



## Usage Fees

Athletic Field Use Fees for organized sporting events are as follows. Athletic fields that are subject to use fees include baseball fields, softball fields, soccer fields, tennis courts and basketball courts. No user fees are charged for City of Troutdale Recreation Division Activities. Fees to user groups may be waived in lieu of donated labor or materials subject to approval by the Parks or Facilities Supervisor or designee. User groups are responsible for lining fields and supplying goal nets and corner flags. The City of Troutdale's Recreation Division has first priority to field use if reserved on or before April 15th of each year, except for activities covered by preexisting use agreements. After April 15th, fields are available to groups or individuals on a first-come, first served basis.

2 hours	\$20
1 day tournament	\$50
2-day tournament	\$75
Season (Five or more non-tournament games)	\$100
Refundable deposit for breakaway bases	\$100

- **All fees and deposits** are due and payable at the time of the reservation.
- No outside sales can take place in the Parks.
- Do Not move Park picnic tables.
- Do Not cover or remove signage within the or Parks.
- Do Not use confetti or rice in the Parks or Shelters; instead, use birdseed. (confetti is difficult to remove and confetti and rice are hazardous to wildlife)
- Keep balloons away from trees; water balloons are not allowed.
- If open, do not block access to the concession stand.
- Clean up any areas used (cigarette butts, cups, etc.) and properly dispose of coals, cigarette and cigar butts in a safe manner.
- All tape and decorations must be removed after event. This includes removing any signs identifying your function.
- Sack all garbage and used diapers and place in Park dumpster.
- Remember to remove personal items and any other furnishings or equipment from the site when you leave.
- If music is to be performed in any Park, a "Special Use Permit for Outdoor Amplified Sound" must be completed and approved by the Parks Supervisor.
- **Your copy of this form is your Permit. Please bring it with you to the park. If you experience a conflict with other users, please show them your permit. Permit holders have Priority Use in all instances.** For assistance call the MCSO non-emergency number: 503-823-3333.

### **Cancellation, NSF Checks, Refunds**

- **Notice of cancellation** must be given no later than 60 days before the date of the function in order to receive a full refund; if the cancellation notice is given less than 60 days before the function, no refund will be given.
- **All NSF checks** will incur a \$25. fee. The check amount plus the \$25. fee must be paid with cash or money order.

### **Schedule Changes & Access**

- **If you need to change your scheduled time or date, call the Reservation line: 503-674-7297.**