

Bend Park and Recreation District (BPRD) recognizes that athletics are a fundamental component of our goal to foster healthy lifestyles and to help our community thrive. As such, BPRD athletic facilities are scheduled to ensure the efficient use of available space, maintain safe, high-quality facilities, minimize potential scheduling conflicts and provide accurate information on facility use.

All organized use of BPRD athletic facilities requires a reservation. Reservations provide exclusive use of a facility. Organized use is defined as any time a group or individual is practicing, playing contests, conducting drills, camps or other programmed activities under the organization, direction or supervision of an individual or organization. Reservations are not required for informal gatherings such as unscheduled pick-up games or family get-togethers, although use cannot be guaranteed without a reservation.

### GENERAL INFORMATION

#### Rental Season

Generally, April 1 – October 31, depending on irrigation and BPRD sports seasons.

BPRD and Bend-La Pine Schools may be granted facility use in accordance with the Oregon School Activities Association (OSAA) spring sports start date.

#### Tournament Requests

To receive priority scheduling, athletic tournament requests should be submitted by December 31. Tournament requests may be sent in after the deadline to be considered on a first-come, first-served basis, but will not be considered if they are received less than three months in advance of requested tournament dates.

Tournaments are limited to a maximum of two consecutive tournament days, including setup and cleanup, in order to minimize conflict with BPRD programming and allow for necessary maintenance.

#### Non-Tournament Requests

To receive appropriate scheduling priority, non-tournament rental requests are due on the following dates:

- **February 1** for use during April 1 – June 14
- **May 1** for use during June 15 – August 14
- **August 1** for use during August 14 – October 31

After the deadlines, athletic facility rentals are processed on a first-come, first-served basis. Requests must be submitted at least seven days before the first date of the reservation and may not be accommodated if received less than seven days in advance.

#### Facility Availability

BPRD makes every effort to accommodate all groups and organizations. However, safety of the user and condition and playability of facilities take precedence. As a result, BPRD may close facilities, deny use of a facility and/or alternate sites for use.

## Scheduling Prioritization

Based on the user types below, facilities will be scheduled in order of priority, as BPRD cannot provide facility space to accommodate all sports organizations. When possible, BPRD will attempt to accommodate all users regardless of priority. As a result, we will consider all requests and schedule time based on priority order.

1. BPRD youth and adult programs
2. Bend-La Pine School District programs
3. Local, non-profit 501(c)(3) sport organizations
4. Private and commercial use

BPRD will also reference the [OSAA](#) primary sports seasons as additional criteria for prioritization among the user types listed above.

## GUIDELINES FOR FACILITY USE

All [park rules and regulations](#) must be followed in addition to the guidelines listed below.

### General Field Use

- BPRD will make the final determination as to the playability of facilities.
- Leave immediately after scheduled use safely and quietly, especially after late games. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Facility use must be suspended in the event thunder and/or lightning is observed.
- Pathways and trails must be left open. No chairs, tents, vendors, etc. may be set up in a designated pathway.
- Dogs are not allowed on athletic fields or courts during organized play.

### User Conduct

Unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. The user is responsible for the conduct of all attendees. BPRD employees have the right to ask anyone to leave the park if inappropriate behavior is exhibited.

Inappropriate behavior includes but is not limited to:

- Physically or verbally threatening the well-being of an official, competitor, spectator or BPRD employee
- Addressing an official, competitor, spectator or BPRD employee in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language and/or inappropriate gestures
- Endangering actions (e.g. throwing bats or other equipment)
- Intoxication
- Vandalism

### Field Maintenance

- District staff will complete all field maintenance. Users will be allowed to do minor field prep (e.g. hand dragging, raking, chalking, etc.).
- Users may bring hand tools, such as rakes or hand drag mats, to groom dirt areas as needed. Use of shovels is prohibited.

- Users are not allowed to bring any dirt or field drying substance onto the field at any time. Violators will be responsible for restoration to district standards and will be barred from using any BPRD athletic facilities in the future.
- Should dirt or field drying substance be needed, BPRD will provide the product at cost as an additional charge to the user. Tournament organizers will arrange prior to their tournament to have these products made available.
- District fields have bases at the following distances: 50', 60', 65', 70', and 80' with pitching rubbers at 30', 34', 40' and 43'. Not all fields have bases and pitching rubbers at all distances. Please inquire about the specific field(s) you intend to use.
- Portable mounds for baseball can be used at any distance and must be provided by the user. All other pitching distances not listed above must use a portable pitching rubber.

### **Turf Preservation**

- Metal cleats or spikes are prohibited on athletic fields.
- No tarps or material that may damage the grass may be placed on the turf including slip n' slides
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of the turf to reduce excessive turf damage in one area. Rotate use of areas (including location of goals, if applicable), and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at the end of each day to help re-root grass.
- Soccer, lacrosse, and similar sports practices are not to be held on the infield area of a softball or baseball diamond.
- In order to avoid overcrowding of fields, allow a distance between fields for safe passage of spectators and participants.

Users will report hazards and immediate emergencies such as broken water lines, gushing sprinkler heads, etc. to Park Services at (541) 388-5435. When calling, be prepared to fully identify yourself, your location and the specific nature of the emergency.

### **ADDITIONAL REQUIREMENTS AND SERVICES**

Rentals with more than 100 attendees, alcohol, and/or inflatable may require a deposit, a certificate of insurance meeting the [Basic Insurance Requirements](#), and a logistics plan.

#### **Insurance**

Tournament organizers and recurring field users are required to provide proof of a Comprehensive General Liability policy of no less than \$2,000,000 combined single limit per occurrence, \$4,000,000 general aggregate, and name Bend Park and Recreation District as additionally insured. A Certificate of Insurance (COI) is due no later than 30 days prior to rental. Please refer to our [Commercial and Multi-Day Insurance Requirements](#) for more details and tips on how to obtain the appropriate coverage.

Non-tournament, single-day field reservations do not require a certificate of insurance.

#### **Alcohol Sales and/or Consumption**

No person shall possess or consume alcoholic beverages on district property without a district-issued alcohol permit. Alcohol permits will not be issued without evidence of sufficient liability insurance.

#### Host Liquor Liability

If alcohol is being served/hosted by the event organizer, or is brought to an event by an attendee, a host liquor liability rider is required.

#### Liquor Liability

If alcohol is being sold or if any type of fee, including race and event entry fees, is being charged at an event and alcohol is being provided to attendees only, then: (i) a liquor license must be obtained from the Oregon Liquor Control Commission (OLCC), (ii) a liquor liability rider is required, and (iii) the area(s) of alcohol sales and consumption must be fenced in.

#### **Tournament Logistics Plan**

Tournament organizers must submit a completed logistics plan and schedule a pre-tournament meeting with BPRD staff 30 days before the tournament date. In the event the logistics plan is submitted less than 30 days in advance, additional services cannot be guaranteed and may not be accommodated.

Please see the [Tournament Logistics Plan](#) for details regarding tournament requirements.

#### **Questions?**

Contact Becky Rexford

(541) 706-6120

BeckyR@bendparksandrec.org