

**Outdoor Facilities Rental Application**  
 City of Woodburn – Community Services  
 270 Montgomery Street  
 Woodburn, OR 97071  
 (503) 982-5239 (Office)  
 (503) 710-0311 (After Hours Emergency Hours Maintenance Contact)



**RENTAL DATE** \_\_\_\_\_

- Settlemier Park Shelter - South (\$25/ hr.)       Settlemier Park Shelter - North (\$25/ hr.)  
 Legion Park Shelter (\$30/ hr.)       Centennial Park Shelter (\$25/ hr.)  
 Burlingham Park Shelter (\$20/ hr.)       Plaza Gazebo (\$25/ hr.)       Other \_\_\_\_\_  
 Dahlia Plaza (\$20/ hr.)

\*There is a two (2) hour minimum rental period for each shelter. Rates vary for commercial activities & special events.

Applicant Information									
Organization:				Contact Name:					
Address:					City:			ZIP:	
Telephone:				Email:					
Organization Type:		<input type="checkbox"/> Private		<input type="checkbox"/> Commercial		<input type="checkbox"/> Non-Profit/Civic		<input type="checkbox"/> Government	
Rental Details (Include set-up and clean-up in your requested rental time)									
Rental Time:					Anticipated Attendance:				
Type of Event:		<input type="checkbox"/> Reunion		<input type="checkbox"/> Wedding		<input type="checkbox"/> Party/Picnic		<input type="checkbox"/> Other (specify) _____	
You request permission to bring the following items to the park:									
<input type="checkbox"/> Canopies/Tents		<input type="checkbox"/> BBQ Unit (gas only)		<input type="checkbox"/> Generators		<input type="checkbox"/> Professional Catering			
<input type="checkbox"/> Amplified Sound-( <b>permit required</b> )				<input type="checkbox"/> Tables/Chairs		<input type="checkbox"/> Lighting			
Other(specify):									
Is your event open to the public:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, is there an admission fee charged?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you providing portable restrooms?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?				
Conditions (to be completed by City)									
Office Use Only									
Total Fee:		Payment type:		<input type="checkbox"/> CASH		<input type="checkbox"/> CREDIT CARD		<input type="checkbox"/> CHECK#	
Insurance Required:		<input type="checkbox"/> Yes	<input type="checkbox"/> No			Insurance Received:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable Restrooms Required?			<input type="checkbox"/> Yes		<input type="checkbox"/> No		How Many:		
<input type="checkbox"/> YES, Approved		<input type="checkbox"/> No, Denied		Comment(s):					
Approved/Denied by:								Date:	

## Liability Release and Park Use Rules/ Guidelines

Items you bring to the park may require you to provide and maintain comprehensive general liability insurance. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Woodburn as additionally insured. If required, applicant shall provide the City a copy of such a certificate 3 days before date of reservation.

The City cannot process cancellations due to inclement weather. To cancel reservation and receive a refund please call (503) 980-6321 at least 24 hours in advance of your reservation time.

Applicant is required to have their approved Outdoor Facilities Rental Application with them during their authorized use. If other park users prevent Applicant from utilizing their approved park facility, they are advised to contact non-emergency police dispatch at (503) 982-2340 for assistance.

Issuance of an Outdoor Facilities Rental permit provides the applicant with exclusive use of the specific facility indicated in the approved application. Rental of a park facility **does not** provide exclusive of other park facilities/ amenities. Applicant is responsible for inspecting the park area prior to making a reservation to determine its suitability for the desired use. Applicant is responsible for leaving the park area in its original condition. Applicant is responsible for the conduct of, and any damage caused by, their authorized guests.

Applicant is responsible for abiding by all City ordinances, rules and regulations, including Woodburn Municipal Ordinance #2060 (Park Regulations). Motorized vehicles are not permitted in any park, except on roads and parking lots provided for such use. In general, park rental applicants will **not** be given permission to drive on park pathways within a park. Alcohol is not permitted in any City park, unless specifically authorized through the issuance of a special event permit. Amplified sound (use of any sound that is battery or electrically operated) is authorized only upon issuance of an Amplified Sound Permit by the Woodburn Recreation & Parks Department. No stakes or nails may be placed into the ground or into trees.

Park areas are closed to the public between the hours of 10:00 p.m. and 7:00 a.m. the following morning during April 1 through September 30 of the calendar year, or between the hours of 7:00 p.m. and 7:00 a.m. the following morning during October 1 through March 31 of the calendar year.

The City of Woodburn reserves the right to deny or revoke an Outdoor Facilities Rental permit if it is in the City's best interest to do so. The City reserves the right to impose conditions and other requirements upon Applicant if it is in the best interest of the City to do so.

An approved Outdoor Facilities Rental Application permits Applicant exclusive use of the rental area during the time indicated on the approved application. The remainder of the park area is available to Applicant and to the general public for recreational purposes at no additional charge. The fees charged to Applicant provide for the exclusive, reserved use of the rented area only and do not apply to Applicant's use of the remainder of the park area.

All persons for whom an Outdoor Facilities Rental 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. Applicant agrees to comply with all rules, regulations, policies and fee schedules as set forth by the City of Woodburn.

- I have read and understand and agree to comply with the conditions described above. I further attest that I am at least 18 years of age or older and will be personally responsible for repair or damage to equipment, facilities, grounds or for the replacement of stolen equipment.

Signature \_\_\_\_\_

Date \_\_\_\_\_