

Field Use Rental Request Form
 Recreation & Parks Department
 270 Montgomery Street
 Woodburn, OR 97071
 (503) 982-5266



Applicant Information

Organization: _____ Contact Name: _____
 Address: _____ City: _____ Zip: _____
 Telephone: _____ Email: _____
 Organization Type: _____ Private _____ Commercial _____ Non-Profit/Civic _____ Government

Rental Details

Rental Date(s): _____ Rental Time(s): _____
 Anticipated # of Teams: _____ Anticipated # of Participants: _____
 What % of your roster are residents of Woodburn? _____ %

<u>Organization Type</u>	<u>Activity Type</u>	<u>Sport</u>
_____ Non-Profit Youth	_____ Practices Only	_____ Baseball
_____ Profit Sports League	_____ League Play Only	_____ Softball
_____ Other Youth Organization	_____ Practices & League Play	_____ Soccer
_____ Non-Profit Adult	_____ Tournament	_____ Basketball
_____ Profit Adult Sports League	_____ Sports Camp	_____ Other: _____
_____ Other Adult	_____ Other: _____	

Is your event open to the public? _____ Yes _____ No If yes, is an admission fee charged? _____ Yes _____ No
 Are you providing portable restrooms? _____ Yes _____ No If yes, how many? _____

Select desired field:

- Legion Park Soccer Field Centennial Park N. Soccer Fiel Centennial Park S. Soccer Field
- Centennial Park Baseball Field 1 Centennial Park Baseball Field 2 Burlingham Park Soccer Field
- Centennial Park Baseball Field 3 Centennial Park Baseball Field 4 Settlemier Park Baseball Field
- Other _____

Rental Guidelines

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 that 9:00pm.

Applicant is required to provide and maintain, at their own expense during the term of this permit, a Certificate of Insurance Liability showing \$1,000,000 per occurrence with the City of Woodburn listed as an additional insured on the policy.

Fees

Private

- Baseball/Soccer Fields—\$25.00 per hour
- Field Lighting—\$15 per hour

Corporate

- Baseball/Soccer Fields—\$35.00 per hour
- Field Lighting—\$20 per hour

Fees are due upon approval of request and may be paid at 270 Montgomery St. Woodburn, OR 97071.

Park & Athletic Field Rules

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 Use Agreement

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.

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

Office Use

Total Fee: _____ Paid Date: _____ Approved: ___ Yes ___ No Insurance Received: ___ Yes ___ No

Approved By: _____ Date: _____