



**Athletic Field Use
&
Allocation Policy**

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Purpose & Philosophy

The City of Hillsboro Parks & Recreation Department coordinates and issues permits for the use of athletic fields. The purpose of these policies is to outline procedures, allocation priorities, and ultimately establish guidelines for the permitted use of athletic fields. With the goal of efficient use of athletic fields, fair and equitable distribution among users, this policy outlines the process used to allocate and schedule athletic fields, athletic leagues/organizations, individuals, and groups, corporate and non-corporate applicants.

The development of this policy 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

- A. Acronyms-
 - 1. HPR: The City of Hillsboro Parks & Recreation Department
 - 2. HSD: Hillsboro Public School District

- B. Applicant: Any organization, group, or individual requesting use of the HPR public athletic fields.

- C. Field Sport: Any activity or sport that is played on a field configured for the requirements of that particular sport.

- D. Events: Activity or activities such as band shows, picnics, weddings, or other such gathering of people.

- E. IGA: The in-governmental agreement between HPR and HSD for the use of facilities and/or fields.

- F. In Good Standing: A group, organization or individual applicant that has no outstanding bills with the HPR, or is fulfilling obligations under a payment plan with the HPR; and/or has no HPR rule or policy violations within the past 12 months.

- G. In-City: Any group, organization, individuals or corporation residing within the City of Hillsboro limits.
- H. Not-for-Profit: Any group, organization, individuals or corporation conducting business without intent to make a profit, level non-customary fees (determined by the Director of HPR) on players, club, or team, or charging admission fees for spectators.
- I. Out-of-City: Any group, organization, individuals or corporation not residing within the City of Hillsboro limits.
- J. Primary Season: HPR official designated season for particular sports (reference pg.6, In-Season Priority Sports Schedule section).
- K. Secondary Season: A season not designated as a primary season for particular sports.
- L. Tournament: Multi-day event, either sanctioned by a governing body or organization that culminates in a playoff, championship or placing.

General Rules & Scheduling

Hours of Use:

- Sports field rental hours: 8:00am- 10:00pm (hours vary dependent on site)
- Minimum of a two hour rental is required per field.

Field Allocation Tier-Group Priority Classifications

With the limited number of fields available, HPR has established a Tier Group Classification system that will determine priority usage for athletic field allocations. Priority use of athletic fields will be given to Tier I primary season sports and by Tier Group Classifications as detailed below. HPR has exclusive discretion in decisions on scheduling of athletic fields and athletic facilities, and such decisions shall be final.

5-Step Tier Group Classifications:

Priority use of athletic fields/facilities will be allocated as follows:

Tier 1

HPR programs and contracted events.

Tier 2

HSD programs and events governed by the IGA.

Tier 3

Tournaments; Returning and current in-city organizations, community and business user groups.

Tier 4

Returning out-of-city and new in-city organizations and businesses'.

Tier 5

All new out-of-city user groups.

Allocations and Scheduling

- Fields are allocated during the **Quarterly Field Allocation Process**. Requests for additional use of fields after the Field Allocation Process has been finalized will be on a first-come, first-serve basis.
- The designated user group's representative(s) that are listed on the HPR field rental account will be the **only individual(s)** allowed to book field times for **their group/organization**.
- Field assignments are based on the **Field Allocation Tier-Group Classifications & the In-Season Priority Schedule**. If two or more user groups fall equally within the same tier-group priority classification, HPR will consider the following factors in assigning the allocated field:
 - the number of in-city Hillsboro residents served
 - non-profit versus for-profit
 - the size of the organization
 - number of field hours requested
 - returning events/tournaments that have good history in regards to the use of facilities
- HPR reserves the right to cancel any event as deemed necessary for the safety of all participants, and in the best interest of the sports fields.

- All first-come, first-serve field reservations and all field preparation requests must be submitted & paid for by user group/organization when the reservation is made, prior to the rental agreement. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule.
- **Submission of an application does not guarantee that the rental request has been approved and authorized.**

Tournament Applications and Scheduling

- Tournament applications must be submitted by September 1st for all tournaments to be conducted during the following calendar year.
- The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
- Applicants conducting tournaments must agree to pay for any damages to the facilities used, and may be required to provide deposit that will be returned if no damage occurs. Deposits will be returned when the HPRD officially cancels use of the fields or the user group cancels because the fields are unplayable due to inclement weather or when no damage occurs.
- Applicants must agree that the tournament may be cancelled by the HPRD due to inclement weather- related field closing.
- Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.
- Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.

Facility Use Permits

- **Set-up and clean-up time is included upon first arrival through the departure of permitted hours of use.**
- Users may not have access to field(s) prior to their permitted rental time, and the field(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 Permit** on hand during each rental and must be prepared to present the Facility Use Permit to staff on demand; electronic versions of Facility Use Permit is accepted. Field users whom do not have their permit(s) may be asked to vacate the field(s).
- HPR reserves the right to add conditions and/or modifications to the Facility Use Permit, on a case-by-case basis.

In-Season Priority Sports Schedule

Allocation of fields will follow this Athletic Field Use & Allocation Policy. Allocations are not intended to interrupt the fields allocated for sports during the course of their traditional, in-season timeframes. Fields will be allocated by in-season tier group priority use. Fields will be allocated and permitted as sustainability allows.

	<i>Spring Season</i>	<i>Summer Season</i>	<i>Fall Season</i>	<i>Winter Season</i>
Priority Sports	Baseball, Softball, Lacrosse & Events	Events	Football, Soccer Cricket & Events	Turf Sports & Events

Liability of Insurance Requirements

Field users are required to obtain insurance that provides protection from claims arising from injuries or damage to other people or property. The following is required to appear on the insurance certificate:

- The insured's name is the same name listed on the Sports Field Rental Application.
- Minimum of \$1,000,000 of General Liability Insurance
- Minimum of \$2,000,000 Aggregate
- Name the Hillsboro Parks and Recreation as "Additional Insured"
- If choosing to sell items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder: Hillsboro Parks & Recreation Administration
4450 NE Century Blvd, Hillsboro, OR 97124

Cancellation and Refund Policy

Any requested cancellations or changes made to the **Facility Use Permit is required to be submitted in writing** to HPR.

- Practice/ Games: Cancellations submitted a minimum of 10 business days prior to the practice or game will receive full credit of rental fees. Cancellation requests submitted less than 10 business days in advance will not receive any credit of rental fees.
- Tournaments, Camps and Clinics: Cancellations submitted a minimum of 20 business days prior to the start of the tournament/camp/clinic will receive full credit of rental fees. Cancellation requests submitted less than 20 business days in advance will not receive any credit of rental fees.

Sublease Policy

Subleasing fields is not allowed under any circumstances.

Field Allocation Process and Procedures

Allocation of fields will follow this Athletic Field Use & Allocation Policy. 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 & fields usage is finalized, HPR 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, three times during a season and/or the reserved period of use will be reassigned; teams/organizations will be notified when a field has not been utilized by staff, and prior to allocation reassignment
- HPR will make no alterations which could potentially damage any facility and/or field(s)
- HPR reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events
- All organizations hosting tournaments on fields are required to meet with HPR staff a minimum of 30 days before the tournament date, and will complete a Tournament Checklist Form
- Once all field use application requirements are met, a formal permit will be issued authorizing use of fields
- Submission of field requests does not constitute approval
- A copy of the permit must be available at each site approved for use for inspection by HPR staff

Allocation Timeline

The fall season of each year, HPR conducts its annual allocation process for user groups interested in renting fields for the upcoming calendar year.

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

Submission of Field Allocation Application does not guarantee the rental request(s) are authorized.

Athletic Field Use & Allocation Policy, Summer 2017

	Tournaments
August 1 st	-Registration opens -For new user groups interested in applying, information is posted on City website
September 1 st	-Registration closes -Failure to register may result in user group being dropped down a tier-priority group
October 1 st	-Tournament allocations are finalized -User groups receive allocation materials -After finalization, all other user groups interested in allocation are dropped down a tier-priority group
Spring	March-May
September 1 st	-Tier 3-5 Group registration opens.
October 1 st	-Tier 3-5 Group registration closed
November 1 st	-Tier 3-5 Group receive finalized allocation(s)
Summer	June-August
November 1 st	-Tier 3-5 Group registration opens.
December 1 st	-Tier 3-5 Group registration closed.
January 1 st	-Tier 3-5 Group receive finalized allocation(s).
Fall	September-November
February 1 st	-Tier 3-5 Group registration opens.
March 1 st	-Tier 3-5 Group registration closed.
April 1 st	-Tier 3-5 Group receive finalized allocation(s).
Winter	December-February
April 1 st	-Tier 3-5 Group registration opens.
May 1 st	-Tier 3-5 Group registration closed.
June 1 st	-Tier 3-5 Group receive finalized allocation(s).