



City of Wilsonville – Park Shelter/Field Rental Application 2008

accepted in person, by mail or fax (503-682-9062)

Wilsonville Community Center, 7965 SW Wilsonville Road, Wilsonville OR 97070, 503-682-3727

Applicant/Responsible Party _____

Non-Profit ID# if applicable _____

Address _____ City _____ State _____ Zip _____

Name of Contact Person _____ **Email** _____

Daytime Telephone _____ Nature of Event _____

Will there be alcohol? _____ Amplified music? _____ Special equipment? _____

Date Requested for Event _____ Maximum Attendance _____

Area Requested for Event _____ **Time requested for field** _____ **to** _____

Please fill in appropriate fees below:

Non-Refundable Process Fee (\$25 or \$45) \$ _____

Late Booking Fee (within 10 days) \$25 \$ _____

Field Rental Fee (# of hours x hourly rental fee) \$ _____

Field Light Fee (# of hours x hourly rental fee) \$ _____

Shelter Rental Fee (10:00am – 8:00pm) \$ _____

Table Unlock Fee if moving tables - \$30 flat fee \$ _____

Refundable Cleaning/Damage Deposit \$ _____
\$250 without alcohol or \$350 with alcohol

TOTAL FEES (must be paid in full to process application) \$ _____

Please charge \$ _____ to my VI / MC / AmerEx # _____

Expiration Date __/__/__ Please print name on card _____

Signature of Cardholder _____

Paid by cash / check # _____ in the amount of \$ _____ made payable to the City of Wilsonville.

I have read, understand, and agree to the guidelines and regulations stated in the attached Park Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that under certain circumstances I must provide the City of Wilsonville a certificate of liability insurance reflecting a limit of no less than \$1,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 2 weeks prior to the event.

APPLICANT'S SIGNATURE _____ DATE _____

Staff Use Only
Permit # _____ Date _____ Approved _____ CI _____ Cancel Date _____ Refund Date _____ Key # _____ Revid _____



City of Wilsonville - Park Fees 2007

Resident Status	Process Fee (Non-Refundable)	Cleaning/Damage Deposit (Refundable)	Park Shelters 10am - 8pm Fields 12pm-10pm Monday - Friday 8am-10pm Saturday & Sunday Shelter & Field Fees 50% for Non-Profit Groups	Table Unlock Fee (if you need to move picnic tables)
Resident	\$25	\$250 w/o alcohol \$350 with alcohol	<u>Memorial Park</u> River shelter \$130 Forest shelter \$105 Ball Fields - 3 hr min \$ 5/hr Light Fees \$ 10/hr <u>Boones Ferry Park</u> Gazebo \$ 90	\$30
Non-Resident	\$45	\$250 w/o alcohol \$350 with alcohol	<u>Memorial Park</u> River shelter \$215 Forest shelter \$180 Ball Fields -3 hr min \$ 7/hr Light Fees \$ 10/hr <u>Boones Ferry Park</u> Gazebo \$165	\$30

Shelter Capacity	People	Tables*
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Memorial Park:

River Shelter	200	15
Forest Shelter	150	12

Boones Ferry Park

Gazebo	50	8
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*Table Dimensions = 96" long x 30" high x 58" wide
 - surface is 96" x 34"

For Applicant Use to Calculate Fees

- _____ Process Fee
- _____ Cleaning/Damage Deposit
- _____ Shelter Rental
- _____ Field rental
- _____ Field lights
- _____ Table Unlock Fee

- _____ **Grand Total**



Park Use Policies and Procedures

GENERAL INFORMATION

- Any person at least 21 years of age, or any organized group may submit an application to reserve city park facilities. Reservations are made on a first-come, first-served basis. We can check to see if your choice is available over the phone, but your call to check on a date does not guarantee that date for you. A completed application, including all necessary forms, fees and deposits must be submitted to hold your request. A late booking fee will be assessed for reservations made within 10 days of the event. Payment for late reservations must be made by cash or credit card. **No checks will be accepted for late reservations.**
- Park shelters may be reserved between April 15 and October 15. Rental hours are from 10:00am and 8:00pm. Event set-up may not occur before 10am. Shelter must be vacated by 8pm.
- All applications are subject to review and approval by Community Services Staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new request.
- Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund checks after the event.
- An amendment fee of \$25 will be required if a date change is requested. All other changes will result in a \$10 fee. Amendment requests must be made at least 7 days prior to the date of your rental.

RESERVATION PRIORITY

Government/Schools	First Tuesday in March
Residents (including non profits)	Second Tuesday in March
Non-Residents (including non profits)	Third Tuesday in March

SPECIAL RESTRICTIONS

- Applicant is responsible for setup and takedown. *If it is necessary for staff to put tables back in place, applicant will be assessed a \$20 per hour fee to be subtracted from deposit.*
- Under no circumstances are tables or other equipment to be removed from the park.
- Gate key – Gate keys are available for vehicle access for unloading equipment and people only. Vehicles may not drive or park on grass. The responsible party can pick up a gate key Monday-Friday between 8:00am and 5:00pm at the Community Center. If the gate is damaged or unbolted the user group will forfeit \$100 of their refundable damage deposit. If the gate key is lost the user group will forfeit \$50 of their refundable damage deposit.
- *Equipment, supplies or other products belonging to private groups may not be stored in the park facility or on the grounds prior to, or after the applicant's function.*
- Open flames and candles of any kind are not allowed

ALCOHOL

Alcoholic beverages or their consumption shall be limited to wine and/or beer. Hard alcohol is not permitted. The only use of alcoholic beverages permitted by the City of Wilsonville is those activities for which a reservation has been accepted and approved for alcohol use. A Certificate of Liability insurance is required for all events where alcohol is served. (See 'Insurance' below)

INSURANCE

Proof of Comprehensive General Liability insurance, naming the City of Wilsonville as 'additional insured' is required for the following events:

- Estimated attendance over 50
- Alcohol

- Special equipment

To obtain insurance for your event, inquire to your home or renters insurance company. The insurance required is titled: Comprehensive General Liability. The coverage must specifically name the City of Wilsonville as 'additional insured'. It must be in the amount of no less than \$1,000,000. If alcohol is being served, the certificate must include coverage for 'Liquor Liability'. If you do not own a home or carry renters insurance, some companies will provide a one-day event floater. One source for this insurance is: Galescreek Insurance-503.227.0491.

SOUND AMPLIFICATION EQUIPMENT

Sound equipment must be operated so as not to disturb other park users.

DIRECTIONAL SIGNAGE

Temporary directional signage is allowed on designated posts at the entrance of the parking area.

ANIMALS

All pets must be on a leash in all Wilsonville Parks. A designated off leash area is available in Memorial Park. Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the parks.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles. **Any additional trash must be secured in bags and taken to the dumpster in the parking area.** All tables should be returned to their proper locations and restrooms should be left tidy. To avoid additional charges, *Please leave the facility as clean as you found it.*

RENTAL CONFIRMATION

A permit will be mailed to you upon approval of your event. This document should accompany you on the day of your event.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: Name of group, signature of applicant, date of intended use, address and telephone numbers. This information may be faxed, mailed or brought in person to the Community Center. A partial or full refund will be issued in accordance with the following schedule:

More than 30 days prior to date of reservation:

- All applicable fees and deposits will be refunded, minus a \$10 processing fee.

Less than 30 days, but more than 10 business days prior to date of reservation:

- 50% of applicable fees plus full deposit will be refunded.

Less than 10 business days prior to date of reservation:

- 100% of applicable fees will be forfeited, but full deposit will be refunded.
- All refunds will be processed within 30 days.

The City of Wilsonville reserves the right to cancel or change facility use agreements when deemed necessary. Failure to comply with Park Use Policies and Procedures will be grounds for cancelling the park use agreement and denying future applications.

TO BE COMPLETED BY APPLICANT

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE OF APPLICANT: _____ GROUP OR ORGANIZATION: _____

PHONE: _____ DATE SIGNED: _____



Park Rental Insurance Certification

Applicant/Responsible Person: _____
 Organization: _____ Phone: _____
 Event Date: _____ Location: _____
 Estimated Attendance: _____

It is the Applicant's responsibility to submit the acknowledgement of insurance coverage for the event with any of the following special considerations:

Please check any and all activities that will occur at this event:

- Attendance over 50
- Special Equipment – please explain

- Alcohol will be served
- Alcohol will be sold
 OLCC Vendor license is required for sale of alcoholic beverages.

Insurance coverage is provided for this event, naming the City of Wilsonville as additional insured.

This coverage is provided by:

Company Title: _____

Company Agent: _____

Print

Signature

Insurance Policy No. _____ Coverage: \$ _____



(OFFICE USE ONLY)

I have evaluated the application and in accordance with the City of Wilsonville's facility use policy this application is:

_____ Approved _____ Denied

_____ Date: _____

Peggy Watters, Community Services Director



City of Wilsonville Park Directions

DIRECTIONS TO MEMORIAL PARK

Driving from the South:

- Take I-5 North to Exit 283, which is the Wilsonville Road exit.
- Turn right at stoplight onto Wilsonville Road.
- Proceed to the 3rd traffic light, which is Memorial Drive. You will see the Wilsonville Public Library on your right.
- Turn right on Memorial Drive – go 2 blocks and you will see the entrance to the park on your left.
- To get to the River Shelter - as you enter the parking lot – stay to the right and follow the road all the way to the end.
- To get to the Forest Shelter – as you enter the parking lot – stay to the left and follow the road all the way to the end.

Driving from the North:

- Take I-5 South to Exit 283, which is the Wilsonville Road exit.
- Turn left at stoplight onto Wilsonville Road.
- Proceed to the 4th traffic light, which is Memorial Drive. You will see the Wilsonville Public Library on your right.
- Turn right on Memorial Drive – go 2 blocks and you will see the entrance to the park on your left.
- To get to the River Shelter - as you enter the parking lot – stay to the right and follow the road all the way to the end.
- To get to the Forest Shelter – as you enter the parking lot – stay to the left and follow the road all the way to the end.

DIRECTIONS TO BOONES FERRY GAZEBO

Driving from the South:

- Take I-5 North to Exit 283, which is the Wilsonville Road exit.
- Turn left at stoplight onto Wilsonville Road.
- Proceed to 2nd traffic light, which is Boones Ferry Road.
- Turn left on Boones Ferry Road. Drive about ½ mile to end of road. Parking lot entrance is on the left.

Driving from the North:

- Take I-5 South to Exit 283, which is the Wilsonville Road exit.
- Turn right at stoplight onto Wilsonville Road. Get into left-hand lane.
- Proceed to the 1st traffic light, which is Boones Ferry Road.
- Turn left on Boones Ferry Road. Drive about ½ mile to end of road. Parking lot entrance is on the left.