

**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

## Application Materials:

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

- **Contact Information** will autofill from your account information. Please make sure that all information is correct and up to date.
- **Purpose of Reservation:** What sport or activity will you be using the field for?
- **Head Count:** How many participants, including spectators?
- **Additional Questions:**
  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](mailto:ballfields@portlandmaine.gov) with the organization's name in the subject line.
    - b. This will need to be provided once a year
  4. Residency status of participants
  5. Facility Prep
    - a. Grass Fields: Facility prep needed
    - b. Turf Stadiums: Do you wish to have amplified sound, charge admission, or sell food or merchandise at your event?

## 1. Login:

- Log onto your PRF MyRec account at the [City of Portland Parks, Recreation, and Facilities](#)
  - Don't have an account? [Create a personal or organizational account.](#)
- 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”.
  - Follow the prompts to select desire date, time, and answer all questions.
- **Things to keep in mind when requesting dates:**
  - **Group requests to keep invoices concise and easy to read.**
    - **Group dates monthly** (I.e, May dates in one request, June dates in another)
    - **Organizations with multiple leagues should have a separate request for each league.**
    - Other groupings to consider:
      - Practice requests should be separate from game requests
      - Separate requests for multiple facilities
  - **Fifteen Minute Buffer Rule:** A scheduled period to allow groups to wrap up their last play and safely exit the field.
    - **When making a request, if the system says your request is “unavailable” but it looks open on the calendar, try adjusting your start time back fifteen minutes.**
      - If you continue to have trouble, take a screenshot (PC: prt scn, Mac: command + shift + 3) and email [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov).

## 3. Confirmation:

- The Athletic Facilities Use Coordinator will review and approve or deny your request.
- **Approvals will not be considered a reservation until the following have been received:**
  - **Deposit**
  - **Certificate of Insurance**
  - **Any applicable additional information, including:**
    - [Stadium Request Form](#) (Turf Rentals- “yes” on question 5)
    - 501(c)(3) Certificate (Non-Profit Organizations)
    - Team or Participant Roster (Resident Organizations)

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](#) or contact the Athletic Facilities Use Coordinator at 207-808-5400 or [ballfields@portlandmaine.gov](mailto:ballfields@portlandmaine.gov) for additional information.**