

Shared Agreements between  
Department of Physical Activity and Recreation Services  
and  
Department of Intercollegiate Athletics

Cover Letter

For years various written agreements and memos of understanding have existed between our departments that outline details of our shared use of facilities such as the Student Tennis Center and Howe Extension Field.

With the extensive collaboration that came out of the planning for replacement of the 15<sup>th</sup> Street Outdoor Tennis Courts it became clear that we should consolidate all of our agreements relating to indoor and outdoor facilities under one cover.

Student Tennis Center

This facility constructed and completed in 2000 was funded approximately 2/3 by student fees and 1/3 by Athletics. It is managed and scheduled by PARS and accommodates practice and competition needs of Athletics Tennis teams according to the agreements that accompany this cover letter. A quarterly meeting will be called by the PARS Associate Director for Facilities to include Tennis Coaches and facilities/operations personnel in both PARS and Athletics. This meeting will be to discuss issues of mutual interest and concern for the Student Tennis Center and the new 18th Street Outdoor Tennis Courts.

18<sup>th</sup> Street Outdoor Tennis Courts, Sand Intramural Fields, Jogging Track

The Living Learning Residence Hall construction that began in 2005 demolished a six court outdoor tennis facility that was managed and scheduled by PARS for recreational use and utilized by Athletics Tennis for practice and competition. The residence hall project was required to pay reconstruction cost to relocate the outdoor courts elsewhere.

This resulted in a collaborative agreement between PARS and Athletics to site the new outdoor courts on what had formerly been a PARS Intramural Sports playing field; to replace that lost intramural field on the location where the Hayward Field practice track had formerly been located; to reconstruct both intramural fields as quality sand based facilities; and to construct a jogging track around the tennis courts and one adjacent intramural fields.

University Housing paid approximately ½ of the cost of this project (the tennis court portion) with PARS and Athletics sharing in the cost of the other half. Athletics funding went primarily into enhancements to the tennis and storage facilities and the jogging track. PARS funding went primarily to the cost to rebuild the intramural fields and some tennis and storage facility enhancements.

These facilities will be managed and scheduled by PARS with shared use according to the agreements that accompany this cover letter.

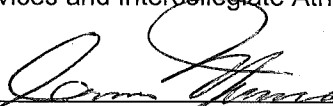
NeXturf Artificial Turf Field

Agreements for use have been in place since the construction of this field and these are included with the agreements that accompany this cover letter.


Howe Extension Natural Turf Field

Agreements for use have been in place for some time and are included with the agreements that accompany this cover letter.

Signatures below indicate concurrence that all following agreement documents between Physical Activity and Recreation Services and Intercollegiate Athletics have been thoroughly reviewed and the content confirmed as accurate.

  
Dennis Munroe, Director PARS

9/27/05  
Date

  
Bill Moos, Athletic Director

9/29/05  
Date

# 2005 PARS & Athletics Tennis Agreements

## Facility Schedule of use:

### Student Tennis Center (STC)

#### Monday –Thursday

Time	Group
7:00am - 8:50am	Athletics & Custodial
9:00am - 2:50pm	PE & Open Recreation
3:00pm - 5:30pm	Athletics Tennis
5:30pm - close	Open Recreation

#### Friday

Time	Group
7:00am - 8:50am	Athletics & Custodial
9:00am - 1:50pm	PE & Open Recreation
2:00pm - 4:30pm	Athletics Tennis
4:30pm - close	Open Recreation

#### Saturday/Sunday

Time	Group
9:00am - noon	Athletics Tennis
noon - close	*Open Recreation

### 18<sup>th</sup> Street Courts:

#### Monday –Thursday

Time	Group
7:00am - 8:50am	Athletics & Custodial
9:00am - 2:50pm	*Athletics & Open Recreation
3:00pm - 5:30pm	Athletics Tennis
5:30pm - close	Open Recreation

#### Friday

Time	Group
7:00am - 8:50am	Athletics & Custodial
9:00am - 1:50pm	*Athletics & Open Recreation
2:00pm - 4:30pm	Athletics Tennis
4:30pm - close	**Open Recreation

#### Saturday/Sunday

Time	Group
9:00am - noon	Athletics Tennis
noon - close	**Open Recreation

\* 3 courts will be available for open recreation reservations

\*\*During Athletic Tennis matches open recreation may be delayed  
All users will restrict their activities to their scheduled time.

**Priority of consideration for requests different from standard schedule is as follows:**

1. Open Recreation
2. Athletics (practices and meets)
3. Physical Education
4. Intramurals
5. Club Sports
6. Athletics (special requests)
7. Facility Rentals

## Quarterly Meetings

PARS Associate Director for Facilities will coordinate a meeting (Sept./Jan./May) with the AD Coaches, PARS Grounds & Maintenance Coordinator, and PARS Assistant Director of Operations. Other key personnel from each department will be invited as requested to discuss any agenda items that either Athletics or PARS desires to bring to the table.

## Priority Schedule for Fridays, Saturdays, & Sundays

The Student Tennis Center (STC) will be used for open recreation except when scheduled for Athletic Department (AD) practice or competition. AD matches will be scheduled at the STC and/or 18th Street Courts for Fridays, Saturdays, and Sundays. Requests for Mondays - Thursdays will be considered where they would not conflict with classes. The AD (coaches) should submit the match schedule with as much advance notice as possible to PARS (scheduling, 6-1180). If a change in the schedule is made the AD (coaches) should notify PARS (scheduling) a minimum of one week in advance of the event. More advance notice is appreciated. This allows for PARS to build an appropriate custodial schedule and provide operational hours to patrons.

The AD (coaches) will provide PARS scheduling as much advance notice as possible when teams will be practicing on the 18th Street Courts instead of the STC. This will enable PARS to block out courts that would otherwise be available for reservation.

**Visiting teams** arriving on campus before scheduled matches will conduct their practice during the regularly scheduled practice time for the AD. If in the event the visiting school cannot practice during the regularly scheduled time slot, the AD will be allowed to schedule three courts for a two-hour time block the night before the competition. PARS scheduling (6-1180) must be notified at least 48 hours in advance to make these special arrangements.

### **Supervision for Each Facility**

The STC will be opened and supervised by AD (coaches) during all Athletics Tennis practice activities and competition events. The STC will be opened and supervised by a PARS Instructor during all Physical Education classes. The STC will be opened and supervised by a PARS employee during all scheduled open recreation hours and rental events. At no time will PARS or Athletics staff leave the STC open and unsupervised or give the access code to students, athletes or other unauthorized personnel. Lights will be turned off and doors secured when no activity is scheduled. A hex key will be supplied at the entry reception desk for securing the entry doors.

The 18<sup>th</sup> Street Courts will have signs posted stating priority of use, rules, etc. The 18<sup>th</sup> Street Courts will be left open and unsupervised for open recreation with the exception of the restroom facility that will be locked. The 18<sup>th</sup> Street Courts and restroom facility will be opened and supervised by AD Staff during all AD practice activities and competition events. The 18<sup>th</sup> Street Courts will be opened and supervised by a PARS staff member during all PARS classes, Rec Sport events and rentals requiring supervision. Representative staff will be responsible to lock the restroom facility upon completion of each event.

### **Student Tennis Center Rules**

Non-marking court shoes only (running shoes not acceptable)  
Only tennis specific activities are allowed (no skateboards, roller blades, bicycles, etc.)  
Tobacco and alcohol products are prohibited  
Food and gum are prohibited on playing surface  
Only sealable plastic beverage containers are allowed on playing surface  
Recycle tennis ball & beverage containers  
Be courteous to other players

### **18<sup>th</sup> Street Court Use (signage)**

18<sup>th</sup> Street Courts are a shared facility between Physical Activity and Recreation Services & Athletic Department  
Current UO Identification holders can reserve courts by calling 346-1211  
Group rental requests can be made by calling 346-1180

### **18<sup>th</sup> Street Court Rules (signage)**

Use of 18<sup>th</sup> Street courts is limited to individuals with current UO Identification  
UO Identification must be presented upon request  
Relinquish courts to individuals with reservations  
Non-marking court shoes only (running shoes not acceptable)  
Only tennis specific activities are allowed (no skateboards, roller blades, bicycles, etc.)  
Tobacco and alcohol products are prohibited  
Food and gum are prohibited on playing surface  
Only sealable plastic beverage containers are allowed on playing surface  
Recycle tennis ball & beverage containers  
Be courteous to other players  
Equipment issues should be reported to the Student Recreation Center Facility Manager  
Injuries should be reported to the Student Recreation Center Facility Manager

### **General Clean Up**

Costs for daily custodial services will be shared 60/40 between PARS and the AD. PARS owns a Tennant Field Sweeper, a Riding Autoscrubber, a backpack blower, and other associated equipment that will be used to keep the courts clean. PARS staff will operate and maintain the equipment and supplies needed to keep the courts & restroom clean. PARS will schedule a thorough "auto-scrubbing" as requested by Athletics but no more than once per each academic term for the STC and once per year for the 18<sup>th</sup> Street Courts. The tennant will be used twice (2) per week in the STC and once per week on the 18<sup>th</sup> Street Courts. Gatorade is limited to the spectator areas only considering the difficulty in removing the stains it leaves on court surfaces.

Trash will be emptied daily. Recycling will be emptied as needed. Athletics will notify the PARS Labor & Exterior Maintenance Coordinator of any custodial issues that need attention.

AD coaches and athletes will dispose of paper cups and will clean up spills immediately following each practice and competitive event to avoid leaving full trash containers or unsafe floor conditions. PARS will provide 2.5 hours of custodial cleaning for each day of scheduled competition to be billed to Athletics. PARS will bill Athletics for any additional custodial cleaning required. PARS will try to accommodate additional custodial or maintenance requests given 48 hour advance notice. (PARS will bill monthly)

### **Facility & equipment maintenance**

PARS and AD will agree upon facility & equipment maintenance needs during each quarterly meeting. Approved requests will be scheduled and managed by PARS with assistance from AD as negotiated. Costs for maintenance expense for the STC, 18th Street Courts and restroom facility will be shared 50/50 between PARS and AD when not covered by Facilities Services. (PARS will bill monthly)

Shared costs include:

- Purchase & labor for the replacement of lamps for the STC and storage building
- Shared equipment – nets, net straps, net post accessories, floor mats, trash containers, clocks, etc...
- Building structure, mechanical, electrical, and plumbing systems

AD will solely be responsible for:

- Equipment used for matches- scoreboards, windscreens, player benches, official stands, etc.

### **Court Resurfacing Cost Share Agreement**

1<sup>st</sup> STC surface should be paid by Athletics per previous memo of understanding between PARS and Athletics. (2001-2005)

STC & 18th Street court re-surfacing will follow a schedule to be shared 50/50 every 7 or more years. If done less than the formula will be – 6 years (A57/P43) 5 years (A64/P36), etc.

### **Competitive Events Guidelines**

- Athletics will be solely responsible for all set up, take down, and general clean up for Men's or Women's Tennis competitive events (see custodial above). These activities will be completed immediately following competition in order to return the tennis center to service for student recreation in a timely manner.
- Concession sales will be allowed during Athletics competitive events. Food and beverage will be restricted to the spectator area between courts.
- There are no restrictions to corporate signage in the facility during a competitive event. All corporate signage must be removed immediately following the event with the exception of a 1' X 4.5' advertisement panel on each scoreboard.
- PARS will be responsible for trash, recycling, and facility cleaning following competitive tennis events. PARS will charge direct cost of labor and materials to provide these services to Athletics. (PARS will bill monthly)

### **Camps**

AD Tennis camp will receive priority use of the STC or 18<sup>th</sup> Street Courts for a two week period that needs to be conveyed by April 1st to PARS scheduling at no rent. Additional weeks for tennis camp will be considered, provided the facilities are available at the time of request. Clean up costs will be assessed to camps as needed and determined using PARS normal rates.

### **Fundraising for Phase II**

- The signed agreement between Athletics and PARS dated August 11, 1998 states: "Intercollegiate Athletics agrees to raise gift funding for the remainder of the project beyond the phase I work (including two additional tennis courts, spectator viewing area, bathroom, and office) before the legislative authorization expires in July 2004."
- Facility Naming: While recognizing that the ability to name a facility for a patron will enhance the process of gift solicitation, the name of this facility needs to reflect that a majority of the source of funding came from student fees. It has been agreed that the name of the facility will be Student Tennis Center. The fund raising campaign materials provide for a donor's name to be on the facility for a

\$1,000,000 gift. If this gift were to become a reality for example, the name of the facility will become the "Jane Smith Student Tennis Center."

- Court Naming: If naming rights to the six playing courts are sold, recognition for the gift is to be in the form of name boards not to exceed 3' X 3', hung from the cable behind the baseline of each court. For example, The Jane Smith Center Court. Naming rights sold for the elevated spectator viewing area, expansion to 8 courts, individual spectator seats, or other portions of the phase II construction project will be recognized in similar fashion.
- Scoreboard Naming: Recognition for sponsorship of an individual scoreboard can take the form of the donor's name appearing on the scoreboard.
- Remembering that 2/3 of the dollars to build the tennis center now being named were student fee dollars, it is agreed that:
  1. All tennis facility fundraising efforts will be held for the above-mentioned phase II tennis center construction projects and not applied to other priorities.
  2. If insufficient funds are raised to complete the phase II construction before the legislative authorization deadline of July 2004, Intercollegiate Athletics will consider the donor's wishes as well as the PARS partnership in the disbursement of donated monies. All court naming rights will continue to be honored.

Created Sept. 2001  
Revised Sept. 2003  
Revised August 2005

## **PARS Sand Based Fields/Jogging Track**

### Original Agreement

In an effort to replace the 15<sup>th</sup> street tennis facility that was demolished with the construction of the Living Learning Center and given that the AD felt that their existing warm-up track, South of Hayward, did not adequately meet their needs, Athletics approached PARS to come up with a plan to re-configure the entire green space north of 18<sup>th</sup> street. In collaboration, PARS compromised to develop the current outdoor complex. PARS will have to move it's softball program to Riverfront and is disadvantaged by not having two directly adjacent fields but benefits from upgrading its existing soil based to sand based fields. In recognition of this benefit PARS contributed money to develop the sand based fields and tennis/field support facilities. Additionally, Athletics contributed money to develop the track, upgrade the tennis facility, and tennis/field support facilities.

### Priority Schedule for Jogging Track & Sand Based Fields

The Jogging Track will be used for open recreation except when scheduled as a support area for Hayward competition warm-up. The AD (events office) should submit the meet schedule with six months advance notice to PARS (scheduling, 6-1180). If a change in the schedule is made the AD (coaches) should notify PARS (scheduling) a minimum of one week in advance of the event. More advance notice is appreciated. This allows for PARS to build an appropriate programming & maintenance schedule and provide operational hours to patrons.

### Use fees

1. There will be no charge for AD sponsored track events for the use of the Jogging Track and sand based fields as needed for AD track meets. Visiting teams will be expected to use the facilities at the same times as the UO athletes. (re-evaluate as use patterns are established).
2. Other Hayward events that are managed independently will be scheduled and charged directly through PARS normal rental process.
3. Normal PARS rental rates apply for all other AD use of the sand based fields (ie. AD practices and camps) in consideration of PARS funding of maintenance. Such requests will be accepted provided the field is available at the time of request.
4. PARS may charge non-Athletics/non-PARS users reasonable rent for use of the jogging track & sand based fields in consideration of PARS funding of maintenance.
5. AD Track camp will receive priority use of the Jogging Track at no charge for a one week period. The camp schedule needs to be conveyed to PARS scheduling each year by January 1st. Additional weeks for track camp will be considered, provided the facilities are available at the time of request. Clean up costs will be assessed to camps as needed and determined using PARS normal rates.

### Facility concerns

Anticipating high use of these facilities by open recreation and community users the following issues must be addressed:

1. 18th Street gates and the restroom should remain locked at all times unless monitored during scheduled events. PARS employees will monitor the facilities during all Rec Sports programs and rentals requiring supervision. AD employees will monitor the facilities during all major AD sponsored events.
2. During unscheduled hours the facilities will be unsupervised but it is requested that all be aware of concerns and report any issues to PARS Labor & Exterior Maintenance Coordinator.
3. Requests for special equipment set-up (i.e. tents) must be made in writing to PARS (scheduling) and authorized by Facilities Services Grounds.
4. The Jogging track will have signs posted stating priority of use, rules, etc.

#### General clean up

During AD competition events, general clean up will be provided by Athletics.

During other use, for example camps, clean up charges will be determined using standard PARS rental rates.

#### Maintenance

Maintenance of the sand based fields will be provided by UO grounds, with assistance by PARS, as outlined in an agreement between PARS and Facilities Services. Maintenance of the track will be provided by PARS. This agreement will be revisited each year once use patterns are established and maintenance costs understood.

#### Re-surfacing

PARS and AD will review wear of the track and will negotiate sharing of costs and a time line for replacement as necessary.

Created July 2005

## NeXturf Field

This places in writing agreements between Physical Activity and Recreation Services and Intercollegiate Athletics addressing Athletics and Oregon Marching Band use of the NeXturf Field. Note that agreements regarding OMB use of the NeXturf field are with Athletics, not directly with OMB.

### NeXturf Field - Athletics Sports Team & Instructional Camp Agreements

1. Oregon Football Camp will receive priority use of the NeXturf field for a one week period, that needs to be conveyed by January 1<sup>st</sup> to PARS scheduling, at no rent. Additional weeks for football camp will be considered, provided the field is available at the time of request.
2. Given that PARS is solely responsible for all maintenance and replacement of the turf PARS must impose a fee for further AD requests to use the NeXturf Field.
3. \*Athletics will receive a 50% discount from rental rates for all other requested use of the NeXturf field, i.e. team practices and instructional sports camps. Such requests will be accepted provided the field is available at the time of request.
4. General clean up costs will be assessed to camps as needed and determined using PARS normal rental rates.

### NeXturf Field - Oregon Marching Band (OMB) Agreements

1. Oregon Marching Band will receive priority use of the NeXturf field at no rent
  - for the two weeks prior to fall term for OMB pre-season training.
  - throughout fall term on Wednesdays and Fridays 3-6pm for OMB in-season practice.
2. Oregon Marching Band will receive use of the NeXturf field at no charge for practice that extends beyond fall term in years they are supporting UO Football in post-season play on a space available basis.
3. \*Oregon Marching Band will receive a 50% discount from rental rates for all other requested use of the NeXturf field. Such requests will be accepted provided the field is available at the time of request.
4. General clean up costs will be assessed to the OMB as needed and determined using PARS normal rental rates.

\*Note: Wherever a 50% discount applies to NeXturf field, it will be based on the normal rental rate that would otherwise apply. This varies depending on the nature of the rental request. For example: an AD practice or OMB request is charged in a different rental cost category than an AD sports camp where participation fees are charged.

Created June 2003  
Revised July 2005



# Howe Extension Field

## Original Agreement

The Howe Extension Field is the area east of the Howe Field outfield, which comprised part of the original baseball outfield. As of July 1, 1998, Athletics turned responsibility for scheduling and maintenance over to PARS with the condition that Athletics could reclaim control of the field with notice. Any Athletics use of the field was to be scheduled through PARS.

## Initial Agreement for Field Renovation (spring 2003)

1. Athletics field maintenance staff provided all equipment and labor to complete initial renovation of the field. This included flail mowing, shatter core aeration, topdressing to finish grade, seeding, fertilizing, mowing, ongoing repairs, and routine maintenance through spring term 2004.
2. PARS paid the cost of materials for initial renovation of the field. \$3,850 was transferred to Athletics on June 27, 2003 to complete this part of the agreement.

## Agreement for Shared Use and Field Maintenance

1. All scheduling of Howe Extension Field will remain with PARS Scheduling. Athletics will pay no field rental charges for Howe Extension Field.
2. Athletics will provide ongoing routine and periodic maintenance including mowing and fertilizing. The expense and labor to accomplish occasional non-routine rehabilitation work will be shared by PARS and Athletics and will be decided upon at the time.
3. Primary activities scheduled on the field during the academic year will be Athletics Softball and PARS Intramural Sports. Generally, Softball will use the field in the afternoon. Intramural Sports will begin at 4:00 p.m. during its season in Spring Term. Specific schedules for Intramural Sports and Athletics Softball will be drawn up and coordinated through PARS Scheduling each year.
4. Other Athletics activities include summer sports camps and possible use by other teams. Camp use will be scheduled as needed according to the camp schedules.
5. Other PARS activities will include Club Sports, PARS Youth Sports Camps, informal recreation, and rentals. These activities will be scheduled subject to the needs of the primary activities and only to the extent the field can sustain the use. Exception: all Club Sport Rugby practice will move to Riverfront Fields.
6. Howe Extension Field will be unlocked and available for informal recreational play when not scheduled except when closed for renovations or for protection from damage in the wet season.
7. Decisions on when to close Howe Extension Field for protection from wet season damage will be made collaboratively between Athletics Howe Field Manager and PARS Recreation Programs Director.
8. PARS may charge non-Athletics/non-PARS users reasonable rent for use of the field in consideration of past and future funding of non-routine maintenance.

Created August 2003  
Revised March 2004  
Revised July 2005