



# BFCT Soccer Complex Use Rules and Guidelines

Bend FC Timbers (“BFCT” or “Bend FC Timbers”) recognizes that athletics are a fundamental component of our goal to foster healthy lifestyles and help our community thrive. Our goals are to facilitate the efficient use of available field space, maintain safe, high-quality athletic fields, minimize potential scheduling conflicts and provide accurate information on-field use.

All organized use of Bend FC Timbers Soccer Complex requires a reservation by the individual or organization desiring use (the “User”) and provides exclusive use of a field. Organized use is defined as any time a group of individuals is (i) practicing, (ii) playing contests, or, (iii) conducting drills, camps or other programmed activities under the organization, direction, and supervision of an individual or organization. BFCT does not allow the use of the BFCT Soccer Complex for any uses unless the user has been authorized in writing by BFCT, e.g., no unorganized use of the BFCT Soccer Complex is allowed. Any unorganized use of the BFCT Soccer Complex by an individual or organization is cause for termination or revocation of the User’s use of the BFCT Soccer Complex and forfeiture of any existing reservation deposit.

## RESERVATION PROCESS

### Rental Season and Field Availability

Field rentals are open year-round (weather permitting) to all Users. Requests must be submitted at least 7 days in advance of reservation date(s). Requests received less than 7 days in advance may not be accommodated.

### How to Reserve a Sports Field

Complete Athletic Field Turf Use Permit Application (the “Application”). User will be notified within 48 hours of submitting the Application in order to enable BFCT to determine availability and gather additional information regarding the field rental. For single occurrence field rentals, payment and refundable deposit are due with signed contract. For tournaments and recurring field reservations, a refundable deposit is due with signed contract; final billing will be done monthly and will be due within 14 days of the invoice date. Once details of the reservation have been coordinated, User will receive a confirmation receipt as well as a BFCT Soccer Complex Usage Agreement (“the Field Use Agreement”) that must be signed and returned to Bend FC Timbers. **Reservations are not confirmed until you have returned the signed Field Use Agreement, proof of insurance, and deposit or payment (if applicable) are provided to BFCT and User has received written confirmation of receipt from BFCT.**

Tournaments are required to complete and submit a logistics plan as well as schedule a pre-tournament meeting at least 30 days prior to the tournament date. This meeting can be held over the phone, via email or in person. See Soccer Complex Turf Use Guidelines for additional information. Failure to comply with billing procedures may jeopardize current and/or future field reservations.

**BFCT Soccer Complex Field Use Fees** (as of 12.1.19 and subject to change)

- \$75 hourly per field weekday
- \$100 hourly per field weekend
- \$1000 full day rate (12-hour period)
- Single occurrence reservation: \$500 refundable security deposit
- Tournaments/Recurring Field Reservation: \$1500 refundable security deposit

**Cancellation and Refund Policy**

Field rentals are billed based on *reserved* field space. In the event, user must cancel a reservation. User must notify Bend FC Timber in writing by 12:01 am one prior to field use date to cancel and will be assessed a \$75 cancellation fee. No refunds will be issued within one month of scheduled field use.

**Liability Insurance Requirements**

All Users to whom use has been granted must agree in writing to hold the Bend FC Timbers harmless and free from all liability of any kind resulting from the use of their athletic fields. A Certificate of Insurance and Additionally Insured Endorsement page must be submitted to the Bend FC Timbers upon either (i) 30 days prior to the reservation date if the reservation was confirmed by BFCT prior to that date, or (ii) within 48 hours of confirmation of the reservation date if the reservation was confirmed within 30 days prior to the event date. User shall provide of the following coverage:

- Public liability and property damage insurance in an amount no less than \$2,000,000 per occurrence.
- BFCT and Bend Park and Recreation District named as additionally insured.

Every Certificate of Insurance should have the following minimum information:

- Named insured
- Insurance company
- Policy number
- Date(s) of coverage
- Limits of liability
- Type of event
- Type of activity and location
- Certificate needs to be issued thirty (30) days prior to event
- Cancellation insurance clause providing Bend FC Timbers with thirty (30) days written notice

For additional information refer to the Soccer Complex Insurance Requirements.

**Alcohol and Concessions**

Consumption or sale of alcohol in Bend Park & Recreation District parks is allowed only under permitted uses. No consumption or sale of alcohol will be allowed without the advanced written approval of BFCT, which be may be withheld at its sole and absolute discretion. Possession or consumption of alcoholic beverages, if authorized, requires an additional alcohol liability rider on the certificate of insurance. Selling of alcoholic beverages also requires an additional alcohol liability rider on the certificate of insurance and a permit issued by the Oregon Liquor Control Commission. User is responsible for contacting OLCC to obtain a permit and any other necessary approvals. The OLCC permit (if obtained) and the certificate of insurance must be submitted to Bend FC Timbers 30 days prior to the event, or concurrently with the signed Field Use Agreement if the reservation date is less than 30 days prior to the event date.

The Bend Park and Recreation District holds an exclusive contract for food and beverages concessions. Additional food and beverage sales are prohibited without written consent from the Bend Park and Recreation District. See Tournament Logistics Plan Guide for additional information regarding concessions and vendors.

### **SCHEDULING PRIORITIZATION**

Bend FC Timbers primary role in the provision of athletic fields is to meet the needs of our club and the recreation programs and leagues offered by other community sport organizations. While the Bend FC Timbers operates athletic fields to meet some of these needs, the Bend FC Timbers cannot provide athletic field space to accommodate all sport organizations.

To the extent feasible, BFCT will attempt to accommodate all Users. As a result, the Bend FC Timbers will consider all requests and then schedule time-based on a priority order that makes the best use of available field space.

BFCT reserves the right at its sole and absolute discretion to preclude the use of the BFCT Soccer Complex by any individual or organization that intends to use the fields in a manner that may or likely result in damage to the fields, e.g., an activity that is inconsistent with synthetic field turf.

### **GUIDELINES FOR FIELD USE**

#### **General Use**

- Leave immediately after scheduled use safely and quietly. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Field use must be suspended in the event thunder and/or lightning is observed, following USYS lightning guidelines.
- Bend FC Timbers staff will make the final determination as to the playability of fields.
- Tents, canopies or other temporary structures are not permitted on the synthetic fields.
- No tarps or material which may damage the turf may be placed on the synthetic fields.
- Do not climb on fences or other structures not designated for climbing.
- All litter and garbage must be disposed of properly. Tape, water bottles, clothing, pre-wrap, etc. must be removed from the fields or the sidelines. Trash cans are placed throughout Pine Nursery Park and there is a dumpster available for your convenience located on the southwest side of the park. It may be required for Users to provide additional trash cans or dumpsters based on the size and/or duration of the reservation. See Soccer Complex Logistics Plan Guide for more information.
- Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Bend FC Timbers & Bend Park and Recreation District. 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 field use.
- Animals are not allowed on synthetic turf.
- Food, beverage (except water), sunflower seeds, gum, peanuts, and similar food are NOT allowed on the synthetic fields.
- Metal and/or steel spikes are prohibited on the synthetic fields.
- No smoking or vaping allowed on synthetic turf.
- No motorized vehicles allowed on synthetic turf.
- Do not kick, throw or otherwise propel objects into the fencing.
- Weapons are prohibited.
- Criminal activity is prohibited.

- Groups must be off the field by the time their reservation period ends so the next group can take the field and make the most of their allotted time.
- Users are responsible to lock perimeter fence after use.
- Bend FC Timbers is not responsible for the security of personal items of the User, attendees, or guests.
- **Groups must clean up after themselves; do not leave tape, water bottles, pre-wrap, etc on the fields or the sidelines.**

### **User Conduct**

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. User is responsible for the conduct and control of participants and spectators. BFCT employees have the right to ask anyone to leave the park if inappropriate behavior is exhibited. Inappropriate behavior includes but is not limited to:

- Physically or verbally threatening the well-being of an official, competitor, spectator or Bend FC Timbers employee
- Addressing an official, competitor, spectator or Bend FC Timbers employee in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language
- Endangering actions (e.g. throwing bats or other equipment)
- Inappropriate gestures
- Intoxication
- Vandalism

Bend FC Timbers does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations, or in the the activities or operations at or about the BFCT Soccer Complex. Bend FC Timbers reserves the right to immediately terminate any reservation and to retain any deposit in the event any individual or organization engages in any activity or operation that is inconsistent with this non-discrimination policy or in the event of violations of the foregoing User Conduct provisions.

### **Field Grooming and Turf Preservation**

- BFCT staff will complete all field maintenance. Rental groups will be allowed only minor field prep. BFCT will not supply any field maintenance equipment to outside users.
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate use of areas (including location of goals, if applicable), and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for safe passage of spectators and participants.
- Snow mitigation process option. Rental groups have the option to pay fees for snow mitigation. A significant amount of snow prohibiting field use will not result in User paying field use fees. BFCT shall have the sole and absolute right to determine if snow mitigation will be appropriate and the level of any snow mitigation.

**Field Equipment**

- BFCT will not supply any field equipment or non-soccer related field equipment to outside Users. BFCT will supply standing soccer goals. Lining of field for outside use activities may be requested. Field lining will only be done by Bend FC Timbers staff billed to outside User at an hourly rate. Rate TBD.

User will report hazards and immediate emergencies such as broken water lines, gushing sprinklers heads, etc. to Tara @ 541.915.9770 or Tammy @ 541.325.6565. When calling, be prepared to fully identify yourself, your location and the specific nature of the emergency so that staff can bring the appropriate repair equipment.