



CITY OF PORTLAND  
DEPARTMENT OF RECREATION & FACILITIES MANAGEMENT  
Athletic Facilities Usage Policy

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It is the goal of the Athletic Facilities Division, a part of the Portland Recreation and Facilities Management Department to provide beautiful, well-run sporting facilities for the citizens of Portland and all others who wish to use them. It is the intention of this policy to provide a simple and fair application procedure to facilitate that goal.

*This policy covers the use of the following facilities for all organized sports and activities: Fitzpatrick & Memorial Stadiums, Hadlock Field, Payson Park Fields, Kiley Softball Field, Quinn Softball Field, Dougherty Fields, Riverton Fields, Deering High School Complex, Lyman Moore Fields, Deering Oaks Baseball Field, Preble St. Field, Fox St. Field, East End School Softball Field and all tennis / basketball / volleyball courts and any other unmentioned athletic City owned facility.*

#### A. School Use: September-June ~ Use During the School Year

The School Department has priority for practices and games on weekdays for the turf fields from 2:30 PM to 7:00 PM and on grass fields till 6:00 p.m. The School Department will have priority on Saturdays until noon for games and practices. No field use may be schedule outside those times without written authorization by the Athletic Facilitates Manager.

- All athletic facility use will be scheduled through the Athletic Facilities Manager.
- It shall be the responsibility of each school's Athletic Director to furnish the Athletic Facilities Division with a schedule of all games and practices, at the earliest possible date. The AD must also notify the Athletic Facilities Manager of any schedule changes due to cancellations, postponements, deletions, additions, etc. Schedule changes for use of fields for games and practices are not final until the Athletic Facilities Manager approves such changes.
- All schedule changes must be made at least 24 hours in advance, whenever possible. The Athletic Facilities Department will not guarantee that fields will be lined if the notification is less than 24 hours in advance.
- Field lining materials used to line fields for scheduled games will be charged to the respective school for the actual cost of materials used. The School Department will be responsible for overtime for the Athletic Facilities Staff as needed.

#### B. Public Use of Portland's Athletic Facilities

The Athletic Facilities Division Manager schedules the use of City athletic facilities. All organizations or groups must schedule their use with Athletic Facilities Manager in order to ensure access. In order to use a field, court or facility, an application must be obtained from the Athletic Facilities Division. Once the application has been scheduled and the use paid for in advance, a permit will be given to the team / group leader and must be in possession of someone at the field site.

- Organizations or Programs claiming "Portland Resident" status need to have 2/3 of its active roster or participants to be considered City of Portland residents. Rosters with proof of residency are required. See section G.
- Scheduled time for team use will be strictly enforced. When applying for time, please ensure your warm-up time and entire time needed for a game are requested. Because of field time constraints, teams will not be allowed to start early or finish late.
- ***The consumption of alcoholic beverages, tobacco products or use of illegal drugs by players or spectators on city-owned property is prohibited.*** Violations of this policy will result in the cancellation of the particular game being played and, if necessary, the remaining games. Players, spectators, tournament directors, coaches, captains, etc., may have their user privileges revoked upon the severity of the infraction.
- Leagues, organizations and individuals who utilize the athletic fields are responsible for the conditions of the fields they use. Debris or garbage must be picked up and placed in appropriate trash receptacles if available or carried out. Equipment (bases, goals, etc.) will not be supplied by Portland Recreation.
- All vehicles must be parked in designated parking areas, no vehicles are allowed to park in any grass areas at any of the City's fields / parks.
- The Athletic Facilities Division has the right to grant or reject any application for field use for any reason.

## C. Usage Policies For The Individual Fields:

### Hadlock Stadium Usage Policy

#### Portland Sea Dogs

The Sea Dogs have contracted with the City of Portland to be the Primary Tenant at Hadlock Stadium. This gives them priority in scheduling of games / special events. Any and all other event must be scheduled with the Facilities Management Department (Formally PAF).

#### School Department:

The School Department has usage of Hadlock Stadium for their home varsity baseball games. These games and any use must be scheduled through Portland's Facility Management Department (formally PAF) 874-8200.

### Fitzpatrick & Memorial Stadium Usage Policy

Scheduling of Fitzpatrick & Memorial Stadiums is to be done by the City of Portland's Athletic Facilities Division. Any event with: ticket sales, locker room needs or a projected spectator attendance in excess of five hundred (500) is a special event and requires a rental agreement with Facilities Management (Formally PAF). The Portland Recreation Division reserves the right to turn any event over to Facilities Management, as a special event, if it's in the sole opinion that spectator attendance is likely to exceed 500. These events require that you contract for event management staff, other required staff and any auxiliary facilities through Facilities Management.

### **Prioritization of Use**

#### The School Department will have use of the facility in the fall and spring during the school year:

- Monday through Friday from 2:30 PM – 7:00 PM. (no exceptions) excluding varsity football games on Friday nights or other nights due to extenuating circumstances such as religious holidays. Thursday nights before Friday games the football squad may have the field till 8pm (if no other Athletic Facilities Division event is scheduled) for practice / walk through under the lights. This will be scheduled through Athletic Facilities Division.
- Saturdays the School Department will have priority scheduling until 12:00 PM. On all Saturdays the field will be available for recreational users beginning 12:00 PM.
- Scheduled time for team will be strictly enforced. When applying for time, please ensure your warm up time and entire time needed for a game are requested. Because of field time constraints, teams **will not be allowed to start early or finish late unless authorized**.
- At the end of scheduled time all groups must move any goals or equipment used, outside of the fenced in track / field areas unless otherwise directed by Athletic Facilities personnel.
- The School Department will work with the Athletic Facilities Division to schedule football team practice at Fitzpatrick & Memorial Stadiums in inclement weather so that natural grass fields will not be damaged. High School football practice in inclement weather should be a priority over non-varsity games.
- The School Department will be responsible for scheduling all school games at Fitzpatrick & Memorial Stadiums through the Athletic Facilities Division.
- School Booster groups are to be charged at youth resident rates.
- Any group using the fields which is school related but not an actual "school team event" during or after the school year will be charged at the youth resident rate.

### **Recreational Groups**

- Resident groups will have priority at Fitzpatrick & Memorial Stadiums after the times allocated to the Portland School Department. This includes both youth and adult programs.
- Priority for scheduling will be Portland Youth, Portland Adults, and then non Portland- resident users.
- Scheduled time for team use will be strictly enforced. When applying for time, please ensure your warm up time and entire time needed for a game are requested. Because of field time constraints, teams will not be allowed to start early or finish late. Teams must wait outside the fenced areas for the off going teams to leave.
- At the end of scheduled time all groups must move any goals or equipment used, outside of the fenced in track / field areas unless otherwise directed by Athletic Facilities personnel.

***Please be careful of the track surface at Fitz and fences & landscaping everywhere!***

#### D. Fee Schedules

All reservations are subject to a non-refundable \$10 processing fee. Field reservations are not confirmed and will be tentative until 50% of the field usage fee is received. All fees are due a minimum of 20 days prior (or game day if made inside of 20 days) to the first date of scheduled use. The City shall assess a late charge of 5 percent per month if the field rental fees are not received before usage. Groups with outstanding bills cannot reserve fields and lose any priority status until old bills are paid.

**No field may be used without payment in full and a verified roster (for residency status – copy of a license for adults, addresses for youths). Fees are assessed on reserved time not time used.**

#### E. City's Cancellation of Field Use Policy

##### School Activities:

The following process is used to determine if games or practices will be played.

- The Athletic Facilities Supervisor inspects fields and recommends to the Athletic Facilities Manager to cancel games.
- The Athletic Facilities Manager contacts the affected school's Athletic Director regarding cancellations.
- The Athletic Facilities Manager will make the final determination on the decision.

##### Non School Activities:

In the event of inclement weather or wet field conditions, the City may withhold permission to use fields, even for previously scheduled activities. The Athletic Facilities Division reserves the right to cancel or postpone any scheduled games, events, and/or practices due to field conditions and/or priority schedules. If for any other reason a field needs to be cancelled, i.e. irrigation leak, Athletic Facilities Manager will call the designated field contact for that team, league, etc. If the Athletic Facilities Division deems the fields playable, teams may not cancel because of weather or field conditions.

All non-school users are required to check the Portland Recreation Cancellation Hotline (756-8130) whenever play conditions are questionable. If a field user does not check the cancellation line or gets on a field that has been cancelled for that day, then they risk losing future usage of the City of Portland's athletic facilities. The Cancellation Line is updated on weekdays by 4:00 PM and weekends by 8:00 AM.

#### F. Renter Cancellation/Refund: *(This is strictly enforced)*

- For activities canceled by the RENTER 20 business days or more in advance, RENTER will be refunded 100 percent of fees paid, less the City's current processing fee.
- For activities canceled by the RENTER 10 business days to 19 business days in advance, RENTER will be refunded 50 percent of fees paid, less the City's current processing fee if the City can re-rent the field.
- Refunds will not be granted for activities canceled by the RENTER under any circumstances if: activities canceled less than 10 business days prior to the scheduled activity, or canceled after the activity has started, or canceled after the activity was scheduled to start.

**G. Portland’s Athletic Facilities House Keeping and Safety Rules**

In order to ensure the safety of patrons, to protect, properly maintain, maximize the life of the Fitzpatrick & Memorial Stadium’s Artificial Field Turf and Track as well as our other facilities, the City of Portland’s Athletic Facilities Division is urging that all users / lessees comply with the rules listed below. Please make every effort to help us sustain these beautiful facilities. **THESE RULES APPLY TO COACHES, TRAINERS & PLAYERS.**

- **Gum, candy and SEEDS are not allowed on any of the fields or tracks. Please!!!!**
- **Soft toss or any type of hitting drills is strictly forbidden at, on or around field fencing. Portland has gone to great lengths & expense to replace facility fencing. Teams or individuals that damage the fencing will be held monetarily responsible for the damages and will lose future field privileges.**
- **Do not climb over or on fencing.**
- **When inclement weather or maintenance closes a field or facility, there can be no activity on that field or facility. Teams or individuals that damage the facilities, by violating this policy, will be held monetarily responsible for the damages and will lose future field privileges.**
- **Sport drinks, soda, juices, and/or drink supplements are NOT allowed on the playing surface or track. Please - Only water is allowed on the track and the synthetic fields.**
- **In the interest of safety, spectators are not allowed on the track or field when games or practices are being played.**
- **Alcohol, smoking, drugs or weapons are not allowed on any CITY property at anytime.**
- **Metal or rubber spikes damage the track surface and are not permitted on the track.**
- **Animals are not allowed on Portland’s athletic fields or facilities.**
- **Bikes or other wheeled mechanisms are not allowed on the track unless they are for disabled users and get special permission. Arrangements may be made to accommodate disabled users.**
- **Teams cannot enter track / field area until; the prior group is off track / field.**

**H. Application and Scheduling Procedures**

- All applications should be sent by e-mail or fax (or dropped off at our location). If you’re requesting resident status, include a verified roster. Verification may be made by submitting a copy of each player’s driver license or an address for a youth. If you’re affiliated with an organization or league, please ensure they have verified the roster as well.
- The Athletic Facilities Division will use a priority system to determine who has priority over another group for requested same date and time conflicts. Most conflicts can be avoided by just adjusting times. We ask that you be flexible with your requested playing times if at all possible.
- Priority for scheduling will be Portland Youth, Portland Adults, and then non-Portland resident users.

**For Stadium, court or field use between usage - March 1<sup>st</sup> and July 31<sup>st</sup> or Usage Period #1 - Application forms must be received between January 1<sup>st</sup> and January 31<sup>st</sup>.**

**For Stadium, court or field use between August 1<sup>st</sup> and November 30<sup>th</sup> or Usage Period #2 Application forms must be received between March 1<sup>st</sup> and March 31<sup>st</sup>.**

Applications received after requested dates for Usage Period 1 or 2 will lose priority status and will be scheduled on a first come, first served basis. The Athletic Facilities Manager shall have discretion to resolve scheduling conflicts by determining use of the field upon historical use, community interest or other factors. Summer Leagues and annual camps, based on their history will have priority over newly established leagues or camps. Every effort will be made to ensure a satisfactory outcome of all scheduling conflicts. Large quantities of time may not be available to ensure others are able to play.





**CITY OF PORTLAND**  
**DEPARTMENT OF RECREATION & FACILITIES MANAGEMENT**

134 Congress Street ~ Suit 2 ~ Portland ~ ME ~ 04101

207-756-8275 / Fax~ 207-756-8279

Application for Use of Athletic Facilities

**SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE TIME OR SPACE**

TEAM NAME					SPORT			
MANGER/COACH or CONTACT PERSON					LEAGUE AFFILIATE			
ADDRESS		CITY		STATE		ZIP CODE		
HOME PHONE		WORK PHONE		CELL PHONE				
EMAIL ADDRESS					ANTICIPATED EVENT ATTENDANCE			
RESERVATION DATE		FACILITY RESERVATION REQUEST			TIME(S)		FEES	
							\$	
							\$	
							\$	
							\$	
							\$	
SPECIAL REQUEST:					TOTAL AMT DUE		\$	

**Hourly Rates ~ July 1, 2007 to June 30th 2009**

Fitzpatrick Stadium & Memorial Stadium	Per Hour	With Lights	Ball Fields, Courts & Athletic Facilities	Per Hour	With Lights
Youth Resident	\$ 40.00	\$115.00 *	Youth Resident	\$ 0.00	\$ 75.00 *
Adult Resident	\$ 80.00	\$155.00 *	Adult Resident	\$ 30.00	\$ 105.00 *
Youth Non-Resident	\$ 80.00	\$155.00	Youth Non-Resident	\$ 40.00	\$ 115.00
Adult Non-Resident	\$160.00	\$230.00	Adult Non-Resident	\$ 60.00	\$ 135.00
Maine Colleges	\$ 50.00	\$125.00	Maine Colleges	\$ 30.00	\$ 105.00

*\*Proof of resident status and team roster must be provided with application.*

**Fitzpatrick & Memorial Off Season Rates**

December 1<sup>st</sup> - February 29<sup>th</sup> ~ All Users: \$20 ~ W/Lights \$115

Weather dependant / No guarantees on the quality of field lines / No staff support

*All grass fields are closed for the season.*

**Please make checks payable to "City of Portland".**

<b>WE ACCEPT VISA OR MASTERCARD ONLY</b>			<b>EXPIRATION DATE</b>	<b>MONTH</b>	<b>YEAR</b>
<b>CREDIT CARD NUMBER</b>					

<b>SIGNATURE</b>		<b>DATE</b>	
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*Please return application to Athletic Facilities Manager – Recreation Department ~ 134 Congress St ~ Portland ~ ME ~ 04101 ~ Fax ~ 756-8279*

**FOR OFFICE USE ONLY**

Date Received	Visa Amount	\$	MC Amount	\$	Check #	Check Amount	\$	Cash Amount	\$
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