

Permit Contract

Customer Service Center

Parks and Recreation |
PBOT
111 SW Columbia St, Suite
660
Portland, OR 97201
Phone: (503) 823-2525
FAX: (503) 823-2515
Email: --

Permit #9033733, Pending approval

Jul 22, 2019 10:38 AM
Expires Jun 10, 2020



**PORTLAND
PARKS & RECREATION**SM
Healthy Parks, Healthy Portland

portlandoregon.gov/PARKS



portlandoregon.gov/TRANSPORTATION

Company: PYSA
4840 SW Western Ave
#600
Beaverton, OR 97008

Customer Type: Individual/Org

Prepared By: 5/19dleslie

Permit Administrator: Brent Archie Jr

Agent: Tim Copeland
Email:
pcucopeland@gmail.com

Secondary: (503) 643-1530 Primary: (503) 453-2288

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$1,426.50	\$0	\$0	\$1,426.50	\$0	\$0	(\$39.25)	\$0	\$1,387.25

RESERVATIONS

Event	Resource	Center	Notes
19 PYSA - Wilshire Type: Athletic Field Rental - Youth Soccer Attend/Qty: 20	CSC Sports Applications	Customer Service Center 111 SW Columbia ST Suite 660 Portland, OR, US 97201 (503) 823-2525	--
Days Requested	Event Begins	Duration	Event Ends
Day	Date		Time
Monday	Jun 10, 2019	10:30 AM	11:00 AM
Summary	Notes		
Total Number of Dates: 1	--		
Total Time: ½ hour			

RESERVATIONS

Event	Resource	Center	Notes
19 PYSA - Wilshire Type: Athletic Field Rental - Youth Soccer Attend/Qty: 0	Wilshire PK - Sport Field 1	Wilshire Park NE 33rd Ave & Skidmore St Portland, OR, US 97211 (503) 823-2525	--
Days Requested	Event Begins	Duration	Event Ends
Day	Date		Time
Monday	Aug 19, 2019	6:00 PM	7:00 PM
Tuesday	Aug 20, 2019	6:00 PM	7:00 PM
Wednesday	Aug 21, 2019	6:00 PM	7:00 PM

Thursday	Aug 22, 2019	6:00 PM	1 hour	Aug 22, 2019	7:00 PM
Friday	Aug 23, 2019	6:00 PM	1 hour	Aug 23, 2019	7:00 PM
Saturday	Aug 24, 2019	9:00 AM	6 hours	Aug 24, 2019	3:00 PM
Monday	Aug 26, 2019	6:00 PM	1 hour	Aug 26, 2019	7:00 PM
Tuesday	Aug 27, 2019	6:00 PM	1 hour	Aug 27, 2019	7:00 PM
Wednesday	Aug 28, 2019	6:00 PM	1 hour	Aug 28, 2019	7:00 PM
Thursday	Aug 29, 2019	6:00 PM	1 hour	Aug 29, 2019	7:00 PM
Friday	Aug 30, 2019	6:00 PM	1 hour	Aug 30, 2019	7:00 PM
Monday	Sep 2, 2019	6:00 PM	1 hour	Sep 2, 2019	7:00 PM
Tuesday	Sep 3, 2019	6:00 PM	1 hour	Sep 3, 2019	7:00 PM
Wednesday	Sep 4, 2019	6:00 PM	1 hour	Sep 4, 2019	7:00 PM
Thursday	Sep 5, 2019	6:00 PM	1 hour	Sep 5, 2019	7:00 PM
Friday	Sep 6, 2019	6:00 PM	1 hour	Sep 6, 2019	7:00 PM
Saturday	Sep 7, 2019	10:00 AM	8 hours	Sep 7, 2019	6:00 PM
Monday	Sep 9, 2019	6:00 PM	1 hour	Sep 9, 2019	7:00 PM
Tuesday	Sep 10, 2019	6:00 PM	1 hour	Sep 10, 2019	7:00 PM
Wednesday	Sep 11, 2019	6:00 PM	1 hour	Sep 11, 2019	7:00 PM
Thursday	Sep 12, 2019	6:00 PM	1 hour	Sep 12, 2019	7:00 PM
Friday	Sep 13, 2019	6:00 PM	1 hour	Sep 13, 2019	7:00 PM
Saturday	Sep 14, 2019	9:00 AM	9 hours	Sep 14, 2019	6:00 PM
Monday	Sep 16, 2019	6:00 PM	1 hour	Sep 16, 2019	7:00 PM
Tuesday	Sep 17, 2019	6:00 PM	1 hour	Sep 17, 2019	7:00 PM
Wednesday	Sep 18, 2019	6:00 PM	1 hour	Sep 18, 2019	7:00 PM
Thursday	Sep 19, 2019	6:00 PM	1 hour	Sep 19, 2019	7:00 PM
Friday	Sep 20, 2019	6:00 PM	1 hour	Sep 20, 2019	7:00 PM
Saturday	Sep 21, 2019	9:00 AM	9 hours	Sep 21, 2019	6:00 PM
Monday	Sep 23, 2019	6:00 PM	1 hour	Sep 23, 2019	7:00 PM
Tuesday	Sep 24, 2019	6:00 PM	1 hour	Sep 24, 2019	7:00 PM
Wednesday	Sep 25, 2019	6:00 PM	1 hour	Sep 25, 2019	7:00 PM
Thursday	Sep 26, 2019	6:00 PM	1 hour	Sep 26, 2019	7:00 PM
Friday	Sep 27, 2019	6:00 PM	1 hour	Sep 27, 2019	7:00 PM
Saturday	Sep 28, 2019	9:00 AM	9 hours	Sep 28, 2019	6:00 PM
Saturday	Oct 5, 2019	9:00 AM	9 hours	Oct 5, 2019	6:00 PM
Saturday	Oct 12, 2019	9:00 AM	9 hours	Oct 12, 2019	6:00 PM
Saturday	Oct 19, 2019	9:00 AM	9 hours	Oct 19, 2019	6:00 PM

Summary

Total Number of Dates: 38
Total Time: 98 hours

Notes

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▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
CSC - ATH - Sport Field - Youth	19 PYSA - Wilshire #9033733 Wilshire PK - Sport Field 1	\$12.25	98.00	--	\$1,200.50
CSC - Extra Fees - Portable Restroom Youth		\$20.75	9.00	--	\$186.75

	19 PYSA - Wilshire #9033733 Wilshire PK - Sport Field 1				
CSC - App Fee - ATH (Youth League/Tourn) >31 days	19 PYSA - Wilshire #9033733 CSC Sports Applications	\$39.25	1.00	--	\$39.25

▼ **Payments and Refunds**

Receipt #	Date	Charge Description	Resource Event	Payment
1156837.002	Jul 8, 2019	CSC - App Fee - ATH (Youth League/Tourn) >31 days	CSC Sports Applications 19 PYSA - Wilshire #9033733	\$39.25

▼ **Payment Schedule for Original Balance of \$1,426.50**

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jul 8, 2019	\$39.25	\$39.25	\$0	\$0
Aug 19, 2019	\$693.75	\$0	\$0	\$693.75
Sep 11, 2019	\$346.75	\$0	\$0	\$346.75
Oct 11, 2019	\$346.75	\$0	\$0	\$346.75
			Current Balance	\$1,387.25

▼ **DISCLAIMERS**

By respecting this Code of Conduct everyone is welcome, comfortable and safe in all Portland Parks & Recreation facilities and programs.

Portland Parks & Recreation supports immediate expulsion for violating certain aspects of this Code of Conduct.

Refrain from the following:

- 1 All forms of harassment.
- 2 Not respecting other individuals permitted use.
- 3 Bringing unleashed animals (with the exception of service animals) onto park property, or leaving them unattended.
- 4 Bringing motor vehicles onto Park property without a valid permit.
- 5 Creating a nuisance because of offensive personal hygiene, clothing or actions.
- 6 Defacing property (structures, land or equipment).
- 7 Discarding of garbage anywhere any where but in approved receptacles.
- 8 Improper use of restrooms.
- 9 Offensive physical contact.
- 10 Inflicting harm or hurting self or others.
- 11 Leaving young children unsupervised.
- 12 Playing audio equipment at a volume that disturbs others.
- 13 Riding skateboards, skates or scooters inside a building, or leaving then unattended.
- 14 Sleeping or loitering.
- 15 Smoking/Use of tobacco/marijuana products.
- 16 Solicitation, petitioning or canvassing other than in a the public right of way (street sidewalks)
- 17 Spitting.
- 18 Using or being under the influence of any intoxicating substance.
- 19 Using profanity, teasing or ridiculing others.
- 20 Violation of any federal, state, county or local statute or ordinance.

(Updated 07-11-2019)

Please see the 2019 Guidelines for Reserving Athletic Facilities. You may find them on our website at

www.PortlandParks.org

PP&R requires an account to be in good standing before accepting an application. (To be in good standing, all previous balances are paid in full, including late fees and fines) Additionally, PP&R will require the following documents be included with your application:

-A copy of the leagues insurance certificate covering participants.

-A copy of any waiver/s the league may require of its participants

-A copy of your Non-profit status 501(c)(3) or 501(c)(7) is required. If you are not a non-profit you will be considered a For Profit commercial entity and charged the appropriate rate.

Payment is required before a permit may be issued. An issued permit is not valid unless fully paid or is within an active PP&R initiated payment plan. Any permit used without payment is subject to cancelation and charges.

Permits must be on site to be valid.

Permittee understands and agrees that use of the areas and times reserved in this permit is only allowed under the Conditions of Use provided herein.

INSURANCE:

Permittee shall hold harmless, defend and indemnify the City of Portland, and the City's officers, agents and employees against all losses, damages, claims, demands, actions and suits (including all attorney's fees and costs, through trial and on appeal) suffered by or brought against any of them arising from Permittee's activities under this permit.

CURRENT PERMITTEE ADJUSTMENT & REFUND GUIDELINES:

GRACE PERIOD:

PP&R will provide leagues who have booked their season with a grace period. The grace period will be defined as the day the application is received in the Customer Service Center and 16 days prior to the first date requested. Once the permit has been issued the Grace Period cannot be extended. During the grace period, you can adjust, add (if available) and remove dates and times as needed. After the grace period, you may still adjust your permit under the following guidelines:

-All future use can be adjusted.

-All prior use is considered used and non-refundable.

-The Permittee pays a single application processing fee for each field adjusted. (Adult \$44, Youth \$11.75)

-To keep costs lower, the Permittee should consider making all requests for changes at one time.

Once the first adjustment after the grace period has been made, any additional request will be considered a new request and a new processing fee will be applied.

Basic (2-2 & 2). Once the permit has been issued the Permittee is allowed one change without incurring additional Application/Processing fees.

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 date of booking.

Tournaments. After the Application has been received and Application/Processing fees are paid, the Applicant may make all the needed changes necessary up until the date the permit is issued without incurring additional Application/Processing fees. (Tournament processing fees are applied per park).

-All Usage and Extra Fees are returned for closures called by PP&R.

-All Usage Fees will be returned for any future time returned (See refund guidelines below.)

CANCELLATION POLICY:

You may cancel your permit prior to your scheduled event date or reschedule your event once without paying an additional non-refundable application processing fee. To cancel your permit please contact Customer Service Center at 503-823-2525 during normal business hours Monday-Friday, 8:30am-5:00pm. A refund may be issued under the following guidelines:

REFUND GUIDELINES:

Contact the Customer Service Center fifteen (15) days or more before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made The Applicant will receive 100% of their usage fees.

Contact the Customer Service Center fourteen (14) days or less before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 75% of their usage fees.

Contact the Customer Service Center seven (7) days or less before the date or dates in question, a fee of \$44.00 Adult / \$11.75 Youth per facility/field is required for any changes made. The Applicant will receive 50% of their usage fees.

No refunds are issued post event.

RESCHEDULING:

Significant changes or alterations to a permit may require an additional Application/Processing Fee.

*If you are found using a canceled permit, you will be billed for the rental and fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.

REFUNDS FOR UNPLAYABLE CONDITIONS:

If the Permittee arrives at a field and believes it to be unplayable they must immediately call the Customer Service Center to request a refund. This call must be logged at the time of use.

That number is 503-823-1637. This number is staffed 7 days a week from 8:00am - 9:30pm. Refunds are not guaranteed and may require oversight and approval by Athletic Field Services. Permittees who request the refund must not play on the field.

RAINOUT POLICY:

Portland Parks Recreation's Rainout line is 503-823-3020. Please call for information on current weather or field closures. Or check our website for the most up to date details on rainouts/closures.

<https://www.portlandoregon.gov/parks/>

FIELD MAINTENANCE SERVICES:

Our Athletic Field Maintenance Team provides field services for games only. We provide infield grooming, field layout and chalking.

In order to meet your needs and the demands of our busy maintenance schedule, please email or call no less than 48 hours before your game date to assure completion. Please contact us at:

shawn.lindsey@portlandoregon.gov or call 503-823-1621.

ONLINE REQUESTS:

We know that rainouts and field closures are going to occur, and they will force you to alter your schedules. If you are attempting to schedule field prep for individual games please provide us with the following information: park, field, dates and times of each game you wish prepped. In order to serve your needs, please contact us with any new requests no less than 48 hours before your game date to assure completion.

Permittee must comply with all applicable federal, state, and municipal laws and regulations including the provisions of Title 20 of the City Code.

PERMITS:

This permit is revocable by PP&R with 30 days notice at its sole discretion.

FINES & DAMAGE FEES:

Permittee is responsible for any damage that may result from this permit and will be billed for any damage.

FINES:

Unpermitted League Play, Falsifying Application, Practice in a Stadium, Subleasing: \$50 (1st violation), \$150 (2nd violation), \$250 (3rd violation)

Unpermitted Noise or Alcohol - \$150 (1st occurrence)

Play during Closure/Rainout - \$500 plus the cost of the repair

Unauthorized Services and Applications -\$250 (per occurrence)

Unauthorized Construction or Placement of Structures - \$250 (per occurrence)

Equipment in Park Overnight - \$5 per day (up to \$150 or 30 days) After 30 days - \$25 per day

GARBAGE:

On the day of your event, please remember that you must take your garbage with you. The Permittee is responsible for cleaning all garbage, litter and debris created by the event and for removing it from the park. We suggest that you bring extra garbage bags to ensure all your garbage is removed. Parks may charge the Permittee for garbage not picked up or garbage bags left in the park.

DEFINITIONS:

UNPERMITTED LEAGUE PLAY:

Leagues playing on PP&R fields without a permit may be fined. Leagues will be charged the following:

- First occurrence: A fee of \$50 will be assessed. If the leagues leaves, no charges will be applied
- Second occurrence: If the league wishes to continue play, they will be charged application processing and usage fees as well as a \$150 fine. If the league elects not to pay for their use, they will be issued a 90-day exclusion.

SUB-LEASING:

Sub-leasing of time is strictly against the terms and conditions of all permits. Permittees found to be sub-leasing time will lose all access to the specific field/s. Permittees found to be profiting from sub-leasing time will be fined \$50 for the first occurrence, \$150 for the second, and \$250 for the third occurrence and lose all access to the specific field/s. Repeated violations will result in loss of use of all public fields. PP&R reserves all rights to reissue this time as it determines.

TRANSFERABILITY:

Permits are non-transferable. City Code: 20.08.050 All-time not used must be returned to the CSC if not intended to be used by the Permittee.

PLAY DURING FIELD CLOSURE & RAINOUTS:

Damage caused from play during or after rain. Permittees who play during inclement weather and cause significant damage will be charged a fine of \$500 plus the cost of the repair. During or immediately following rain or inclement weather, please call the rainout line 503-823-2030. If no new messaging is provided the playability should be determined on-site by using by using these simple criteria:

- If stepping on the infield produces a 1" deep or greater water-filled footprint or when running produces the same result, then play is not permitted.
- If there is any doubt, always choose not to play. Failure to follow this policy can result in fines, assessment of damage charges and cancellation of current and future permits.
- Synthetic turf fields are not closed due to rain. They may be closed due to severe cold, ice and snow.

PRACTICE IN STADIUMS: Stadiums are game only facilities. Permittees found practicing in PP&R stadiums will be fined \$50 for the first occurrence, \$150 for the second occurrence, and \$250 for the third occurrence. Repeat violations may result in the cancelation of your permit and loss of access to PP&R. (Stadiums: Erv Lind, Sckavone and Walker.)

UNAUTHORIZED SERVICES AND APPLICATIONS: Application of chemical substances such as herbicides are strictly forbidden on PP&R and PPS property. This permit DOES NOT provide the permittee the authorization to use or apply such herbicides or other chemicals. Permittees are subject to a fine of \$250 per occurrence. Multiple offenses may result in loss of access to PP&R & PPS facilities.

UNAUTHORIZED CONSTRUCTION OR PLACEMENT OF STRUCTURES: This permit DOES NOT provide the permittee with the authority to make changes to, build or place structures on permitted property without prior approval of the property owner. That approval must be received in the Customer Service Center prior to the commencement of work and issuance of this permit. Permittees are subject to fine of \$250 per occurrence. Multiple offenses may result in loss of access to PP&R & PPS facilities.

EQUIPMENT IN PARK OVERNIGHT:

In limited situations, storage units may be included with a usage permit and placed within Portland Parks and/or Portland Public School athletic facilities. PP&R and PPS retain the right to approve or deny the placement of these units. Leagues are required to provide containers that meet PP&R standards for size, color, security, etc. Leagues provide all maintenance for the container per PP&R standards regarding repair, graffiti removal and cleanliness. All non-compliant storage units will be removed from the park at the Permittees expense.

No equipment may be left in the park overnight without Parks approval. Equipment or other elements of the permittees set up left in the park overnight require the permittee to provide overnight security to protect the park, the permittee's property and the safety of the public. Any equipment left in the park beyond dates on this permit granted to the permittee will incur additional daily usage fees.

Late Removal Fees: The Permittee will be charged \$5 for each day the container that is in or adjacent to the park beyond the permitted time up to \$150 or 30 days. After 30 days, the league will be charged \$25 a day until the entire deposit is forfeited (14 days).

-If the container still remains in and/or adjacent to the park after the entire deposit has been forfeited, Parks retains the right to deny future permits requesting the placement of a container in any park the following years.

-If Parks incurs any costs due to cleanup, repair, or towing of a container, no new permits will be issued to that league until those costs have been recovered.

STAKES IN THE GROUND:

The use of stakes is not allowed in any Portland Park (except Waterfront) due to in-ground utilities and irrigation. Water barrels, stage weights, concrete block or other suitable materials must be used to secure canopies, tents, inflatable jumping castles/bounce houses, and volleyball nets.

FENCING:

Outfield fencing erected on ball fields must be approved by Portland Parks & Recreation Athletic Field Maintenance. Fencing must be removed on or before the last permitted date.

TREES:

Nothing may be attached or tied to trees.

PORTABLE RESTROOMS:

Portable Restrooms are often placed in support of permitted athletic play. If a park is scheduled to have a Portable Restroom, we will make every attempt to have it placed on or before the first day of permitted play and removed following season use.

The cost for placement, servicing, and removal of these portable restrooms is spread evenly between users. PP&R includes an estimated amount for vandalism, maintenance and replacement of restrooms that may be destroyed.

Portable Restrooms are intended to provide services to events and activities in facilities that either do not already have restrooms or to supplement existing restrooms. The fact that there may be existing restrooms in a park does not necessarily preclude PP&R from requiring additional Portable Restrooms.

The following are the possible reasons PP&R may require placement of additional restrooms:

There is no restroom at the facility. Restrooms in parks are not meant to satisfy all users and activities in that park. The duration and size of an event in combination with all other events at a location may require placement of additional portable restrooms.

If you have more than 125 in attendance at your event, you will always need to supply a portable restroom. However, if the Customer Service Center determines that the number of participants is high enough to impact the current service level, PP&R may require additional portable restrooms.

The permitted event is more than 2 hours in duration.

The event is re-occurring over multiple days or weeks. Sports leagues, practices, games, etc. This supersedes the 2-hour rule.

The permitted location or facility is adjacent to other permitted facilities whose activities in combination with the latter are significant enough to require additional restrooms. The Park Supervisor will determine the number and placement of all additional portable restrooms.

If food and beverages are a component of the event. This can be through sales from a food concession, caterer or BYOB.

Restrooms are placed at a cost to the Permittee. (See Restroom Fees on the 2019 Guidelines for Reserving Athletic Facilities.)

Any changes or adjustments to these locations must be approved by the Park Supervisor.

An opt-out option is available for leagues who are the only users of a specific facility for the season. In that instance, the Permittee can supply the portable restroom themselves. In this case, the league takes sole responsibility for the following:

-Security. Must be secured with an appropriate lock.

-Repair. Damage must be repaired within 2 days.

-Graffiti Removal. Removal required within 2 days.

-Cleanliness. The area in and around the Portable Restroom/s must be well maintained, with grass mowed, and trash removed daily.

NON-DISCRIMINATION STATEMENT:

By holding an approved Portland Parks & Recreation Permit, the Permittee agrees that the permitted organizations, agents and representatives will not discriminate against anyone on the basis of race, color, gender, national origin, sexual orientation, marital status, religion or disability while using the facilities, parks and areas permitted on this permit. It is agreed that suspension of privileges granted by Portland Parks & Recreation may result from violation of this agreement.

Americans with Disabilities Act Compliance Mandates:

Federal, State County and City ordinances require full compliance with the Americans with Disabilities Act of 1990 regulations. The following elements are mandatory minimums:

1. PATH OF TRAVEL
2. ENTRANCE AND EXIT "GATES"
3. PORTABLE REST ROOMS AND WASH STATIONS
4. VENDOR BOOTHS
5. AUDIENCE SEATING AND TABLES
6. SIGNAGE
7. PARKING (if provided)
8. SERVICE ANIMAL ACCOMMODATIONS
9. ASSISTIVE LISTENING DEVICES
10. ALTERNATE FORMATS FOR PRINTED MATERIALS

Please see the ADA section in the Special Use Permit Manual for specific standards of all of the above elements.

(Copies of the manual are available at the Parks Customer Service Center, free of charge.)

RANGER SERVICES:

If you experience a conflict with another party in a park and you cannot resolve the problem yourself, Park Rangers may be called. The Ranger number is 503-823-1637 and is staffed 8:00am - 9:30pm 7 days a week. If a more serious conflict develops, please call police non-emergency 503-823-3333.

▼ CUSTOM QUESTIONS

Question	Answer
Please tell us the purpose of this permit. Select all that may apply.	Games Only
What are the ages of the players? PP&R considers youth to be high school age and younger.	Middle School (11-14)
How many teams are you requesting field time for (please only include team/s in your club or organization)?	20
Will you be preparing food onsite, serving and/or providing catering at your event?	No
You are required to remove all garbage generated by your activities from the park.	I understand and will remove all our garbage
Smoking is not allowed on Portland Parks and Recreation property per Title 20.12.110.	I understand. I will ensure my party doesn't smoke
Are you intending to use any sound device, instruments or amplification of any kind at your event?	No
If you intend to have a fence on-site, what day will it be put up? Enter N/A if you do not plan to put up a fence.	na
If you intend to have a fence on-site, what day will it be taken down? Enter N/A if you do not plan to put up a fence.	na