



Athletic Field Use & Allocation Procedures

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Purpose and Philosophy

The City of St. Helens Parks and Recreation Departments coordinate, and issue facility use permits for the use of athletic fields within the city limits of St. Helens. The purpose of these processes is to outline allocation priorities, and ultimately establish guidelines for the permitted use of athletic fields. With the goal of efficient use of athletic fields and fair and equitable distribution amongst users, the following procedures outline the process used to allocate and schedule athletic fields, athletic leagues/organizations, individuals, groups, and corporate and non-corporate applicants.

The development of these processes establishes rules for priority scheduling, to enable the largest number of City residents to have access to the public athletic fields and maximize use of available resources in a fair and equitable manner.

Definitions

1. Acronyms:

- a. SHP&R: City of St. Helens Parks and Recreation Departments
- b. SHSD: St. Helens School District

- 2. *Applicant*: Any organization, group, or individual requesting use of the SHP&R public athletic fields.
- 3. *Field Sport*: Any activity or sport that is played on a field configured for the requirements of that particular sport.
- 4. *Events*: Activity or activities such as band shows, city tourism events, picnics, weddings, or other such gatherings of people.
- 5. *IGA*: The intergovernmental agreement between SHP&R and SHSD for the use of facilities and/or fields.
- 6. *In Good Standing*: A group, organization, or individual applicant that has no outstanding balances with SHP&R, or is fulfilling obligations under a payment plan with SHP&R; and/or has no SHP&R rule or policy violations within the past 12 months.
- 7. *In-City*: Any group, organization, individual, or corporation residing within the City of St. Helens city limits.
- 8. *Not-for-Profit*: Any group, organization, individual, or corporation conducting business without intent to make a profit or charging admission fees for spectators.
- 9. *Out-of-City*: Any group, organization, individual, or corporation not residing within the City of St. Helens city limits.
- 10. *Primary Season*: SHP&R management staff designated season for particular sports.
- 11. *Secondary Season*: A season not designated as a primary season for particular sports.
- 12. *Tournament*: A series of contests between a number of competitors on a single or multi-day event.
- 13. *Round Robin*: A series of games in which each competitor plays in turn against every other.
- 14. *Organized Play*: This means any organization that has planned games or tournaments. This does not constitute drop-in activities or games that can be done at school or city facilities. For example, kids from the neighborhood showing up to play a game of basketball or baseball does not constitute an official organized play. When an organization or team schedules a game with officials or schedules a team practice, this is organized play.

General Rules and Scheduling

Hours of Use

- Sports field rental hours: 8 am – 10 pm (hours vary dependent on site)
- Fields are rented in specific blocks of time throughout the day.

Field Allocation Tier-Group Priority Classifications

With the limited number of fields available, the SHP&R has established a Tier Group Classification that will determine priority usage for athletic field allocations that are rented out. Priority use of athletic fields will be given to Tier 1 primary season sports and by Tier Group Classifications as detailed below. The SHP&R and St. Helens School District have exclusive discretion in decisions on scheduling of athletic fields and such decisions shall be final.

3-Step Tier Group Classifications Priority use of athletic fields will be allocated as follows:
<u>Tier 1</u> City programs and contracted events SHSD programs and events
<u>Tier 2</u> Returning Tournaments and in-city organizations
<u>Tier 3</u> Out-of-city organizations and new tournaments

Facility Use Permits

- Users may not have access to field(s) and area(s) prior to their permitted rental time, and the field(s) and area(s) must be vacated at the time specified in the facility use permit.
- Field users are required to have a copy of the facility use reservation confirmation on hand during each rental and must be prepared to present the facility use reservation confirmation on demand; electronic versions of the reservation confirmation are accepted. Field users who do not have their reservations may be asked to vacate the field or area.
- SHP&R reserves the right to add conditions and/or modifications to the reservation, on a case-by-case basis.

Reservation and Payment Process

- Submit a Field Reservation Request form to SHP&R. These can be downloaded from the city's website under both the Recreation and Park's webpages. All submissions should be emailed to recreation@ci.st-helens.or.us with all required documentation.
- Once a request has been approved a payment must be received within 48 hours to confirm your reservation. The City accepts cash, check, and credit card payments. Checks can be made out to the City of St. Helens.
- Depending on the nature of your event, a Special Use Permit may be required. City staff will notify you at the time of your request if your event will require any additional permits or documentation.
- Certificate of Liability Insurance Requirements. If it is determined that your event or tournament requires insurance, the following is required to appear on the insurance certificate:
 - The insured's name is the same listed on the Sports Field Rental Application
 - Minimum of \$1,000,000 of General Liability Insurance
 - Minimum of \$2,000,000 Aggregate
 - Name the City of St. Helens as "Additional Insured"
 - If choosing to sell items of any kind, a product liability endorsement to the user's general liability is required.
- NO ALCOHOL CAN BE SERVED OR CONSUMED ON CITY PROPERTY. If any permit holder is found to have violated this rule, the permit holder will be banned from reserving fields for 12 months.
- NO SPORTS SHOULD BE PLAYED BY ANYONE WHO MAY APPEAR TO BE UNDER THE INFLUENCE OF ANY ALTERING SUBSTANCE, THIS INCLUDES ALCOHOL AND MARIJUANA. If any permit holder is found to have violated this rule, the permit holder will be banned from reserving fields for 12 months.

Cancellation and Refund Process

- Any requested cancellations or changes made to your field use reservation are required to be submitted in writing to City staff at SHP&R that is handling your rental.
- Reservation cancellations must be made at least 7 days in advance to receive a full refund or credit. If your rental is canceled within 7 days of your rental date, the entire rental fee will be forfeited.
- Cancellations due to weather related issues are not the fault of SHP&R. If fields are closed by the City officially, you will receive a full refund or credit.
- If SHP&R closes a field for any reason, or if lights do not operate as expected, or if there is a conflict in the scheduled use of the field, a full refund or credit for the missed use will be provided.
- Due to unforeseen circumstances, SHP&R reserves the right to reschedule and/or cancel partial or all field reservations. In the rare event that should occur, a pro-rated or full credit or refund of your rental fee will be issued. If a suitable date cannot be identified, you will be refunded in full.

Weather Cancellations and Policies

- **Lightning Policy** - When thunder is heard, or a cloud-to-ground lighting bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - **Thirty-minute Rule** – Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - Any subsequent lightning or thunder after the beginning of the 30 minute count will reset the clock and another 30 minute count should begin.
- **Rain Delay / Rain Out Policy**
 - Games may be played during the rain. No refunds will be issued for you or your organization if there is rain on gameday and the field is still playable.
 - If fields become unplayable, SHP&R will officially close the fields and reservations scheduled will get first opportunity to reschedule games at a later time or receive a full refund.
- **Excessive Heat Policy** – During the spring/summer seasons, SHP&R encourages participants to follow the guidelines below:
 - Game time heat index of above 106 – SHP&R managers will cancel all scheduled activities.

Subleasing

- Subleasing of fields is not allowed under any circumstances. If any permit holder is found to have violated this rule, the permit holder will be banned from reserving fields for 12 months.

Field Allocation Process and Procedures

Fields will be allocated and permitted as sustainability allows. The following requirements will influence the way in which field allocations will be conducted:

- Fields will be allocated by priority use (reference Field Allocation Tier-Group Classification).
- After high school schedules and fields usage is finalized, SHP&R will work with user groups to permit fields.
- Teams/organizations may be required to provide schedules that indicate all allocated fields are being used.
- Failure to utilize fields by the assigned teams/organizations indicated on the use schedules may result in permit removal or reassignment; teams/organizations will be notified by staff prior to allocation reassignment or permit removal.
- SHP&R reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events.
- If it is determined necessary, all organizations hosting tournaments on fields may be required to meet with SHP&R staff a minimum of 30 days before the tournament date.

Allocation Timeline

Please see request for reservation deadlines below; no requests will be processed prior to the application deadlines. Separate requests are required for each sport and tournament each season.

Allocation of field usage is based on reliance and management of team practices and organized games through the Recreation Program, School District, or outside organization. City and School fields are intended to be open for the public to enjoy when events are not scheduled. If your intention is “organized play” (games/practices), a field reservation must be made through the timeline process below. A field reservation may be made before your event and no shorter than a 24-hour notice, however additional fees may be applied at the discretion of the City of St. Helens and/or School District for reservations outside of the schedule below.

Spring	March – May
December 1	Tier 2 & 3 Group request process opens
January 1	Tier 2 & 3 Group request process closes
February 1	Tier 2 & 3 Group receive approved allocation(s) dates
Summer	June - August
March 1	Tier 2 & 3 Group request process opens
April 1	Tier 2 & 3 Group request process closes
May 1	Tier 2 & 3 Group receive approved allocation(s) dates
Fall	September - November
June 1	Tier 2 & 3 Group request process opens
July 1	Tier 2 & 3 Group request process closes
August 1	Tier 2 & 3 Group receive approved allocation(s) dates
Winter	December - February
Sept 1	Tier 2 & 3 Group request process opens
Oct 1	Tier 2 & 3 Group request process closes
Nov 1	Tier 2 & 3 Group receive approved allocation(s) dates

Field Rules and Guidelines

RENTAL INFORMATION FOR CITY FACILITIES

- Must comply with St. Helens Municipal Code Chapter 8.08 referring to large assemblies and Chapter 8.24 referring to Park Regulations.
- Must comply with all public health safeguards, restrictions on group sizes and other safety measures on gatherings at facilities and spaces open to the public as imposed by the State of Oregon and/or Oregon Health Authority
 - <https://govstatus.egov.com/or-covid-19>
 - This website is regularly updated. Therefore, please be sure to review as safety measures are subject to change based upon the spread of COVID-19
- A reservation fee must be paid in full by cash, check, and/or credit/debit card before a reservation will be issued.
- A Certificate of Insurance is required for the following:
 - Caterer preparing food in park
 - Attendance of 50+ people
- If others will not yield your reserved area to you when requested, please call the police non-emergency number at 503-397-1521.
- No staples, tacks, tape, or nails are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters, or trees.
- Tobacco products, vaping, narcotics, marijuana, and juuling are not permitted. This is strictly enforced.
- Groups may not sell food, beverages, or any items in the park without permission from the City of St. Helens.
- Motorized vehicles are prohibited except in parking areas.
- Dogs must be on leash and excrement must be removed from the park.
- No person shall ride or lead any horse or pony in a park, except upon roadway or designated parking area.
- There is no reserved parking. Parking is first come, first serve. To direct traffic or racecourse, you may use chalk, but no permanent substance can be used on public property.
- The applicant and the applicant's group are solely and completely responsible for the condition of the reserved area and must leave it in a neat and clean condition, without damage.
- Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
- No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- Bouncy houses or related-type rides are not permissible on City property.
- The person and/or organization that rented a field must leave the field in the same condition, or better condition than it was in when the reservation started.
 - Trashed is picked up around the field area from players/spectators.
- The City reserves the right to change/modify these rules as needed.
- If an organized game, organized tournament, or organized event happens on City property without the knowledge and approval of the City of St. Helens, the City holds the right to fine said organization and ban reservations for up to 12 months.

AGREEMENT INFORMATION FOR CITY FACILITIES

- User fees for field use must be paid in full within 48 hours of reservation acceptance notification.
- **INDEMNIFICATION:** The applicant and the applicant's group shall indemnify, defend and hold the City of St. Helens, its elected and appointed officials, agents, employees, and volunteers harmless from all liabilities, claims judgments, demands, and costs for property damage, bodily injury, death, sickness or disease (specifically as to COVID-19 or other infectious diseases), economic and non-economic damages arising out of or resulting from applicant's, applicant's group, or their invitees' use of a City facility. I have read and agree to abide by the Park Regulations. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in a neat and clean condition, without damage. I agree to promptly reimburse the City for all damages.
- **CITY OF ST. HELENS IMMUNITY:** The fee charged for the rental exclusively relates to the use of the assigned area(s) and restrooms itself. The fee does not relate to any other uses or any other areas of the City of St. Helens property. In accordance with Oregon's recreational immunity law (ORS 105.682), the City of St. Helens is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.
- It is your responsibility to inform all members of your group of the Rules and Regulations (St. Helens Municipal Code Chapter 8.08). Failure to abide by the rules and regulations could result in immediate loss of privileges or forfeiture of privileges for future use.
- The City of St. Helens reserves the right to enter and monitor the event at any time.
- Use of City facilities and parks during the COVID-19 pandemic carries with it certain risks that cannot be eliminated regardless of the care taken to avoid such harm. The specific risks vary, and may include, but are not limited to, minor illness, major infections requiring hospitalization and catastrophic illness causing injuries including paralysis and death. The applicant acknowledges and understands these risks and other risks inherent in the rental of the City facilities and knowingly assumes all such risks.
- The applicant acknowledges and affirms that they have not nor are experiencing any symptoms of illness associated with COVID-19 including, but not limited to, a fever, cough, or shortness of breath. If they develop these symptoms, they agree to leave the rented facility immediately and advise the City accordingly. The applicant acknowledges and affirms that they do not have COVID-19 or other infectious disease, nor have they knowingly been in contact with anyone who has COVID-19 or other infectious disease.
- The applicant acknowledges and affirms that they will strictly observe and follow all health and safety rules and guidelines issued and/or recommended by the Centers for Disease Control, the State of Oregon or the Oregon Health Authority including, but not limited to, wearing masks, handwashing, physical distancing of at least six (6) feet and using their own equipment.