



**PARKS AND RECREATION ADVISORY COMMITTEE AGENDA**  
**Wednesday, May 7, 2025 - 5:30 PM**  
**Council Chambers, 169 SW Coast Hwy, Newport, Oregon 97365**

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to the City Recorder at 541.574.0613, or [cityrecorder@newportoregon.gov](mailto:cityrecorder@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. **Call to Order/Roll Call**
2. **Additions/Deletions to Agenda**
3. **Public Comment**
4. **Approval of Minutes**
- 4.A **Committee Minutes - April 2, 2025**  
[Minutes 4-2-25 DRAFT](#)
5. **Discussion Items**
- 5.A **Review Committee Charge (10 minutes)**  
[CommitteeCharge - FINAL 2025](#)

- 5.B Committee Fiscal Year 2025-2026 Goal Setting (20 minutes)**  
[CommitteeGoals2025\\_draft](#)
  - 5.C 60+ Activity Center Dedicated Agenda Item (20 minutes)**
  - 5.D Park Use Agreement Document Review (20 minutes)**  
[City of Newport - Park Use Agreement\\_DRAFT](#)
  - 5.E Recreational Immunity Update (15 minutes)**
  - 6. Director's Report**
  - 6.A March 2025 Dept Report**  
[P&R\\_March\\_2025](#)
  - 7. Committee Comments**
  - 8. Develop Next Agenda**
  - 9. Establish Next Meeting Date**
  - 10. Adjournment**
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**City of Newport  
Parks and Recreation Advisory Committee Minutes  
April 2, 2025**

**LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL  
169 SW COAST HIGHWAY NEWPORT**

**Time Start: 5:34 P.M.**

**Time End: 6:47 P.M.**

**ATTENDANCE LOG/ROLLCALL**

<b>COUNCIL / COMMITTEE MEMBER</b>	<b>STAFF</b>
Nancy Steinberg, Chair	Michael Cavanaugh, Parks & Recreation Director
Charles Mitchell	
Cheryl Brown	
Jeff Schrantz	
Michael Kloeck	
John Wray	
Bryn McCornack	
CM Hall, Council designee	

<b>AGENDA ITEM</b>	<b>ACTIONS</b>
<b>REGULAR MEETING</b>	
<b>CALL TO ORDER AND ROLL CALL</b>	
a. Roll Call	Steinberg called the meeting to order at 5:34pm. Cavanaugh took the Roll Call.
<b>ADDITIONS/DELETIONS TO AGENDA</b>	None.
<b>PUBLIC COMMENT</b>	None.
<b>APPROVAL OF THE MINUTES</b>	
a. Meeting minutes of March 5, 2025.	Motion by Cheryl Brown to approve the minutes of March 5, 2025. Seconded by Kloeck. Motion carried unanimously in a voice vote.
<b>DISCUSSION ITEMS</b>	

<p>a. 60+ Center Update - Peggy O'Callaghan</p> <p>b. Vacant Committee Seat Discussion</p> <p>c. City Tree Board Training</p>	<p>O'Callaghan gave an overview of the programs, activities, trips, projects, and events occurring at the 60+ Center.</p> <p>Committee held discussion with Ann Way, former 60+ Committee Chair, for bringing Ann into the Parks &amp; Recreation Committee. Staff has to check if Ann can since she lives outside Lincoln County.</p> <p>A provisional vote was made to accept Ann Way onto the Committee pending her status as a non-county resident. Motion by Schrantz, seconded by McCornack. Motion carried unanimously in a voice vote.</p> <p>Cavanaugh held discussion on the responsibilities of the City Tree Board. Staff reviewed municipal code and other resources available for the board.</p>
<b>COMMITTEE COMMENTS</b>	<p>McCornack referenced municipal code regarding the make-up of the Parks and Recreation Committee for resident and non-resident requirements.</p>
<b>DIRECTOR'S REPORT</b>	<p>Cavanaugh reviewed activities and programs for the month of February.</p>
<b>DEVELOP NEXT AGENDA</b>	<p>Centro de Ayuda Committee Goal Setting Recreation Business Plan Review Facility Use Agreement Review Tour of City Parks (later date)</p>
<b>DEVELOP NEXT MEETING DATE</b>	<p>Next meeting is tentatively scheduled for April 7<sup>th</sup>, 2025.</p>

# **City of Newport**

## **Parks and Recreation Advisory Committee**

### **Charge to the Committee/MISSION STATEMENT**

January 2025

The Parks and Recreation Advisory Committee for the City of Newport is a group of citizen volunteers appointed by the mayor, and confirmed by the City Council, to two-year terms. The committee consists of 11 members; a Chair and Vice-Chair are chosen from among those members.

The committee's charge is to support the mission of the Parks and Recreation Department, which is "...to help meet the recreation needs of residents and guests by providing quality facilities, trails, fields and open space. We strive to offer a variety of activities and environments that allow for personal, social, and economic benefits open to all people. Our goal is to provide leadership and coordination on projects and programs that enhance the livability and quality of life in Newport."

The committee's responsibilities include, but are not limited to:

- "[Making] recommendations to the City Council concerning parks, recreation center, recreation programs, and swimming pool. Recommendations may include the acquisition, development, use, operation, and disposition of parks, facilities, rules, regulations, and programming" (Newport Municipal Code 2.05.040).
- Developing proposed ordinances and rules for use of parks properties for recommendation to the City Council.
- Serving as the City's Tree Board, which will "...periodically update a written plan for the care, preservation, pruning, planting, replanting, removal and disposition of trees in parks, along public streets, and in other public places" (Newport Municipal Code 2.05.040).
- Offering citizen perspectives on needs and desires ("visioning") with respect to parks, recreation center, and programs, including but not limited to city beautification opportunities, interconnectivity of neighborhoods via non-motorized trails, educational programming, etc.
- Responding to requests from the city council or city administration regarding policy issues relevant to parks and recreational facilities and programs.
- Accepting public comment on issues relevant to parks and related city facilities, recreation center, and recreation programming; issuing recommendations to city staff as appropriate on these issues; and transmitting major recommendations to the City Council.

- Volunteering, when possible, to assist in large-scale departmental initiatives and projects. These duties could include staffing events such as races and Rec Center shows, writing grants, assisting in other fundraising, and other projects.
  - Assisting departmental staff in developing annual, multi-year, and ongoing departmental goals, including updates to the Parks Master Plan, and providing endorsement of those goals prior to submittal to the City Council.
  - Monitoring departmental progress toward achieving its stated goals (short, medium, and long-term) by receiving periodic updates and providing feedback and recommendations as needed.
  - Serving as ambassadors to the community on parks and recreation issues by being well informed on important issues, serving as advocates for departmental initiatives, and referring questions and issues to staff as appropriate.
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## **City of Newport City Council Committees - FY2025-2026 Goals**

\*Please identify 1-3 goals total; each goal needs to fit under one of these City of Newport City Council Committees

**Focus Area 1:** Ensure the City's long-term financial sustainability and make critical, needed investments in the City's infrastructure

Committee Goal: Review Parks and Recreation Business Plan's series of recommendations for improving revenue for the department and make recommendation on which to pursue.

**Focus Area 2:** Build collaborative, interactive relationships with community members and stakeholders through robust and inclusive community engagement programs and communications

Committee Goal: Coordinate a listening session with community members on their priority for parks and recreation amenities and programming.

**Focus Area 3:** Broaden the City's technology infrastructure and online presence, providing transparent access to information and modern paths to community services provided by the City

**Focus Area 4:** Enhance beautification efforts in the City's streets, buildings, and green spaces with community partners through programs that add public arts and cleanliness to better support Newport as a tourist destination, increase community pride, and stimulate economic growth and development.

Committee Goal: Assist department in coordinating a volunteer parks adoption and/or cleanup program citywide

**Focus Area 5:** Strengthen recruitment and retention programs for City employees, City Council, and Committee members; creating a strong foundation for the future.

Committee Goal: Define role on the committee for a local high school student and undertake recruitment process to bring one onto the committee.

Committee Goal: With next opening, recruit representation from marginalized or minoritized groups

**Focus Area 6:** Enhance Newport's emergency preparedness programs to strengthen prevention methods and awareness for the community.

**Focus Area 7:** Improve livability through increasing the supply of affordable and workforce housing and addressing homelessness.







# CITY OF NEWPORT PARKS & RECREATION

**FACILITY/PARK USE AGREEMENT  
POLICIES AND PROCEDURES HANDBOOK**

## PARK USE AGREEMENT HANDBOOK

### Acknowledgement Form

I hereby confirm the reading and full understanding of this document and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also ensure that all individuals acting on behalf of the:

Organization Name: \_\_\_\_\_

are aware of and are in full understanding and agreement with the terms and conditions of this document.

Signature: \_\_\_\_\_  
*Organization President/Chair*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Sports division*

Date: \_\_\_\_\_

Please complete this form and return to:

Newport Recreation Center  
225 SE Avery St  
Newport, Oregon 97365



Greetings,

This handbook is intended to serve as a guide for you to secure use of city parks and other facilities to conduct athletic programs for local youth and adults. The athletic programs you offer play a vital role in enhancing the quality of life for the entire Newport community.

The Facility Use Handbook identifies important requirements for effective management and operation of our facilities by outside organization. The appendix contains all of the forms required to secure use of the athletic facilities to conduct your programs.

We are excited about our continued partnership in making Newport a great place to work, live, and play.

Best wishes,

**Michael Cavanaugh**  
Director, Parks and Recreation

## **PREFACE**

The development and use of recreational resources are of great importance to the welfare of the Newport community. To ensure that athletic programs provide an environment which enhances character and confidence in youngsters, each organization will be provided policies and procedures for which compliance is mandatory. The Facility Use Agreement must be signed by the president/chair of the youth organization and by appropriate Newport officials.

Each sports organization must have a current Facility Use Agreement to operate their program within the Newport park system. This agreement must be fully executed a minimum of forty-five (45) days prior to opening day of the sport season. This agreement, issued annually, specifically identifies facilities to be used by the organization and terms and conditions of said use. Failure to adhere to all requirements outlined in the policies and procedures for athletic organization may result in revocation of the Facility Use Agreement.

Organizations currently holding valid use permits will have first right of refusal on existing facilities. The Department of Parks and Recreation reserves the rights to reassign any facility revoked or released by an organization, or to assign multiple organizations to a facility based upon scheduled use of a given park facility.

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## **SECTION I**

### **Athletic Organization Legal and Organization Requirements**

## **ATHLETIC ORGANIZATIONS LEGAL AND ORGANIZATION REQUIREMENTS**

Each organization must adhere to the legal and organizational requirements set forth in the Facility Use Agreement (**see Appendix B**). These requirements are necessary to ensure the protection of the rights of all participating members of the organization.

By execution of this Facility Use Agreement, the organization assumes the financial and managerial responsibility for the program, participants, and volunteers. The Department of Parks and Recreation (hereinafter referred to as the "City") assumes no financial or managerial responsibility of the Organization's affairs. Violation of any requirement shall constitute cause for revocation of the Facility Use Agreement. The requirements are as follows:

### **1. Nonprofit Organization Status**

Each organization must incorporate and register with the Office of the Secretary of State of Oregon as a nonprofit organization. A copy of the original Charter and Articles of Incorporation must be kept on file at the City.

### **2. Bylaws**

A current copy of the organization's bylaws must be submitted to the City.

### **3. Election of Officers**

All organizations must have a written procedure for electing individuals to serve on the board of directors. This procedure must be stated clearly in the organization's by-laws. It is recommended that the by-laws clearly identify the election process for nomination and announcement of the slate of officers prior to the election. The City strongly recommends that all members of the organization receive the election notice.

The names of all duly elected officers, including position and contact information, must be submitted annually as a condition of approval of the Facility Use Agreement. All members of the organization, as defined by the bylaws, shall have the opportunity to vote for the organization's officers (**Appendix E**).

### **5. Liability Insurance Coverage**

Lessee shall obtain, at Lessee's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence, and \$1,000,000 aggregate.

A certificate of insurance must be forwarded directly to the City by the insured or agent. The policy must name The City, and its officers, directors, agents, and employees as Additional Insureds on a primary and non-contributory basis for both ongoing and completed operations. Proof of insurance must be provided to the City.

#### **6. Financial Reports**

The organization is responsible for maintaining records of all financial transactions. The City of Newport assumes no responsibility for the financial well-being or outstanding debts of the organization. Each organization must provide a written annual financial statement and a copy of its annual tax form to the City. **The report is due on April 30th** of each year.

The submittal of the financial report is required prior to the issuance of the Facility Use Agreement. It is recommended that a copy of the financial report be given to each member of the organization.

#### **7. Participation Rosters/Non-Resident Fees**

The organization is required to submit a roster of participants to the City. The roster must identify all non-Newport residents. See policy regarding non-Newport participation fees **(see Appendix F)**. Reports of all activities are due within two (2) weeks of the end of a sports season.

A Facility Use Agreement for the next year will not be granted until the roster and any payments due for non-Newport residents are received by the Department of Parks and Recreation.

#### **8. List of Coaches and Game Schedules**

The organization is required to submit a list of all its coaches and a schedule of all its games and/or other activities taking place at Newport parks facilities.

#### **9. ADA Compliance**

The organization must make all reasonable efforts to accommodate participants with disabilities.

#### **10. Contract Compliance**

The organization shall comply with the terms and conditions of the Facility Use Agreement and all applicable City policies, including the timely submission of all information required by the Facilities Use Agreement.

**Non-compliance will be addressed with the following 4-step procedure:**

**Step 1:** A letter/e-mail describing the non-compliance will be sent to the organization's president.

**Step 2:** Letter of warning to the organization's Board of Directors and officers. A copy of the warning letter will be kept on file with the City of Newport.

**Step 3:** Meeting with organization's Board of Directors and officers by the Director of Parks and Recreation seeking compliance and setting of time table to meet Facility Use Agreement requirements.

**Step 4:** Revocation of organization's use of facility.

#### **11. Conduct of Park Participants**

Unbecoming behavior displayed by any spectator, participant, parent, coach, or an official of the organization may lead to the organization being suspended or permanently barred from using the facility. Constant disagreement and quarreling by the organization using any park shall be grounds for calling all parties together by the department to determine the root of the problem and to discuss potential outcomes, including suspension of the organization from the park or facility **(See Appendix K)**.

An organization is prohibited from using a manager or coach who has been suspended from any Newport organization and/or any organization outside the City.

#### **12. Assault on Officials**

Any person who commits the offense of battery against an official who is officiating an event in or is exiting the park shall be charged with a misdemeanor. The term "official" means any person who officiates, umpires, or referees an amateur contest at the collegiate, elementary, or secondary school or recreation level. Local law enforcement will be contacted if an alleged assault occurs.



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## SECTION II

### OPERATION POLICIES OF ORGANIZATIONS

#### PART A

#### DEPARTMENTAL POLICIES

##### **1. Coach & Parent Requirements and Recommendations**

Education in accordance with Jenna's Law (SB 721) is required for all coaches and league governing bodies. This includes but is not limited to concussion recognition/protocol and mandatory reporting. An annual background check is mandatory for all organizations to verify the eligibility of coaches at city owned facilities.

We highly recommend that all coaches associated with the organization obtain certification from an accredited certification program. Furthermore, acquiring certifications in CPR, First Aid, and AED is strongly recommended. It is recommended all coaches, governing bodies, and parents adhere to the organizational and legal requirements contained in the Facility Use Agreement.

##### **2. Pre-Registration Requirement**

Organizations may not pre-register former or current participants prior to making the same opportunities available to the public. Adequate advertisement must be made to the public in conjunction with any mailings to former or current participants. Adequate advertisement would be considered placement of an ad in a local newsletter.

##### **3. Fees and Charges**

All revenue received by the organization must be used solely for the use and benefit of operating the sports program or approved improvement of facilities/athletic fields in City parks. The organization should clearly specify to program participants what is included in the fee, and should outline a refund policy. A copy of the registration form that outlines this policy should be on file with the city.

##### **5. Out-of-City-Fees**

All program participants who reside outside Newport city limits will be assessed a non-resident fee of \$10 per person. This fee is to be above and beyond the registration fee charged to Newport residents. It is the responsibility of the organization to verify the

residence of each participant. Once the fees are collected, the organization shall submit one check made payable to the City of Newport with the submission of the players roster.

#### **6. Financial Assistance**

The organization has the authority to establish a scholarship program and to approve or deny each scholarship request based on the organization's criteria for determining need. The organization may be requested to provide proof of financial assistance prior to issuing scholarships or providing free participation.

#### **9. Safety and Loss Prevention**

The organization is responsible for operating their programs in a safe, inclusive, and environmentally sensitive manner. All sport equipment must meet national safety standards and regular inspections regarding the condition of the equipment should be performed. This includes equipment rented or lent to participants.

All fields should be inspected before each use to ensure a safe environment. The organization must have a sufficient number of adults present to supervise all scheduled activities from the time the participants arrive and until all participants have left the area.

It is the responsibility of the league officials to ensure that all participants play under safe weather conditions. Furthermore, it is required that league officials stress with great importance to all coaches, managers, team business managers, etc., the potential life threatening situations created by inclement weather conditions (i.e.: thunder, lightning, tornadoes, etc.) and ensure immediate evacuation to a safe location. The organization is responsible for immediately notifying the City of any damage or hazardous conditions.

#### **10. Inclement Weather Procedures**

The City has set the following inclement weather condition policy. All play will be suspended for thirty (30) minutes following the first sighting of lightning. Each successive sighting shall delay the restart by 30 minutes until a complete thirty-minute cycle has been completed without a new sighting.

At the announcement of a **severe weather warning - ALL PLAY WILL STOP** - all players, spectators, coaches, and league official must leave the facility in an orderly manner. The facility will be closed for use until the organization has verified that weather conditions have cleared, enabling safe facility use.

#### **12. Discrimination**

Each organization agrees that all persons shall be offered the opportunity to participate in all organization programs regardless of race, color, national origin, religion, sex, age and disability, unless such participation would create a risk to the participant.

### 13. Organization Maintenance Responsibility

The organization is responsible for all field preparation for games and practices and all other maintenance above and beyond regularly scheduled maintenance services provided by the City, i.e., preparing fields for games and/or practices, lining fields, and cutting grass, (if required between normal City schedule). The organization is responsible for providing all sports equipment and uniforms. Organizations are responsible for set up and removal of all additional equipment.

Organizations are responsible for field preparations and restroom replenishment for all games and practices and on weekends, City holidays, and all other maintenance above and beyond regularly scheduled maintenance services provided by the City. The City must be notified and approval given prior to actual work being done by the organization. These would include items such as preparing fields for games and/or practices, lining fields, and cutting grass (If required between normal City schedules).

Work requests for general maintenance (turf maintenance, fence repair, sand delivery, etc.) are to be made to the City using the Work Order Request Form at the end of this agreement (**Appendix D**). Special needs (painting, carpentry work, plumbing, etc.) pertaining to existing facilities are to be made to the City using the same work order form. The organization is encouraged to submit post-season work orders to allow the Park Services Division the opportunity to deal with major requests during the off season and/or to request funds in the next year's budget. Once approved, projects will be scheduled as resources become available.

The following chart outlines maintenance responsibilities:

TASK	ORGANIZATION	NEWPORT	COMMENT
Seed/Fertilize		X	
Mow/Edge/Trim		X	
Chemical Treatments		X	
Irrigate		X	
Field Lights		X	Organization Reports Problems
Fill Low Spots	X	X	Coordinate with Parks and Recreation
Paint	X	X	
Top Dress		X	
Litter Pick-Up (Fields and Parking lot)	X		Prior to leaving complex - DAILY
Dump Trash Cans	X	X	On special events

Plumbing Repair		X	
Parking Lot Maintenance		X	
Winterize		X	Parks and Recreation coordinate
Building Light Bulbs Replacement		X	Parks and Recreation responsible
Clean Restrooms	X		Prior to leaving complex - DAILY
Clean Concession Stand	X		
Main Storage Area	X	X	
Pest Control (Building)		X	
Maintenance Equipment	X		
Electrical		X	Organization to report problems
Scoreboards		X	Organization to report problems

#### 14. Litter Control

The organization is responsible for picking up litter daily and placing it in trashcans. The organization is solely responsible for cleanup of event venue & all perimeter corridors affected by public attending the event. In short, "Anything that you & your guests bring, take with you." All sidewalks, streets, parking lots, bathrooms, & surrounding park areas clearly affected by your event must be returned to their original condition.

If the areas of the park affected by the organization are not restored to their original condition immediately following an event, and completed by noon the day following an event, or sooner, Newport Parks and Recreation Department shall undertake the clean-up activities and the organization shall be charged the City's employee hourly rate for such time.

Time stamped pictures will be taken on all incidents, and reported to organization's President/Chair, and the organization will be given a reasonable time to correct any deficiencies before any remedial actions by the City are taken.

Failure to comply with the litter control requirement will result in the following actions:

- **1<sup>st</sup> Offense:** A warning/email letter will be sent to the organization's board of directors.
- **2<sup>nd</sup> Offense:** \$5 for every 15 minutes per City staff person required to remove litter.
- **3<sup>rd</sup> Offense:** \$5 for every 15 minutes per City staff person required to remove litter and organization must submit a litter deposit of \$100 per field.

- **4<sup>th</sup> Offense:** \$5 for every 15 minutes per City staff person required to remove litter and organization forfeits litter deposit(s) concession rights and/or ability to sell in the park.

#### **15. Procedure for Placing Trash Dumpster on Site**

The City provides standard trash service; however, if excess waste is anticipated, the organization is responsible for arranging additional disposal. This includes coordinating with a sanitation or garbage removal company to determine the appropriate size and type of dumpster. Dumpsters are permitted onsite only for the duration of the specific sporting event.

#### **16. Public Use of Fields**

All Department of Park and Recreation facilities are available for public use. Those facilities under a Facility Use Agreement are available first to the indicated organization for scheduled games, activities, practice, or maintenance. When not in use by the organization, the facilities are available to the public on a first-come, first-served basis.

#### **17. Sub-Lease of Facilities**

Newport facilities under a Facility Use Agreement to an organization may not be permitted to a third party for any purpose. All facilities use inquiries must be forward to the Newport Parks and Recreation Department's Sports Division.

#### **18. Concession Operations**

The City will maintain concession facilities, to include plumbing and electrical repairs. The City will provide lock & combination according to policy and will conduct regular fire and building inspections. The responsibilities of the organization include:

- Purchase, maintenance, and repair of all concession equipment.
- Cleaning of concession interior (sinks, floors, etc.) and exterior counters.
- Bag all trash and place in outside containers.
- Contact the City for building maintenance or to report vandalism.
- Keys must be provided to Director of Parks and Recreation and Parks Supervisor. The Director of Parks and Recreation and the Park Supervisor must have access to all areas.
- Food service must comply with all state and federal sanitation and food handling laws and regulations; it is the sole responsibility of the organization to comply with these laws and regulations.

The organization shall not mark or deface the Park/Facility and shall not cause or permit anything to be done whereby the facility shall be in any manner injured, marred, or defaced. **Organization will not drive or attach, or permit to be driven or attached, nails,**

**hooks, tacks, or screws into any part of the Park/Facility, and will not make or allow to be made any field alterations of any kind therein. Damages will be the responsibility of the organization at the organization's expense.**

Organizations retain initial rights to concessions on properties identified in their Facility Use Agreements.

#### **18. Joint Use**

In the event that two or more organizations share the same concession stand, the groups must cooperate with each other in determining specifics in sharing of equipment, replacement of equipment, etc. The City reserves the right to use the concession at its discretion.

#### **19. Food Service/Sales**

No food sales are allowed from the parks unless food sales are being conducted from an approved/permitted building located within the park property. The organization is responsible for removing and disposing of the grease properly.

Food service must comply with all state and federal sanitation and food handling laws and regulations; it is the sole responsibility of the organization to comply with these laws and regulations.

#### **21. Restrooms**

- A. The organization shall leave the restrooms open during practice and games only. Any restrooms utilized by the organization are considered leased space and the organization is responsible for the care and cleaning of each unit both during and immediately following the event (this includes ensuring that each unit is adequately stocked with toilet paper). The City shall only provide maintenance service prior to an event.

The City will not provide portable restrooms to organization for special events or tournaments. The organization is responsible to contact a local provider to make arrangements for portable restrooms at the organization's expense. The only time the City shall provide portable restrooms is if the permanent restrooms are closed due to maintenance or repairs.

#### **22. Storing of Equipment**

In accordance with the National Electrical Code, Article 110, Section 16, Working Space About Electric Equipment (6 volts, nominal, or less), sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment. Section (b), Clear Spaces, further states that, working space required by this section shall not be used for storage. When

normally enclosed live electrical parts are exposed for inspections or servicing, the working space, if in a passageway or general open space, shall be suitably guarded.

Non-compliance will be addressed by the City directly with the organization's board of directors.

## **22. Sponsor Banners and Boards**

Organizations are allowed to place sponsorship signs in the parks provided they are not offensive (which includes but is not limited to content which contains tobacco, marijuana, and obscene gestures) and can be placed on fences or other approved locations determined by the City's Sports Division. The signs must be removed by the organization no later than 14 days after the conclusion of the season/event. The department will remove the signs if they are in poor condition or create a safety hazard.

The department must approve the location of the sponsor board. These signs must be maintained in an attractive, safe, and aesthetically pleasing manner and must conform to City of Newport sign ordinance and department policy. Sponsor banners must comply as follows:

### **a. Advertising Signs**

All organizations wishing to place signs in the parks for the purpose of announcing program registrations and events must obtain approval from the Parks & Recreation Director through a written request. If approved, the sign must not be installed earlier than 45 days prior to the event and must be removed no later than 7 days after the event. The department will remove the sign if it is considered offensive or of poor design or construction.

Any signs left up beyond this time will be removed. The City will attempt to return signs, but signs may be discarded if not claimed. Banners are allowed to remain displayed for the duration of the sports season. Banners should be removed within 14 days after the final game of the sport season.

### **b. Location and time restrictions**

Purchase, installation, and maintenance of banners are the responsibility of the organization. Banners must be properly maintained as an attractive, safe, and aesthetically pleasing park element. Failure to maintain will result in removal and disposal. The City will periodically inspect these signs to ensure compliance to the above requirements and will report violations immediately to the organization president.

### **c. Restrictions on content and advertising limitations**

Banners must comply with the City of Newport sign ordinance (10.10). No sign shall contain statements, words, or pictures of an obscene, indecent or immoral character such as will offend public morals. No sign shall advertise an activity, service, or product prohibited by the laws or regulations of the United States or the State or the ordinances or resolutions of the City, including content which contains images and/or references to tobacco, marijuana, and/or obscene gestures.

#### **24. Onsite Cellphone**

The organization is required to maintain a working telephone onsite that will be available to coaches and administrators in the event of an emergency.

#### **25. Pesticide Applications on Athletic Fields**

1. Pesticide and/or herbicide application requests **must be made to the Sports Division**.
2. All pesticide and/or herbicide applications must be performed by licensed, certified applicators and be approved by the Department of Parks and Recreation. All applications must meet the requirements of the City's Integrated Pest Management (IPM). Applicator license number(s), Pesticide Contractor(s) license number(s) and proof of liability coverage are required.
3. Applicators are responsible for posting treated areas and providing complete application records and chemical labels to the Department.

#### **27. Volunteer Application/Background Check**

There is no specific Oregon law mandating organizations conduct criminal background checks on volunteer coaches. Given the potential legal and safety implications, youth sports organizations are encouraged to adopt comprehensive background screening policies for their volunteers, even in the absence of a specific mandate. Listed below is an Oregon statute that provides a mechanism and encouragement for such checks:

- **ORS 418.701:** This statute authorizes youth sports providers to request criminal background checks from the Department of State Police for individuals involved in their programs. While it facilitates the process, it does not impose a requirement to perform these checks.

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Facility users offering youth programs should consider adopting a background check policy aligned with this statute as a best practice.

#### **29. Ownership**



The organization understands that the City of Newport is the sole owner of the facilities/park and those contributions of services, amenities, or cash does not imply organization ownership.

## SECTION III

### OPERATION PROCEDURES FOR AN ORGANIZATION

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#### PART B

#### CITY PUBLIC ORDINANCES

The organization is responsible for adherence to all City Municipal Code provisions and Park Ordinances. In the event of a violation of any park ordinance, the Newport Police (541-574-5807) should be called. Specific reference:

**Hours of Operation (Section 9.75.020)**

Parks shall open at dawn and shall close at sunset; except those parks containing lighting approved for night use shall close at 10:00 p.m. Organizations are not allowed to operate or conduct regular activities after 10:00 p.m. unless prior written approval has been issued by the Parks and Recreation Director through issuance of a Special Event Permit. (Municipal Code 9.80.020)

**Fires (Section 9.75.060)**

Fires are prohibited in parks, except: (1) as authorized by special city permit; (2) to the extent the fire is confined to park grills provided for that purpose; or (3) to the extent the fire is confined to a portable barbeque grill and used appropriately. No fire in a park may be left unattended. Every fire must be extinguished by the organization before leaving the park.

**Litter Control (Section 8.10.070)**

It is unlawful to litter. Each organization is responsible for assuring that ball fields, parking lots, restrooms and concession areas are kept clean and free of litter. This task must be attended to on a daily basis. Organizations may be assessed clean-up fee(s) for failure to keep park in good condition. All litter should be picked up and placed in the containers provided. The Newport Parks and Recreation Department may periodically provide a labor force for park clean-up. However, the responsibility for litter control is with the organization.

**Alcoholic Beverages/Illegal Drugs (Section 9.55.010)**

It is unlawful to sell or consume illegal drugs on park property. It is unlawful to sell or consume alcoholic beverages on park property unless a special event permit is issued. This special permit is restricted to certain parks and specific areas within those parks.

**Signs (Section 10.15.025)**

All signs placed on city property meet all city code requirements and obtain permits as needed under city ordinance.

**Animals (Section 9.75.040)**

- A. No animal shall be left unattended and unsupervised in a park.
- B. Except for assistance animals and assistance animal trainees, as those terms are used in state law, animals are not permitted in parks unless the animal is on a leash no longer than 8 feet in length and under the control of the animal's owner or caretaker.
- C. Notwithstanding subsection B, dogs may be off-leash in areas of a park designated and signed as off-leash dog park areas. A dog's owner or caretaker must be present in the dog park area and is responsible for the dog's behavior at all times while the dog is in the dog park area.
- D. No animal may deposit solid waste matter within a park unless the animal's owner or caretaker immediately removes the solid waste.
- E. No animal may be hitched to a tree or shrub in a manner that damages the tree or shrub.

**Noise Limits (8.15.015)**

The following are maximum allowable noise limits anywhere when measured at the boundary of or within a property on which a noise sensitive unit, not the source of the sound, is located:

The following are maximum noise limits within noise sensitive units which are not the source of the sound:

- 1. Sound that is plainly audible at any time between 10:00 p.m. and 7:00 a.m. the following day.
- 2. Sound that is unnecessarily loud.

The following are maximum noise limits when measured at or within the boundary of or within a property on which no noise-sensitive unit is located, and the noise originates from outside the property:

- 1. Sixty dBA at any time between 10:00 p.m. and 7:00 a.m. of the following day; or
- 2. Seventy-five dBA at any other time.

If within a park, street or other public place, sound that is plainly audible outside a vehicle at a distance of 100 feet between the hours of 10:00 pm and 7:00 am. The city manager may designate areas of parks, streets or other public places as exempt from this restriction and may grant permits to exceed this restriction.

**Prohibited Noises (Section 8.15.020)**

To ensure a safe and respectful environment for all, the following noise-related activities are prohibited:

- Excessive horn use, except in emergencies
- Use of loud sound-producing devices (e.g., radios, amplifiers, speakers)
- Unauthorized sirens or gongs on vehicles (outside of sanctioned parades)
- Operation of vehicles that cause loud or unnecessary mechanical noise
- Use of amplified sound in any outdoor facility
- Excessive human-generated noise (e.g., yelling, shouting, singing)
- Vehicles without proper exhaust systems or mufflers
- Any other action resulting in disruptive or excessive noise

**Sound Exceptions (8.15.025)**

The following shall not be considered violations of this chapter, even if the sound limit specified in Section 8.15.015 is exceeded:

Non-amplified sounds created by organized athletic or other group activities, when such activities are conducted on property generally used for such purposes, such as stadiums, parks, schools, and athletic fields, during normal hours for such events.

**Drug Free Recreation Zone (Section 9.20.010)**

It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or a counterfeit substance in any real property which has been dedicated and set apart by the governing authority of any municipality or city for use as a park, playground, recreation center, or for another recreation purpose, unless the manufacture, distribution, or dispensing is otherwise allowed by law. Any person who violates or conspires to violate this Code section shall be guilty of a felony.



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## **PART C**

### **FORMS AND PROCEDURES**

**1. Request to Close a Field - Submitted by President or Vice President to Sports division**

All fields are open for public use except when the organization has scheduled games or practices or maintenance work is being performed. The Parks and Recreation director may issue a special permit upon request to close one field in each park during the calendar year. **(See Appendix H for permit)**

**2. Request to Make Facility Improvements – Submitted by President or Vice President to Sports division**

All plans for improvements or alterations to facilities must be submitted in written form with details and designs to Parks and Recreation for review and approval. These plans must meet all federal, state, and local building codes and is subject to the approval of the community development department. Work may proceed only after receipt of written approval from the Parks and Recreation Director. All work will be monitored and inspected by Parks and Recreation. **(See Appendix M)**

**3. Work Requests – Request to Sports division by Board of Directors**

Work request for general maintenance or repairs are to be made to the city utilizing the work order request form.

**4. Public Address System Permit**

The public address system must be operated at a volume that is in compliance with the city noise ordinance.

**5. Advertising and Sign Permit**

The Department of Parks and Recreation Director must approve installation of any permanent signs. This includes signs attached to buildings in the park and sponsor boards. All signs in the parks must meet the requirements of the Newport sign ordinance (Chapter 10.10).

**6. Incident Report**

Department of Parks and Recreation should be notified immediately of any serious injuries, deaths **(See Appendix N)** or vandalism **(See Appendix L)**. Emergencies must be reported to the Newport Police Department (911) immediately upon discovery. Injuries and deaths should be reported to the Newport Police Department (911).

A copy of police report should be forwarded to the Sports division within 24 hours of the incident.

**7. Season Schedule**

Each organization must provide an official season schedule to the Parks and Recreation Department a minimum of thirty (30) days prior to opening day. Schedules should include registration and try out dates, opening day, last day of season, any planned tournaments, regular monthly meetings and the annual meeting. **(See Appendix I)** Game schedule(s) must be submitted one (1) week prior to the first game(s) of the season.

# APPENDIX A

## PARKS AND RECREATION STAFF DIRECTORY

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### NEWPORT PARKS AND RECREATION DIRECTORY

Michael Cavanaugh  
Director  
Parks and Recreation  
225 SE Avery St.  
Newport, OR 97365

541-574-5453

Scott Bernards  
Parks Supervisor  
Parks and Recreation  
225 SE Avery St.  
Newport, OR 97365

541-574-5864

Zach Koprowski  
Sports Supervisor  
Parks and Recreation  
225 SE Avery St.  
Newport, OR 97365

541-265-7814



# APPENDIX B

## FACILITY USE AGREEMENT

## FACILITY USE AGREEMENT

---

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the \_\_\_\_\_ chartered in the State of \_\_\_\_\_ as a not-for-profit corporation, first party, (hereinafter called "ORGANIZATION") and Newport, a political subdivision of the State of Oregon, acting by and through its Chief Executive Officer (hereinafter called "CITY").

**WITNESSETH**, in consideration of the use of the premises and other covenants contained herein, CITY and ORGANIZATION agree as follows:

CITY agrees to grant ORGANIZATION use of (hereinafter called "FACILITY") to conduct \_\_\_\_\_ in compliance with the terms and conditions contained on Attachment " A (each park will receive an individual amendment) ", which is attached hereto and incorporated herein by reference herein in reference.

This Agreement will begin at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and conclude \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, unless earlier terminated in accordance with the terms of this agreement.

ORGANIZATION agrees that facility will be used in a safe manner and in compliance with all applicable Federal and State Laws and City ordinances, rules, and regulations. ORGANIZATION shall not cause or permit damage to the FACILITY. No alteration, addition, or improvement to the FACILITY shall be made by ORGANIZATION without the prior written consent of the CITY.

ORGANIZATION agrees to provide a \_\_\_\_\_ program as a service for the CITY in accordance with Policies and Procedures for Athletic Organizations Operating on Newport City Property, which is available for review at Newport Parks and Recreation, 225 SE Avery St, 97365, Newport Or.

Failure of CITY to insist upon strict performance of any term or condition of this Agreement shall not be deemed a waiver of any right or remedy the CITY may have, and shall not be deemed a waiver of any subsequent breach of such term or condition. CITY may enter FACILITY described in this Agreement at any time during the period of this Agreement for such inspection or supervision as deemed necessary by CITY.

The CITY may unilaterally terminate this Agreement, in whole or in part, for the CITY'S convenience, or because of failure of the ORGANIZATION to fulfill the obligations of the Agreement in any respect. The CITY shall terminate by delivering to the ORGANIZATION, with at least thirty (30) days' notice, a Notice of Termination specifying the nature, extent, and effective date of termination. If terminated by the CITY, the written notice shall be sent to the ORGANIZATION by U.S. Mail.

ORGANIZATION shall be responsible from the time of signing the Agreement, or from the time it first enters upon the property, whichever shall be the earlier, for all injury or damage of any kind resulting from the ORGANIZATION activities under this Agreement, to persons or property, including

employees and property of the CITY. ORGANIZATION shall exonerate, indemnify, and save harmless the CITY from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage, injury, or death to persons or property caused by or sustained in connection with the performance of this Agreement or by conditions created thereby or arising out of or in any way connected with activities performed under this Agreement and shall assume and pay for, without cost to the CITY, the defense of any and all claims, litigation, or actions suffered through any act or omission of ORGANIZATION or any subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. The ORGANIZATION expressly agrees to defend against any claims brought or actions filed against the CITY where such claim or action involves, in whole or in part, the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.

*This Agreement may be modified only by an Agreement in writing between CITY and ORGANIZATION.*

*The selling and/or consumption of alcoholic beverages are unlawful on CITY property unless otherwise permitted by CITY.*

Nothing contained herein shall be construed to be a waiver of governmental immunity by the CITY.

For the purposes of this Agreement, any notices are required to be sent to the parties hereof shall be mailed to the following respective addresses:

ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY:

*Nina Vetter*  
169 Coast Highway  
Newport, Or. 97365

It is agreed between CITY and ORGANIZATION that this Agreement shall be executed in an original and two (2) copies, any of which may be used for any purpose for which the original may be used.

The CITY designates the Director of Parks and Recreation as the point of contact, coordinator, and liaison person with ORGANIZATION in the execution of the terms of this Agreement.

ORGANIZATION shall have the right to assign the interest it holds in this Agreement only with the prior written approval of the CITY.

This agreement shall be deemed to have been made and performed in Newport, Oregon; and shall be construed, interpreted and enforced in accordance with Oregon law. The FACILITY shall not be used for any purpose except those herein designated without the written consent of the CITY.

**IN WITNESS WHERE OF** the parties here to have caused this Agreement to be executed in three counterparts, each to be considered as an original, by their authorized representatives the day and date herein above written.

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (Typed or Printed)

\_\_\_\_\_  
City Manager

Date \_\_\_\_\_

## ORGANIZATION FACILITY USE AGREEMENT Mandatory Document Checklist

Sports Organization \_\_\_\_\_

Document	Date Due
Signed Facility Use Agreement With affixed corporate seal	30 days prior to start of season
Season Information Form	30 days prior to start of season
Concession Stand Menu	2 weeks before start of season
Game Schedule	1 week prior to start of season
Notification of Annual Meeting	14 days prior to start of season
Park Use Agreement Acknowledgment	With Facility Use Agreement
Proof of current non-profit status	With Facility Use Agreement
Proof of Liability Insurance	With Facility Use Agreement
Participation Reports ___ Spring                      ___ Winter ___ Fall                        ___ Summer	2 weeks after regular season ends
Non-residents Fees	Due with participation report
Annual Financial Report	April 30 <sup>th</sup>
*Copy of Charter	
Copy of Current By-Laws	
Board of Directors List	Due after election of new officers

# APPENDIX C

## NEWPORT PARKS AND RECREATION

### EMERGENCY PROCEDURES

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#### **EMERGENCY SERVICE**

Non-Business Hours (4:00 p.m. - 8:00 am), Weekends and Holidays

#### **FROM ANY TELEPHONE**

1. Dial (541) 265-7814
2. Listen for a ring followed by a voice message.

#### **EMERGENCIES are considered to be:**

1. Water or flooding problems
2. Loss of lights - Loss of electrical power
3. Police Emergency - **call 9-1-1**, then Sports Division
4. Fire - **call 9-1-1**, then Sports Division
5. Hazardous condition - i.e., storm damage, vandalism

# APPENDIX D

## WORK ORDER REQUEST FORM

### NEWPORT OREGON, DEPARTMENT OF PARKS AND RECREATION

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Facility (Park) Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

General Maintenance Request: ☐ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Repairs: ☐ Request Made By: \_\_\_\_\_

Submit to: Sports Division  
Newport Parks and Recreation  
225 SE Avery St  
Newport, OR 97365

Be specific in your request. Give exact location on field and specific work requested on each field. (EXAMPLE: Field No. 1: Two loads of sand placed beside home plate or Field No. 4: 2 lights out on pole in right field: \*\* Please number individual "General" request.

Field: \_\_\_\_\_

\*\*Approval \_\_\_\_\_ Cost Center \_\_\_\_\_ W.O. # \_\_\_\_\_

Field No. \_\_\_\_: \_\_\_\_\_

\*\*Approval \_\_\_\_\_ Cost Center \_\_\_\_\_ W.O. # \_\_\_\_\_

Field No. \_\_\_\_: \_\_\_\_\_

\*\*Approval \_\_\_\_\_ Cost Center \_\_\_\_\_ W.O. # \_\_\_\_\_

General: \_\_\_\_\_

\_\_\_\_\_

President: \_\_\_\_\_

Field Rep.: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

DRAFT

# **APPENDIX E** **NEWPORT PARKS AND RECREATION** **Athletic Organization Board of Directors**

**Organization Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Park(s)** \_\_\_\_\_ **Park Information Number:** \_\_\_\_\_

**Website Address** \_\_\_\_\_ **President's Email:** \_\_\_\_\_

Name	Title	Mailing Address	City	Zip	Home #	Work #	E-mail

<b>Office Use Only</b>	
<b>Received</b> _____	
<b>Other</b> _____	

# APPENDIX F

## PARTICIPATION REPORT, COACHES REPORT AND SUMMARY

### NEWPORT OREGON PARKS AND RECREATION PARTICIPATION SUMMARY

This summary must be submitted with completed participation reports and any necessary non-resident fees no later than two (2) weeks before the end of the regular season.

**ORGANIZATION:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**SPORT**

- ☐ Baseball
- ☐ Softball
- ☐ Football/Cheerleading
- ☐ Soccer
- ☐ Other: \_\_\_\_\_

**SEASON**

- \_\_\_\_ Spring
- \_\_\_\_ Summer
- \_\_\_\_ Fall
- \_\_\_\_ Winter

**COMPLETE THE FOLLOWING INFORMATION.**

Age/Division	Non-Newport Residents	# of Teams
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total # of Newport Participants** \_\_\_\_\_

**Total # of Non-Newport Participants** \_\_\_\_\_

**Total # of Participants** \_\_\_\_\_

\_\_\_\_\_ X \$10.00 = \$ \_\_\_\_\_

*Submit payment for non-residents by check or money order made payable to City of Newport*

I \_\_\_\_\_ certify that the above is correct.



DRAFT

## NEWPORT OFFICIAL COACH ROSTER

### Roster

<b>Coach's Name</b> <i>Last Name, First Name</i>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Background Completed / Date of Completion</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

I \_\_\_\_\_ verify that the names and address on this roster are correct to the best of my knowledge.  
Organization Representative

# APPENDIX H

## SPECIAL EVENT FORM

### NEWPORT PARKS AND RECREATION

#### Special Event Permit

Please complete the following information and submit to the Department of Parks and Recreation for Approval. A copy of the approved permit will be returned to the organization. This permit should be posted at the park during the event. **This form should be submitted (30) days prior to season opening day.**

Organization: \_\_\_\_\_ Park: \_\_\_\_\_

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

**Organization request permission to:** (please check all the apply)

- ☐ Accept Donations of \$\_\_\_\_\_ per youth and \$\_\_\_\_\_ per adult
- ☐ Operate a Public Address System on the event dates indicated above during the hours of 7:00am to 10:00pm. Organization understands that the Public Address System must be used in accordance with Newport Ordinance 8.15.015.
- ☐ Extend hours of operation of lights at park until 12:00am. Newport policy states that games may not begin after 10:00pm

President's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The Department of Parks and Recreation hereby authorize the above stated requests for the specific dates and times indicated. This permit may be revoked by any authorized Newport official upon any violation and/or citation issued.

\_\_\_\_\_  
Director's Signature:

\_\_\_\_\_  
Date

cc: Manager, Park Maintenance \_\_\_\_\_  
Parks Supervisor \_\_\_\_\_  
Police Precinct \_\_\_\_\_

# APPENDIX I

## SEASON INFORMATION FORM



### NEWPORT ATHLETIC ORGANIZATION SEASON INFORMATION FORM

Please print the answer to the following questions as completely as possible. Estimate information that may not be exact at this point. This information will be provided to the general public.

**Return form to:** Sports Division, Newport Recreation Center, 225 SE Avery St, Newport, OR. 97365

**SPORT:** \_\_\_\_\_ **SEASON DATES** \_\_\_\_\_

**OFFICIAL ORGANIZATION NAME:** \_\_\_\_\_

**LEAGUE AFFILIATION:** \_\_\_\_\_

**PARK:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **BEST TIME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **BEST TIME:** \_\_\_\_\_

**PARTICIPANT MINIMUM AGE:** \_\_\_\_\_ **PARTICIPANT MAXIMUM AGE:** \_\_\_\_\_

**START DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **END DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REGISTRATION DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

**LOCATIONS OR WEBSITE:** \_\_\_\_\_

**PARK PHONE:** \_\_\_\_\_ **WAITING LIST: YES** \_\_\_\_ **NO** \_\_\_\_

**FLYERS SENT TO:** \_\_\_\_\_

#### PLEASE LIST ALL FEES AND AMOUNTS

REGISTRATION FEES	
CONCESSION FEES	
UNIFORM	
TEAM FEES	
PICTURE FEES	
TROPHY FEE	
TOTAL	

#### REGISTRATION FEE INCLUDES

HAT/HELMET	
T-SHIRT	
PANTS	
SOCKS	
POMPOM	
PADS	
COMPLETE UNIFORM	
INSURANCE	
TROPHY	
PICTURES	
OTHER	

## SEASON INFORMATION

Season Date(s) \_\_\_\_\_

Times: \_\_\_\_\_

Try Out Date(s): \_\_\_\_\_

Times: \_\_\_\_\_

Practice Begins: \_\_\_\_\_

Play Begins: \_\_\_\_\_ Play Ends: \_\_\_\_\_

Number of Games: \_\_\_\_\_

Inner/Regular League: \_\_\_\_\_

National Affiliation: \_\_\_\_\_

Opening Ceremony: Yes \_\_\_\_\_ No \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Other Special Events and Dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Department Use Only

cc: Department Head \_\_\_\_\_

Parks Supervisor \_\_\_\_\_

File – Sports Supervisor

# APPENDIX J

## CONCESSION MENU



### NEWPORT ATHLETIC ORGANIZATION CONCESSION STAND MENU

Organization Name: \_\_\_\_\_

Park: \_\_\_\_\_

Concession Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

We plan to serve the following food during the season. Please check each item to be served.

Item	Cost

\* Use additional paper as needed

#### Send this form to:

Newport Recreation Center  
ATTN: Sports division  
225 SE Avery St  
Newport, OR, 97365

# APPENDIX K

## FIELD/PARK EJECTION FORM



### NEWPORT PARKS AND RECREATION FIELD/PARK EJECTION FORM

The Director of Parks and Recreation will review the following.

Check one of the following: Player \_\_\_\_ Coach \_\_\_\_ Fan \_\_\_\_ Team \_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Park: \_\_\_\_\_ Team: \_\_\_\_\_

Ejected from: ☐ Game ☐ Game and Field ☐ Field ☐ Park

Date of Ejection \_\_\_\_\_

*Reason for Field Ejection: Check those which apply*

- ☐ Violation of Coach, or Parent Code of Ethics Pledge
- ☐ Using profanity, insulting or vulgar language or gestures
- ☐ Attempting to influence a decision of an official, or volunteer
- ☐ Disrespectfully addressing and official, or volunteer
- ☐ Assault on an official, or volunteer
- ☐ Indicating objection to an official's decision
- ☐ Verbal confrontation; (1<sup>st</sup> offense – warning, 2<sup>nd</sup> offense – suspension, 3<sup>rd</sup> offense barred from the park)
- ☐ Holding an unauthorized conference
- ☐ Causing disruption, organizing an unauthorized group
- ☐ Display conduct unbecoming while in the park. (Example; loud, boisterous, reckless, unruly, or violent manner for the purpose of insulting, degrading or inciting another)
- ☐ Constant quarreling within the park
- ☐ Entering field/being on field without proper certification
- ☐ Appearance of intoxication or smell of alcohol on patron

*Brief Summary*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official _____	Staff _____
Witness _____	Game _____
Time _____	Field _____

# APPENDIX L

## VANDALISM REPORT



### NEWPORT PARKS AND RECREATION VANDALISM REPORT

Facility/Site \_\_\_\_\_ Date of Report \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Vandalism was Discovered \_\_\_\_/\_\_\_\_/\_\_\_\_

Exact Location of Damage \_\_\_\_\_  
\_\_\_\_\_

Describe Damage to Equipment (Attach Photo)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Damage to Facility/Site (Attach Photo)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Possible Suspect(s)

\_\_\_\_\_  
\_\_\_\_\_

Date Police Contacted \_\_\_\_/\_\_\_\_/\_\_\_\_ By Whom \_\_\_\_\_

Police Report Number \_\_\_\_\_ Report Filed by \_\_\_\_\_



(To be completed by Follow-up Investigation)

Follow-up Report Prepared by: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Order Number for Repairs \_\_\_\_\_

Date of Completion \_\_\_\_/\_\_\_\_/\_\_\_\_



# APPENDIX M

## FACILITY IMPROVEMENT APPLICATION

### FACILITY IMPROVEMENT APPLICATION

1. Applications are submitted to the Newport Recreation Center ATTN: Sports Division
2. If approved the project must be included in the next year's operating budget. Large improvements (< \$5,000) must be incorporated in the next year's capital improvement budget.
3. The organization must submit contributions to the City before any work may begin.
4. All materials and work must meet department specification.
5. All proposed projects must meet local, state and federal new construction codes and ADA requirements for accessibility within the facility and support facility.
6. Improvements become the property the Newport Department of Parks and Recreation.

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Description of Project : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired Completion Date: \_\_\_\_\_

Organization Contribution to Project Budget: \_\_\_\_\_

Future Maintenance of Project: ☐ Organization ☐ City of Newport

The undersigned supports the proposed project and has the authority of the Athletic Organization to commit the funds listed above to the completion of said project. I also understand and agree to the terms listed on the Application Form.

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature*

#### For Department Use Only

Date Received: \_\_\_\_\_ Initial Recommendation: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Projected Time for Completion: \_\_\_\_\_

Cost Projection By: \_\_\_\_\_ Status: \_\_\_\_\_

Staff Review Date: \_\_\_\_\_ Projection \$ \_\_\_\_\_ Labor Projection\$ \_\_\_\_\_

# APPENDIX N

## FACILITY IMPROVEMENT APPLICATION



### CITIZEN ACCIDENT / INCIDENT REPORT

City of Newport  
169 SW Coast Highway  
Newport OR 97365

#### NAME AND CONTACT INFORMATION

Name of Person Injured: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the person injured is a minor, please provide the name of parent or guardian:

\_\_\_\_\_

#### ACCIDENT INFORMATION

Date of Accident/Incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Location of Accident/Incident. Provide Street Address If Applicable: \_\_\_\_\_

\_\_\_\_\_

Please describe what occurred? \_\_\_\_\_

If Participating In A City Sponsored Event, Did The Injured Party Sign A Waiver? Yes \_\_\_ No \_\_\_

Body Part Injured: \_\_\_\_\_ Type Of Injury: \_\_\_\_\_

Was Aid Provided? Yes \_\_\_ No \_\_\_ Was EMS Called? Yes \_\_\_ No \_\_\_

Transported? \_\_\_\_\_ If Yes, How And Where? \_\_\_\_\_

\_\_\_\_\_

Was There A Police Of Fire Report Done On This Incident? Yes \_\_\_ No \_\_\_

#### SIGNATURE

\_\_\_\_\_

Signature of Injured Party or Parent/Guardian

Date

**WITNESS INFORMATION**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**CITY STAFF USE ONLY**

Did the Injured Deny Medical Care: Yes \_\_\_\_\_ No \_\_\_\_\_

Did the Injured Cause or Contribute To the Injury or Incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, How? \_\_\_\_\_

Comments by City Staff \_\_\_\_\_

Damage to City Property or Equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

What Property/Equipment Was Damaged? \_\_\_\_\_

Please Describe the Damage: \_\_\_\_\_

Was The Person Participating In A City-Sponsored Activity? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, What? \_\_\_\_\_

**SIGNATURES**

Form Completed By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Attach Any Pertinent Documents To This Report!

Submit a copy to your Department Head, the City Recorder, and Safety Officer

# PROMOTION GUIDELINES

## PROMOTING YOUR YOUTH SPORTS PROGRAM

There are a lot of local groups working to get the attention of the media. There are a few things you can do to put your group and your events ahead of the rest.

### Guidelines for Promoting Your Events

- ❑ Designate a promotion person for the event. This one key person will serve as the event's promotion coordinator. It will be his/her responsibility to make sure the media gets the story correctly and timely.
- ❑ Take pictures
- ❑ Write a news release
- ❑ Submit to print media. Submit your news release with attached photos to the media entity you think will most likely run your material.

### *Photography Guidelines*

When taking photographs to send to the print media keep in mind the following:

- ❑ Take ACTION shots. Team photos are also good.
- ❑ Identify each person from left to right on the back of the photo as well as on a separate piece of paper.
- ❑ Use titles when relevant. (Example, Coach Susan Moore)
- ❑ Take both horizontal and vertical shots. Send one of each to the print media.

### *Guidelines for Writing a News Release*

When writing a news release, keep the information simple. If your release is too long or too complicated it won't get used. Make sure to include WHO, WHAT, WHERE, WHEN, WHY, and HOW.

### Helpful Hints

- ❑ The main idea should be included in the first sentence or two. Reporters call this "the lead". Example: "The Newport Softball Association plans to kick off their season on Saturday, March 30 at the Betty Wheeler Softball Complex. More than 500 children, ages 7-14, are expected".
- ❑ While numbers and statistics can help, try not to include too many
- ❑ Make sure to spell all names correctly and identify all persons accurately.
- ❑ Include a contact name and number in case the reporter wants to get a quote from someone or verify/clarify information.
- ❑ Chances are you will receive more print media coverage if you include a photo with your news release.
- ❑ Save a copy for your records.



# Monthly Department Update

## Department: Parks & Recreation

**Reporting Period:** March 2025

**Prepared By:** Mike Cavanaugh

<b>Memberships</b>	<u>60+ Membership:</u> 932 monthly check-ins & 1,376 total membership. <u>Recreation &amp; Aquatic Center:</u> 1,849 drop-in visits & 9,808 membership scans. 180 average daily swimmers and 3,824 total swimmers.
<b>Programs &amp; Events</b>	<u>Recreation Center:</u> 11 group fitness classes per week, 5 youth programs with 11 total weekly programs, 3 adult programs, and 3 special events. <u>60+ Center:</u> 14 fitness classes, 21 social events, 9 educational programs
<b>Facility Rentals/Use</b>	<u>Aquatics:</u> 8 pool rentals, 3 special events, 37 fitness classes <u>Recreation Center:</u> 14 rentals <u>Sports:</u> 1,428 hours of sport field used in the month of March.

### Department Success

Sports: coordinated over 1,428 total hours of field reservations, supporting youth and adult leagues, practices, and community-based programming. Additionally, we have our highest track participation with nearly a 25% increase YOY.

Parks: The Sam Moore playground passed the CPSI inspection and the ribbon cutting was on 4-3-25. Let the fun begin. Fiber ex playground chips were also blown in at Wilder Twin Park playground.

60+ Center: We successfully launched our Computer Education Class and Friday Matinee Movies. The annual St. Patrick's Day Wii Bowling Tournament was a great success and hosted the most teams yet.

### Key Project Update

Parks: We removed and install memorial Benches at 60+ center back patio area, refurbished 3 memorial benches on Bayfront that have needing attention, and began working on landscape improvements at City Hall.

Recreation Center: We are continuing to work with a contractor to enroll the Recreation Center in the Energy Trust of Oregon's Energy Assessment. They will be onsite April 3-4.

### Focus Area Next Month

Aquatics: Our new swim lesson curriculum begins April 1<sup>st</sup> for our regular group lessons with the inclusion of an adult learn to swim class. Our Tacita de Café swim lessons begin on April 1<sup>st</sup> where we will offer free swim lessons to 22 swimmers from Spanish speaking families.

Recreation Center: Recreation Center staff are preparing to host several upcoming events and programs, including the Spring Art Show, the continuation of Teen Friday activities, the Community Resource Fair in partnership with the school district, and Earthfest.

Sports: We will be turning our attention to Adult Basketball League, Coast Hills Classic, Track & Field.

