



ATHLETIC FIELD RESERVATION FORM

Parks Division – 1230 Deer Island Rd, St. Helens, OR 97051

Email: mgaelrunmaggi@sthelensoregon.gov

Phone: 503-366-8231

(Fill out and sign form, initial last page, provide insurance copies, and email or drop off packet.)

Athletic Field Fee Schedule		
McCormick Park Softball Fields 1 or 2	\$10.00	Per field per 3-hour session minimum
McCormick Park T-Ball Fields 1 or 2	\$5.00	Per field per 3-hour session minimum
McCormick Soccer Field (combines both t-ball fields)	\$10.00	Per field per 3-hour session minimum
6 th or 7 th Street Park Baseball Fields	\$5.00	Per field per 3-hour session minimum
Campbell Park Softball Fields 1 or 2	\$10.00	Per field per 3-hour session minimum
Recreation Center (Boise) Softball Fields 1,2,3	\$5.00	Per field per 3-hour session minimum

SECTION 1: CONTACT INFORMATION

Applicant Name: _____ Phone: _____

Organizations/Group Name: _____

Email: _____

Mailing Address: _____

SECTION 2: LOCATION / EVENT INFORMATION

Event Name: _____ Estimated Attendance: _____

Description of Event: _____

Locations: _____

Season: ☐ Spring (March-May) [Applications Due Jan 1] ☐ Summer (June-August) [Applications Due Apr 1]
☐ Fall (September-November) [Applications Due July 1] ☐ Winter (December-February) [Applications Due Oct 1]

Specific Date(s) & Time(s):

Will your event require Field Lights? ☐ Yes ☐ No (extra \$25 per occasion per field)

Applicant Signature: _____ Date: _____



ATHLETIC FIELD PROCESS & POLICIES

Hours of Use

- Sports field rental hours: 8 am – 10 pm

Reservation Process

- Submit Athletic Field Reservation Form to the Parks Department. All submissions should be submitted with all required documentation.
- 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 (265 Strand St) as "Additional Insured"
- Fields will be allocated and permitted as sustainability allows.
- Teams/organizations are required to provide schedules that indicate fields being used.
- **Parks reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events. Special priority may be given to in-city teams and returning organizations.**
- If it is determined necessary, all organizations hosting tournaments on fields may be required to meet with Parks staff a minimum of 30 days before the tournament date(s).
- Field users are required to have a copy of the Athletic Field Reservation Approval Form on hand during each game and must be prepared to present the document on demand.
- **Parks reserves the right to add conditions and/or modifications to the reservation, on a case-by-case basis. Any fee or credit allowances will be confirmed in writing and be decided before approval. Maximum credit allowance is 50% of fee total.**
- Initial and submit all pages of Athletic Policies.

Cancellation and Refund Policies

- Reservation cancellations must be made at least 7 days in advance to receive a full refund or credit. If your event is canceled less than 7 days of your event date, the entire fee will be forfeited.
- Cancellations due to weather related issues are not the fault of the Parks Division. If fields are closed by the City officially, you will receive a refund or credit.
- If Parks 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 refund or credit for the missed time will be provided.
- Due to unforeseen circumstances, Parks 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 fee will be issued.

Applicant Initials

Weather Cancellation Policies

- Lightning Policy - When thunder is heard, or a cloud-to-ground lightning 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, Parks will officially close the fields and reservations scheduled will get first opportunity to reschedule games later or receive a refund or credit.
- Excessive Heat Policy – During the spring/summer seasons, Parks encourages participants to follow the guidelines below:
 - Game time heat index of above 106 – Park managers will cancel all scheduled activities.

Rules and Guidelines

- NO ALCOHOL CAN BE SERVED OR CONSUMED ON CITY PROPERTY.
- NO SPORTS SHOULD BE PLAYED BY ANYONE WHO MAY APPEAR TO BE UNDER THE INFLUENCE OF ANY ALTERING SUBSTANCE, THIS INCLUDES ALCOHOL AND MARIJUANA.
- Subleasing of fields is not allowed under any circumstances.
- **All sponsorship banners must be removed from City fences and structures at the end of the season.**
- **All team equipment must be removed from City buildings at the end of the season.**
- 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
- **Reservation fees must be paid in full before a permit will be issued.**
- If others will not yield your reserved area to you when requested, please call the police non-emergency number at 503-397-1521.

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- 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 6-foot 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.
 - Trash must be picked up around the field area from players/spectators.
- 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 City reserves the right to change/modify these rules as needed.
- **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.
- **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.

Applicant Initials