and eligible to participate in a high school-sponsored sport.
- **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:** The recreation rate applies to open-enrollment programs that welcome players of all skill levels. Including
 - Focus on fundamentals and skill building
 - An “everybody plays” philosophy
 - Primarily offers “in-house” play
 - **Youth Competitive:** In addition to the above recreational characteristics, this classification applies to youth programs that offer higher-intensity play and a focus on advanced skill development. Other factors include field impact, competition level, and/or use of tryouts. Includes:
 - Portland Public Athletics
 - High School level
 - Middle School level
 - AAU/Elite/Travel 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.
- **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.

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
 - (2) By phone: 207-808-5400
 - b) Return all equipment to its designated storage area 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 your requested time.
 - a) Teams must wait outside the general playing area of each field until the previous group has departed.
- 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 who is eighteen or older.

- 7) Please leave the facility in the same condition it was in when you received it.
 - a) Place all debris and garbage in the designated trash receptacles or carry it out when you leave the facility.
 - b) The facility should look as good as, or better than, it did when it was first entered.
- 8) Users should be aware of the appropriate means of emergency egress and ensure that all attendees are also aware of it.
- 9) For the sake of safety, spectators are not permitted on the 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 the 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 the 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

- 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 forfeiture of future scheduled time, which will impact the user's ability to obtain scheduled field time.

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

Insurance Requirements for Use of Outdoor Athletic Facilities

A certificate of insurance, naming the City of Portland as an additional insured, is required to rent all City of Portland outdoor athletic facilities.

1. Turf Fields (Fitzpatrick Stadium & Memorial Stadium)

- Renters are required to provide proof of **general liability insurance with a minimum coverage of \$1,000,000** if the field use includes organized services, such as:
 - Leagues
 - Tournaments
 - Clinics
 - Camps
 - Scheduled games or practices
- Private or informal use (e.g., a family gathering or pick-up game) may be evaluated **on a case-by-case basis**. Insurance may be required at the discretion of the Department.

2. All Grass Fields and Athletic Courts

- Renters are required to provide **general liability insurance in the amount of \$400,000** if the field use includes organized services, such as:
 - Leagues
 - Tournaments
 - Clinics
 - Camps
 - Scheduled games or practices
- Private or informal use (e.g., a family gathering or pick-up game) may be evaluated **on a case-by-case basis**. Insurance may be required at the discretion of the Department.

For users who do not carry liability insurance, check with your provider to see if they offer TULIP (Tenant User Liability Insurance Program) coverage. It is designed for third-party users who do not carry liability insurance and is offered at a low cost.

3. Insurance Documentation Requirements

- All policies submitted must name the **City of Portland** as **additionally insured** for claims not protected by governmental immunity. This does **not** waive any defenses, immunities, or limitations of liability available to the City under:
 - The Maine Tort Claims Act
 - Recreational Use Immunity
 - Other applicable Maine statutes or case law
- The **Certificate Holder** section must read exactly as follows:

**City of Portland
212 Canco Road, Suite A
Portland, ME 04103**

- Proof of insurance is **required** and must be submitted **at least fourteen days before the start of the season** (first use date).

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

Athletic Facility Use:

Facility Maintenance:

Portland's Athletic Facilities are cared for by our Ballfields crew, overseen by the Athletic Facilities Supervisor. In addition to turf management operations, the crew regularly performs routine maintenance, including mowing, trimming, and litter removal.

Standard field rentals include field use and routine maintenance.

Game prep is available by request and at the discretion of the Athletic Facilities Supervisor. Game prep is not included in the standard hourly rate and may have additional fees. **Examples of game prep include**, but are not limited to:

- Painted lines on multipurpose fields
- Groomed and lined on baseball and softball diamonds
- Field markers and scoreboard, PA, and restroom access at turf stadiums

Portland Public Schools:

During the school year, the school department will have priority on weekdays from 3:00 to 8:00 p.m. for practices and games on turf fields and from 3:00 to 6:00 p.m. on grass fields. They will have priority on Saturdays from 8:00 a.m. until noon (12:00 p.m.) 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:
 - Weekdays from 7:00-10:00 am
- August: 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 impacts on the neighborhood.

- 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.

Light Scheduling:

- Lights will automatically be added to any rental that occurs after sunset.
- For billing purposes, lights will be scheduled in 15-minute increments in MyRec (see chart below).
- The lights themselves will be scheduled for “sunset,” and the system will automatically turn them on as it starts to get dark (the “offset” time).

2026 Sunset Billing Calendar:

Date (2026)	Sunset Time (PM)
March 29- April 7	7
April 8- April 20	7:15

April 21 - May 2	7:30
May 3 - May 15	7:45
May 16- May 31	8:00
June 1- July 22	8:15
July 23- Aug 4	8:00
Aug 5- Aug 14	7:45
Aug 15- Aug 24	7:30
Aug 25- Sept 1	7:15
Sept 2 -Sept 10	7
Sept 11- Sept 18	6:45
Sept 19- Sept 26	6:30
Sept 27- Oct 4	6:15
Oct 5 - Oct 13	6
Oct 14- Oct 22	5:45
Oct 23 - Oct 31	5:30
Nov 1	4:30
Nov 2- Nov 14	4:15
Nov 15- Thanksgiving	4

Fitzpatrick and Memorial Stadium Rentals:

A standard athletic facility permit includes the field use only. This includes our artificial turf stadiums, Fitzpatrick and Memorial. We understand that many groups wish to use the Stadium’s amenities to offer their members an enhanced experience. **Please note that using these amenities, such as the PA system, scoreboard, and bathrooms, may require additional staff, fees, or permits.**

We created the [Stadium Rental Event Form](#) to gather the necessary information to determine which extras you wish to use.

1. Request the desired date in [MyRec](#).
2. **Answer “yes” to Question 5:** “Standard rental fee includes field use only. Do you wish to have amplified sound, charge admission, or sell food or merchandise at your event?” to request use of Stadium amenities.
3. **If the date is approved,** you will receive a link to the Stadium Rental Form in the email confirmation.
4. **Complete and submit the [Stadium Rental Form](#).**

- Once received, the Athletic Facility and Public Assemblies team will review your answers and follow up with any questions, approvals, and limitations.

The Why: It takes our booking coordinators and event manager time to organize an activity or event successfully. We understand that you may not have finalized all the logistics several months in advance. That’s okay, please provide us with as much information as possible. It is easier to scale back as we get closer to your event date.

Please note that if your organization wishes to have amplified sound, sell concessions or other merchandise, additional permits or insurance may be required.

Sale of Food or Concessions:

When do you need additional insurance or permits?				
Activity	Insurance Required?	Temp Food Service License Required?	Street Goods Vendor License Required?	Special Conditions / Hazard Notes
Selling food to the general public	Yes	Yes	No	None
Giving away food to the general public	Yes	No	No	None
Selling food to invited or registered participants	Yes	Yes	No	None
Giving away food to invited registered participants	No	No	No	None
Grilling (Standard Gas Grills Only)	Yes	N/A	N/A	A fire extinguisher must be present for each grill.
Selling Any Merchandise	Check with Provider	No	Yes	None

Additional Permits: Serving or selling food or other goods during a rental may require permits from the City of Portland’s Business Licensing office.

- **A temporary food service license is required when selling any food**, regardless of the method of preparation or the customer base.
- **A street goods vendor license is required when selling any merchandise**, regardless of the customer base.

For more information, please contact the Business Licensing office at bl@portlandmaine.gov or 207-874-8557.

Additional Insurance:

On the certificate insurance for your event, in the description of operations, include a specific sentence indicating the coverage for your organization to sell food or other goods.

Press Box and use of Amplified or Unamplified Sound:

Each press box is equipped with a PA system and scoreboard controls. Operating instructions are located on the control panel's door. **Updated SOPs (Standard Operating Procedures) coming in Spring of 2026.**

Amplified Speech:

- Amplified Speech, like game announcements, does not require a license.
- A sound security deposit may be necessary.
- Noise levels must still be below those permitted by Portland City Code Chapter 4, and decibel levels cannot exceed 85 dBa/95 dBc.

Music- Amplified or Unamplified:

If you plan to have any type of music (including during warm-ups, halftime performances, live music, DJ sets, etc.), your event may require an Entertainment License.

Single Event Entertainment License on Public Property:

- **Issued by Parks, Recreation, and Facilities- Public Assemblies division.**
- **Fee: \$50 per single event.**
- **Allows one event lasting up to 8 hours in one 24-hour period.**
- **No more than five Single Event Entertainment Licenses may be issued for events at any one premises in any twelve-month period.**
- **Completed applications must be submitted to the Outdoor Events Booking Coordinator at least seven business days before the licensed event.**
 - Please email completed applications to Rusty Groh- Outdoor Events Booking Coordinator: rgroh@portlandmaine.gov

Annual Entertainment Licenses:

- **Six or more events** in a twelve-month period.
- **Issued by Business Licensing.**
- Cost: \$700 per year.
- Require Sound Mitigation Plan.
- **Approved by City Council.**
- Completed applications are due at least four weeks before the last council meeting preceding the first event.

Noise Deposits:

- Paid before the license is issued
- Calculated based on the number of attendees
- The City will keep the deposit if the licensee fails to mitigate noise impacts to the community during the event. (Decibel levels exceed those permitted by the Portland City Code Chapter 4).
 - Licensee cannot exceed:
 - 85 dBa
 - 95 dBc

Anticipated Attendees	Noise Deposit Amount
Less than 200	\$100
200 to 500	\$250
501 to 1000	\$500
1001 plus	\$1000

Outbuilding Rentals:

Locker Rooms, Team Rooms, and/or Officials' Rooms:

- **Please note that both Stadiums are standalone fields and do not have locker rooms or team rooms.**
- Equipment sheds, storage pods, and Press Box rooms are intended solely for their designated purposes and are not available for use as changing rooms, concessions, or any other purpose.
- **Deering High School and King Middle School are Portland Public Schools properties, and all rooms within the buildings (including locker rooms) are managed and [rented by the schools' facilities department.](#)**

- Portland Expo and Troubh Ice Arena locker rooms are for the renters of those facilities and their tenants, and are not available to Fitzpatrick Stadium users.

Concession Stand:

- Available to lease through Public Assembly Facilities- Food & Beverage division.
- A Temporary Food License through Business Licensing is still required.

Semi-Professional/Professional Teams:

Fitzpatrick and Memorial Stadium are community fields used by Portland High School, Deering High School, and various community groups. While the venue is equipped with bleachers, PA systems, and scoreboards, other amenities are limited. If you are a semi-professional or professional team looking to hold an event at one of these stadiums, please:

- Email ballfields@portlandmaine.gov with the following information:
 - Organization or Team Name
 - Team's league and sport
 - Anticipated attendance
 - All facility requirements of your league, including
 - Rules and Regulations Documents
 - League's Bylaws
 - Desired dates/timeline
 - The type of event you are looking to hold

The Athletic Facility Booking Coordinator will contact you regarding date availability. If the facility is available, you will be directed to fill out the Stadium Rental Event Form. Once completed, it will be reviewed by both our Athletic Facilities and Public Assembly Facilities teams to determine if we can support your event.

Weather Cancellation:

- PRF can close fields at any time due to bad weather, voiding related permits.
- Closures are decided on a case-by-case basis.
- **No activities, permitted or otherwise, are allowed when fields are closed.**
- Permitted user groups must assess game conditions on their field.
- Questions? Email ballfields@portlandmaine.gov or call 207-808-5400.

Procedure for closing fields:

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 weather-related closures will be posted on the City's [MyRec website](#).**
 - Alert banner on the homepage
 - Automated email to the permit holders.
 - Add noreply@receipts.myrecdepartment.com to your contact list to ensure delivery.
- **Weekdays (excluding federal holidays):**
 - A final decision will be made by 2 pm
 - Notification will be made by 2:30 pm
- **Weekends and Holidays:**
 - When possible, a decision will be made by 2:00 pm on Friday, based on current and anticipated field conditions and the current forecast.
 - If not, a decision will be made by 7:00 a.m., with notification sent by 7:30 a.m.
- **Portland Public Schools:**
 - To allow for notification to bus drivers, a decision will be made by 11:00 am on Weekdays and 7:00 am on Weekends.

Sudden Weather:

- Play at your own risk.
- Use your best judgment and discontinue use if field conditions worsen.
- Email ballfields@portlandmaine.gov if you discontinue play due to weather or field conditions.

Field Closure Guidelines:

In determining whether to close the field, the City shall consider the following factors:

- Current condition of the field as it relates to playability and safety, including:
 - Grass can be easily dislodged from parks by play.
 - Visible standing water
 - Soft, waterlogged ground that releases water when stepped on
 - Unstable or slippery footing
 - Lightning present or thunder heard within the last 30 minutes
 - Snow covering the field (removal prohibited)
- Current weather
- Forecasted weather
- Intended use and potential for user injuries
- Intended use and potential for damaging the fields
- Long-term effect or impact on the fields
- Unforeseen maintenance repairs or hazards

How to Request an Athletic Facility:

Requests to use athletic fields can be submitted in two ways, depending on the intended 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 days before the desired use and are scheduled on a first-come, first-served basis.

What do I need to make a request?

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

- **Updated Contact Information**
- **Event/League Information:**
 - Purpose (sport)
 - Type of Use (Game, practice, clinic, etc)
 - Level of Play
 - Head Count
- **Non-Profit Status:** Organizations looking to be considered non-profit must:
 - Email a copy of a current, valid IRS tax exemption certificate to ballfields@portlandmaine.gov with the organization's name in the subject line.
 - This will need to be provided annually.
- **Desired facility access, prep, and out-of-season equipment:** Standard rental is for field use only, and goals are netted depending on the season's use (school sports schedule) or by request.
 - Removing the nets allows us to preserve the field and the goals, helping keep costs down.
 - Out-of-season use of goals will be evaluated on a case-by-case basis by the Athletic Facilities Team.
 - Please indicate at the time of your request if you need field prep.
- **Residency Status:** Organizations looking to receive the resident rate must:
 - Email a team or participant roster five days before the start of the program/event

Athletic Facility Allocation Timelines:

Athletic Facility Allocation Period: The process of assigning or distributing fields to groups requesting long-term field use ahead of the season of use.

Starting with the 2026 season, we will split the allocation process into two: one for the turf facilities and one for grass and outdoor court facilities.

Turf 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.

Turf Facilities Allocation Process for 2026 Season:

Turf facilities will return to a single allocation period covering the full outdoor athletic season. Unlike previous years, requests will open up in September for the following year. Groups and Individuals will have two months in the fall to submit requests for field time in the following Spring, Summer, and Fall.

Turf Allocation Process Timeline:

- Open request period: 2 months
- Request processing period: 1 month
 - The athletic facility booking coordinator will have one month to process requests, starting the business day after permit requests are due.
 - Approved requests will be placed “on hold,” and an email notification will be sent to the applicant through MyRec.
- Applicant review period: 14 days
 - Once placed on hold, applicants will have 14 days to:
 - Review their dates
 - Complete “Stadium Rental Event Form” (if applicable)
 - Pay a 50 percent deposit.
 - Deposits:
 - Approved requests are not considered reservations until a 50 percent deposit is received.
 - 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.

Turf Facility Allocation Dates 2026:

Turf Fields					
Season:	Request Period Opens	Request Period Closes	Processing Window Opens	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.*

Grass and Court Facilities Allocation Process for 2026 Season:

Due to the unpredictability of Maine’s weather, we have decided to keep the Grass and Court facilities split into two allocation periods: Spring/Summer and Fall.

Grass Rental Season Timelines:

Subject to change based on location, field conditions, and weather.

- Spring Season: Beginning of May- Mid-June
- Summer Season: Mid-June- August
- Fall Season: August- End of October/Beginning of November
- Winter (Turf Use Only): Day after Thanksgiving to March 31*
 - *Use will be granted on a case-by-case basis, depending on weather, field conditions, and demand.

Allocation Process Timeline:

- Open request period: 3 weeks
- Request processing period: 2 weeks

- The athletic facility booking coordinator will have two weeks to process requests, starting the business day after permit requests are due.
- Approved requests will be placed “on hold,” and an email notification will be sent to the applicant through MyRec.
- Applicant review period: 14 days
 - Once placed on hold, applicants will have 14 days to:
 - Review their dates
 - Pay a 50 percent deposit.
 - Deposits:
 - Approved requests are not considered reservations until a 50 percent deposit is received.
 - 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.

Grass and Court Facility Allocation Dates:

Grass Fields and Courts:					
Season:	Request Period Opens	Request Period Closes	Processing Window Opens	Processing Window Closes	Allocation Adjustment Deadline
Spring	January 4	January 25	January 26	February 6	March 25
Summer	January 4	January 25	January 26	February 6	May 13
Fall	April 27	May 17	May 18	May 29	July 29

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

Facility Waitlist:

Our athletic facilities are in high demand, and space may not always be immediately available. If you're interested in reserving a facility that is currently booked, please complete [our waitlist form](#).

- **Submitting a request via the waitlist form does not guarantee that space will become available.**
- Requests are processed in the order received. All waitlist submissions are timestamped and reviewed in the order received.
- **Notification Timeline:** If space becomes available, the City will contact the requester using the contact information provided. You will have twenty-four hours to confirm your reservation before we move to the next group on the list.
- **Limit on multiple requests:** Please submit only one waitlist entry per facility per date. Duplicate entries will be removed.
- **Eligibility:** Only groups in good standing will be considered for openings. This includes timely submission of payments and insurance documentation.

Fees:

The Portland City Council sets user fees to help offset the cost of routine maintenance resulting from typical wear and tear. Rates vary based on several factors, including, but not limited to: playing surface, level of play, city resources used, and participants' residency.

Turf Field Rate:

Participants' residency and age determine turf rates.

Turf Fields (Fitzpatrick & Memorial Stadium)	
	Price per hour (without lights.) January 1, 2026- December 31, 2026
Resident Youth Group	\$65
Resident Adult Group	\$100
Non-Resident Youth Group	\$130
Non-Resident Adult Group	\$200

Turf Fields (Fitzpatrick & Memorial Stadium)	
Portland Public School	\$62

Grass Field Rates:

In addition to residency and age, grass rates are determined by the program’s level of play.

Youth Recreation Group:

(Previously, our Non-Profit Recreation Rate)

The recreation rate is intended for open-enrollment programs that welcome players of all skill levels.

Programs under this classification have:

- An “everybody plays” philosophy
- Focus on learning fundamentals and building the skills of its participants
 - Assessments or tryouts should be used only to create balanced teams within the league.
 - Programs using evaluations to exclude or "cut" participants based on skill do not qualify for this rate.
- Primarily offer "in-house" gameplay.
 - Exceptions may be granted by the Department for emerging sports or limited regional exchange.

Other Factors:

- **Residency:** At least 75% of active participants must reside in the City of Portland. (Groups with less than 75% residency will be classified as Non-Resident).

Youth Competitive Groups:

(Previously, our AAU/Elite/Travel and/or For Profit rate)

In addition to the above recreation characteristics, this classification applies to youth programs that offer higher-intensity play and a focus on advanced skill development.

This rate focuses on the **field impact of these groups**, which, due to the frequency and advanced nature of play, cause greater wear and tear and/or a higher level of field maintenance to keep athletic surfaces safe and playable.

Competition Format:

One or more of the following situations apply:

- Participates in a Regional, National, or Statewide League
 - Primarily plays games against non-Portland teams
- Travels to external tournaments
- Participates in leagues that offer playoffs, promotion, or other competitive play
- Offers a similar level of competition as Portland’s Public Middle and High Schools

Other Factors:

- **Selection Process:** The program uses tryouts, invitations, or skill-based assessments to "cut" participants.
- **Residency:** At least 75% of active participants must reside in the City of Portland. (Groups with less than 75% residency will be classified as Non-Resident).
 - **School Exception:** Portland public and private school-sanctioned events qualify for the resident competitive rate, regardless of the roster’s specific residency percentage.

Grass Fields (Multi-Sport and Diamonds)	
	Price per hour (without lights) January 1, 2026- December 31, 2026
Resident Youth Recreation Groups	\$10
Non-Resident Youth Recreation Group	\$50
Resident Competitive Youth Group	\$50
Non-Resident Competitive Youth Group	\$75
Resident Adult Group	\$55
Non-Resident Adult Group	\$100
Portland Public School	\$47

Add-on Fees (Turf and Grass Fields)		
	Effective January 1, 2026 - December 31, 2026	
	Resident	Non-Resident
Overtime Weekend Surcharge*	\$20 per hour**	\$20 per hour**
Lights	\$75 per hour	\$125 per hour

*Formerly the Baseball/Softball Weekend Surcharge.

**For groups that book rentals that create overtime, a twenty-dollar hourly fee may be added after booking to offset the cost of crew overtime. This includes field prep and PA/Scoreboard use.

Sports Court Rates:

Rates are determined by the participants’ residency status, regardless of age, profit status, or competition level.

Sports Court Rentals* (Racquet Sports, Futsal, Basketball, and Volleyball)	
	Price per hour, per court July 1, 2024- December 31, 2026
Resident	\$25
Non-Resident	\$30
Payson Park Racquet Sport Courts	\$0
Portland Public Schools	\$25

*Courts will remain free for drop-in use.

Athletic Program Classification Review Form:

This form is used to ensure organizations are assigned the appropriate fee classification based on their operational structure and program delivery. Applicants may submit this request to have their current classification reviewed for potential adjustment.

Classification Criteria

To be eligible for a reclassification review, the following administrative requirements must be met:

- Applicant must provide a valid **501(c)(3) nonprofit certificate** or equivalent federal tax-exempt documentation.
- The **organization must be in good standing** with the department, with no outstanding balances or unresolved facility use violations
- The scheduled activity must demonstrate a clear community purpose and maintain accessible, inclusive programming for all participants.
- Review requests **must be submitted at least 30 days prior** to the requested date of use.
- All facility rental materials, including valid insurance certificates (if applicable), must be finalized and approved.

Program Indicators for Classification

The Athletic Facilities Team considers various operational characteristics when determining the final fee classification, including but not limited to:

- Programs specifically designed for youth populations.
- Activities supporting new or developing athletic disciplines.
- Programs intentionally serving unserved or underrepresented populations.
- Locally-based programs and initiatives.
- Events offered to the general public at little or no cost to the attendee.
- The organization's history with the department

To request review, please complete the online [Athletic Program Classification Review Form](#). The Portland Athletic Facilities team will review submissions monthly.

Additional Notes:

- Submission of a reclassification request **does not guarantee approval**.
- Requests will be reviewed on a case-by-case basis.