



## 2018 GUIDELINES FOR RESERVING ATHLETIC FACILITIES

PP&R will continue to use the following procedure to process league applications:

- No application will be accepted without the appropriate Application Processing fee per field and required documentation; non-profit status, insurance and waivers.

Following payment, the CSC will begin processing the application.

- After taking payment of the processing fee/s, the CSC will generate a statement showing the fields/dates/times booked.
- Next, the CSC will contact the Applicant for confirmation and a minimum payment of 50% of the estimated usage fees.
- Following notification, the Applicant has 10 business days to submit the estimated 50% payment. If no payment or payment arrangements are made, permit will be canceled.
- The permit will be completed once payment is received.
- Applicants who place the remaining fees on an automatic payment plan will receive a 5% discount.
- After payment of the processing fee/s and 50% of the usage fees, the remaining balance will be due as follows: 25% due two weeks after permit start date; and the final 25% due two weeks before end date.
- If the start date is within two weeks of the date of Application, full payment is required up front.
- If the Applicant has a remaining credit on their account from previous use the CSC will use some or all to reduce or pay for the potential balance.

### Athletic Application / Processing Fees

This fee is charged to all individuals and organizations requesting permits for individual, league and or tournament use. (Including events with festivals and non-commercial camps.)

<u>Age</u>	<u>2-2-2*/Adjustments</u>	<u>Tournament/Camp/League</u>
Commercial.....	\$60.00	\$166.00
Adult.....	\$42.50	\$128.00
Youth.....	\$11.25	\$38.00

\*NOTE: 2-2-2 is any group of bookings up to two hours at a time, twice a week, for no more than two weeks out from the day the booking is made.

### WHAT TO DO WHEN THE APPLICATION IS COMPLETE

1. You can deliver the application in person, by mail, fax, or email to: [CSCPermits@portlandoregon.gov](mailto:CSCPermits@portlandoregon.gov).
2. Please make payment by cash, check, or call our office at 503-823-2525 with a credit card.
3. If the application is received without a payment, we will wait for a credit card to be saved to your organization account and a confirmation of how many application fees you would like charged to your credit card. (one application fee is required per field requested).