



## Recreation & Parks Department Field Use Request Procedures

Athletic Fields are available for rental only when the rental does not conflict with programs or events sponsored or planned by the Recreation & Parks Department.

All reserved facilities shall be used for the intended recreational use that is indicated on the Field Use Request Form. Unauthorized use of athletic facilities will result in a cancellation of your access to the facilities and a **forfeiture of all collected fees**, including deposits. No refunds for unused reservations will be issued.

Field lights will only be available with a paid reservation. Lights are turned off at the scheduled end time that is indicated on the Field Use Request Form – all lights must be turned off no later than 9:00pm.

### Field Use Checklist:

- Completed Field Use Request Form
- Signed Field Use Agreement
- Copy of Certificate of Liability Insurance listing the "City of Woodburn" as additionally insured
- Practice, League, Game, or Tournament Schedule
- Youth Sports Roster including % of Woodburn kids *(if applicable)*
- Payment for rental fee, deposit, and all other applicable services. Make checks payable to "City of Woodburn."

Your request for field rental will be considered in the order in which it was received. Please call the Recreation & Parks Department at 503-982-5266 if you have any questions.

*Revised 2010*



## Field Use Request Form

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

Complete each section below. Incomplete Request Forms will be returned to the contact person.

Organization name / Team Name: \_\_\_\_\_

Organization website: \_\_\_\_\_

Non-Profit Tax ID#: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone1: \_\_\_\_\_ Phone2: \_\_\_\_\_

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

Anticipated # of Teams: \_\_\_\_\_ Anticipated # of Participants: \_\_\_\_\_

What percent of your roster are residents of Woodburn? \_\_\_\_\_  
(please attach a copy of your league roster)

### ORGANIZATION TYPE

- Non-Profit Youth
- Profit Youth Sports League
- Other Youth Organization
- Non-Profit Adult
- Profit Adult Sports League
- Other Adult

### ACTIVITY

- Practices Only
- League Play Only
- Practices and League Play
- Tournament
- Sports Camp
- Other: \_\_\_\_\_

### SPORT

- Baseball
- Softball
- Soccer
- Other: \_\_\_\_\_

***Please attach practice, league, game, or tournament schedule to include:***

**1: Park Name    2: Field Number    3: Dates    4: Start & End Times**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation & Parks Approval

\_\_\_\_\_  
Date



## Recreation & Parks Department Field Use Agreement

Athletic Fields are available for rental only when the rental does not conflict with programs or events sponsored or planned by the Recreation & Parks Department.

All reserved facilities shall be used for the intended recreational use that is indicated on the Field Use Request Form. Unauthorized use of athletic facilities, including altercations amongst program participants, will result in a cancellation of your access to the facilities and a **forfeiture of all collected fees, including deposits**. No refunds for unused reservations will be issued.

### Park & Athletic Field Rules:

- No Alcohol is permitted in any City of Woodburn Park.
- No spectators, pets, or mascots are permitted inside the fenced field of play or dugouts.
- Teams are responsible for cleaning the fields and dugouts following each game.
- All vehicles must be parked in designated parking areas. Vehicles parked on grassed areas will be towed at the owner's expense.
- No bicycles are allowed on grassed areas.
- Any player, manager, or coach ejected by a city employee, league official, or police officer must leave the park immediately. When ejected, this person is automatically placed on probation for the remainder of the season and suspended for the next league or tournament game. If ejected while on probation, the person is disqualified for the remainder of the season.
- Any game ended by player or spectator misconduct may result in probation for the team for the rest of the year/season.
- Players, managers, and coaches are not allowed to consume alcoholic beverages prior to scheduled games. If in the opinion of the city employee or league official that the individual(s) have been consuming alcohol, they will be ejected from the game and placed on probation for the rest of the year/season.
- No outside vendors will be permitted. All vendors must have current City issued permits.

Field lights will only be available with a paid reservation and all applicable light fees. Lights are turned off at the scheduled end time that is indicated on the Field Use Request Form – all lights must be turned off no later than 9:00pm.

All damages to fields, buildings, equipment, and facilities that are not financially covered by the security deposit will be the financial responsibility of the person signed below.

*Continued –*

- Field Use Agreement Continued

All persons for whom a Facility Use Application is approved agree to waive, release, acquit, and forever hold harmless the City of Woodburn, its officers, agents, and employees from any and all suits, claims, demands, or assertions of liability whatsoever for personal injuries, property damage, injury to incorporeal interests, or other like damages occasioned by, arising from, or otherwise connected with the use of the facility herein described; and do hereby covenant that no action by law, or suit in equity, shall ever be brought against the City of Woodburn, its officers, agents, or employees on account of any manner here above set forth. I have received a copy of the City's Facility Use Policies for the facility herein described and agree to comply with all rules, regulations, policies, and fee schedules as set forth by the City of Woodburn. I further attest that I am 18 years of age or older and will be personally responsible for repair or damage to equipment, the facilities, grounds, or for replacement of stolen equipment.

By signing you acknowledge that you have read and understand all of the provisions listed above.

\_\_\_\_\_  
Applicant's Signature      Date

\_\_\_\_\_  
Approval Signature      Date