

CITY OF HAPPY VALLEY (COHV) SPORTS FIELD POLICY/PROCEDURE



1. All parties requesting use of COHV sports fields must fill out a Sports Field Reservation Application and Joint Use Agreement. These forms should be submitted for approval a minimum of 30 days prior to the requested date(s) use. Individual team requests should be placed through their respective organization.
2. Completed Facility Use Permit Applications should be remitted to:
 - City of Happy Valley
 - 16000 SE Misty Dr.
 - Happy Valley, OR 97086
 - Attn: Sports Fields
3. Applicants will be contacted by COHV employee to confirm facility dates requested. Any changes or cancellations to approved permits must be submitted in writing to COHV at least 30 days prior to the permit date(s) to avoid charges.
4. Upon permit approval, applicants will be asked to provide COHV with the following:
 - a. Deposit of 25% of anticipated fee due at time of application approval. Check payable to City of Happy Valley.
 - b. Proof of Liability Insurance listing the City of Happy Valley, its Elected and Appointed Officials, Officers, Agents, Employees, and Volunteers are covered as Additional Insured with a minimum of General Liability of \$2 Million per occurrence.
 - c. Detailed information for requested fields: Dates and Times of practices and games; Team Rosters; **Absolutely no more than two teams allowed on any one field at the same time.**
5. COHV will invoice any remaining rental fees and charges upon the conclusion of the permit usage dates; or end of in season sport. Final payment is due within 14 days of notification.
 - Cash, personal checks, cashier checks, Visa, MasterCard or debit cards are accepted forms of payment. Checks made out to the *City of Happy Valley*, Attn: Sports Fields
6. COHV reserves the right to cancel or change a reservation due to extenuating circumstances.

COHV SPORTS FIELD USE SCHEDULING DATES

SEASON	DATES OF SEASON	In-City Requests	Out-of City Requests	IN SEASON SPORTS
FALL	September - November	July 1 st -31 st	August 1st	Football, Soccer
WINTER	November – February	Fields Closed	Fields Closed	Fields Closed
SPRING	March - June	January 1 st -31 st	February 1st	Baseball, Soccer, Lacrosse
SUMMER	July - August	May 1 st -31 st	June 1st	Spring/Fall Sports Overlap

Criteria for In-City status of field use permit includes “in season sport”, 75% of participants residing within the City limits of Happy Valley and past compliance and payment history with COHV.

Requests for facility use can be placed prior to the upcoming season request date, but will not be approved before the end of that respective month. Requests received after the last day of In-City scheduling dates are limited to space available and will be approved on a first come, first serve basis. Field use permits are non-transferable. If another organization would like use, they must follow registration process.

COHV SPORTS FIELD POLICIES

Field Maintenance

City personnel will be responsible for operation of the watering system and the schedule for watering. City will mow all fields.

The City is open to suggestions from sports clubs as to maintenance enhancements that the Clubs would be interested in providing. The City must approve any field enhancement or field maintenance by any organization prior to the work being performed (please see Sports Field Maintenance/Enhancement Request form attached).

The following maintenance/enhancement activities are permitted without prior approval from the City:

- Dressing the fields prior to games (lining and striping)
- Non-mechanical aeration.

Insurance Requirements

The responsible party shall maintain General Liability insurance in the amounts as follows:

General Liability:

Each Occurrence: \$2,000,000

Medical Expense: \$5,000

Personal & Advertising Injury: \$1,000,000

General Aggregate: \$2,000,000

The City of Happy Valley, its Elected and Appointed Officials, Officers, Agents, Employees, and Volunteers shall be covered as Additional Insured using the appropriate endorsement. This endorsement shall protect the City from any and all liability related to said organization's field usage and be maintained for the duration of the organization's usage.

Tournament Information

Separate Tournament Application must be registered as "Special Event". See Tournament Fees on "Special Event"/Tournament Application.

Tournament Directors or primary contacts are required to provide COHV with tournament brackets and/or schedules within 72 hours (3 days) of the event. Organization must submit traffic control/parking plan prior to event.

Concession Sales and Vending Permits

Any food and beverage sales are prohibited without express written consent of the City of Happy Valley.

All vending and commercial sales require pre-approval from COHV. If approved, a vending permit requires the appropriate business license. COHV will retain a percentage of the gross revenue or flat fee of any vending operations unless other arrangements are negotiated. Fees may be waived if the renter is affiliated with a non-profit or school organization.

Public Admission Charge

Happy Valley Park is a public park. Gate fees or charge of admissions to any sporting event is strictly prohibited.

Facility Clean-Up

The Tournament Director or permit holder is responsible for clean-up of the field(s), team areas and spectator areas after each game. Trash and recycle cans are placed throughout the facilities for your convenience. Cleanliness is judged by COHV staff.

Damage or Vandalism

Damage to the facility, structures or playing surface determined to stem from the rental activity will be billed to the renter or to the Tournament Director. Damage and replacement costs are determined by COHV. Major damage will be reported to the appropriate Police/Sheriff Department.

Banners and Signs

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by COHV. Unauthorized signage or signage with inappropriate content is subject to removal by COHV staff.

Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.

Amplification

Amplification systems are allowed by permit only. For approval contact COHV staff.

Temporary Structures

Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. Check with the COHV staff for specifics prior to setting up these structures.

HAPPY VALLEY PARK RULES

City Ordinance 222

PARK HOURS: 8:00 a.m. to dusk

RULES

- All Garbage/Rubbish is to be deposited in cans provided and lids securely replaced or placed in trash bags, securely tied, and to be removed from the park by the user.
- Advertising or sale of any item(s) in the park shall be by permit only.
- All animals are to be kept on a leash. No livestock is allowed in the park.
- Vehicle parking is permitted in marked parking areas only. Parking in unmarked areas is permitted for loading and unloading only. **PARKING ON GRASS IS PROHIBITED.**
- Barbeques are provided, but you may bring your own. **HOWEVER: You are responsible for the SAFE DISPOSAL of coals and grease. DO NOT DEPOSIT COALS AND/OR GREASE ON PARK GROUNDS OR IN PARK GARBAGE CANS.**
- The sound level of radios, tape/CD players and amplification systems shall be kept at a level that will not offend other park users or park neighbors.

PROHIBITED ITEMS

- The possession, sale or consumption of **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE PROHIBITED.**
- Effective 3/17/09 by City Ordinance 386, all city-owned buildings, parks, trails & parking lots are tobacco-free. **SMOKING AND USE OF TOBACCO PRODUCTS IS PROHIBITED.**
- No personal fireworks are allowed in the park.
- Any item or substance that may damage, stain or permanently alter facilities, structures or playing surfaces.
- Destruction or defacing of any park signs, equipment, building or City property.
- Building of fires/campfires.
- Overnight camping is prohibited.
- No weapons or explosive devices of any kind are allowed in the park.
- Gambling, betting or games of chance.
- Mutilation or destruction of any vegetation is not allowed
- Injury or molestation of any animal (wild or domestic) or fish
- Fishing, bathing, swimming or building of any dam is not allowed in any stream or fountain
- No use of any javelin, shot put, discus or golf equipment is allowed in the park
- The driving of stakes into the ground is prohibited. Underground utilities may be encountered.