

2024 Memorial Park Shelter/Field Rental Application

City of Wilsonville
 Parks and Recreation
 29600 SW Park Place
 Wilsonville, OR 97070
 Ph 503-783-PLAY (7529)
 parksandrec@ci.wilsonville.or.us

HOST/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Host/Responsible Party:	
501(c)(3) Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your tax-exempt number:	
Address:	City, State, ZIP:
Phone:	
Primary Contact:	
Contact Phone:	Email:
EVENT INFORMATION	
Area requested: <input type="checkbox"/> River Shelter <input type="checkbox"/> Forest Shelter <input type="checkbox"/> Ball Field <input type="checkbox"/> Soccer Field	
Requested Field(s): Ball Field <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Soccer Field <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
Requested Time(s) for Sports Fields (if using):	
Requested Date:	
Name and Nature of Event:	
Start Time of Event (excluding setup):	
Estimated Attendance (See <i>Maximum Occupancies on Page 2</i>):	
Are You Requesting Approval For (check all that apply): <input type="checkbox"/> Alcohol Permit <input type="checkbox"/> Amplified Music/Sound	
FEES (see page 2)	
Shelter Rental Fee	\$
Alcohol Permit Fee	\$
Disc Golf Rental Fee	\$
Cleaning/Damage Deposit (refundable)	\$
Sports Field Process Fee (for stand-alone field usage only)	\$
Sports Field Rental Fee (number of hours x hourly rental fee)	\$
Sports Field Light Fee (number of hours x hourly rental fee)	\$
TOTAL FEES (must be paid in full to process application)	\$
PAYMENT	
Method of Payment: <input type="checkbox"/> Card* <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ (Payable to the City of Wilsonville)	
<i>*if submitted electronically, applicant will be called to collect payment information when application is received</i>	
<p>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 I must provide the City a certificate of liability insurance and additional insured endorsement reflecting a limit of each occurrence of no less than \$1,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.</p>	
Host/Responsible Party's Signature:	Date:

SHELTER RENTAL FEES				
RIVER SHELTER				
Maximum Occupancy: 200				
	Shelter Rental* (10am - 8pm)	Alcohol Permit Fee**	Disc Rental Fee***	Cleaning & Damage Deposit (refundable)
RESIDENT ****	Shoulder Season (April, May, October)			
	Mon - Thur: \$160 Fri - Sun: \$195	\$50	\$40 for 10 sets	Credit Card on File
	High Season (June through September)			
	Mon - Thur: \$175 Fri - Sun: \$215	\$50	\$40 for 10 sets	Credit Card on File
NON-RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$235 Fri - Sun: \$290	\$50	\$40 for 10 sets	Credit Card on File
	High Season (June through September)			
	Mon - Thur: \$260 Fri - Sun: \$320	\$50	\$40 for 10 sets	Credit Card on File
FOREST SHELTER				
Maximum Occupancy: 150				
	Shelter Rental* (10am - 8pm)	Alcohol Permit Fee**	Disc Rental Fee***	Cleaning & Damage Deposit (refundable)
RESIDENT ****	Shoulder Season (April, May, October)			
	Mon - Thur: \$135 Fri - Sun: \$160	\$50	\$40 for 10 sets	Credit Card on File
	High Season (June through September)			
	Mon - Thur: \$150 Fri - Sun: \$175	\$50	\$40 for 10 sets	Credit Card on File
NON-RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$205 Fri - Sun: \$245	\$50	\$40 for 10 sets	Credit Card on File
	High Season (June through September)			
	Mon - Thur: \$225 Fri - Sun: \$270	\$50	\$40 for 10 sets	Credit Card on File

* Non-profit groups pay 50% of shelter rental fees. Residency is based on the address of the non-profit organization.

Proof of 501©(3) non-profit status is required.

** Alcohol permit fee required if alcohol will be consumed during the rental.

*** Each set includes 2 discs (one mid-range and one putter), available from the Parks & Rec Admin Building.

Weekday rentals may check out discs 8am-5pm the day of the event. Discs are due back by 12pm the following day.

Weekend rentals may check out discs 8am-5pm Friday and are due back by 12pm Monday. Loss or damage of the discs will result in a fee of \$15 per disc, deducted from the cleaning/damage deposit.

**** Residency is based on the permanent address of the group/organization.

FIELD RENTAL FEES					
RESIDENT	Process Fee ^	\$45	NON-RESIDENT	Process Fee ^	\$45
	Field Rental Fee (2hr min.)	\$10/hr per field		Field Rental Fee (2hr min.)	\$20/hr per field
	Light Fee	\$10/hr per field		Light Fee	\$10/hr per field
	Cleaning/Damage Deposit	Credit Card on File		Cleaning/Damage Deposit	C.C. on File

^ For stand-alone field usage only.

Fields are available Monday - Friday from 12:00pm to 10:00pm, and Saturday - Sunday from 8:00am to 10:00pm.

Memorial Park Shelter/Field Rental 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. You may check availability 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. Requests received within 30 days of the event must include complete insurance documents and be paid for by cash or credit card. No checks will be accepted for late reservations.

Completed applications (pages 1-4) may be submitted via email, fax, postal mail, or in-person to the Parks and Recreation Admin Building (see pg. 1 for contact info). Full payment is due at the time of submitting the rental application.

Park shelters may be reserved between the 2nd weekend in April and the 2nd weekend in October. Rental hours are from 10am to 8pm. **Event set-up may not occur before 10am. Shelter must be vacated by 8pm.**

All applications are subject to review and approval by Parks and Recreation 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 host/responsible party. The responsible party shall incur all costs, will be responsible for damages and liability, and must provide the City with their certificate of liability insurance and additional insured endorsement, covering the date(s) of the rental.

An amendment fee of \$25 will be required if a date change is requested. Amendment requests must be made at least 30 days prior to the date of your rental.

SPECIAL RESTRICTIONS

Host/Responsible Party is responsible for setup and takedown. Under no circumstances are tables or other equipment to be removed from the shelter. If it is necessary for staff to put tables back in place, applicant will be assessed a minimum \$100 fee to be subtracted from deposit.

The following are not allowed: inflatables/bounce houses, dunk tanks, water balloons, water slides, egg toss, and/or any activities that could damage the grass. Stakes are strictly prohibited.

Event signage is only allowed within the shelter rental area. Signs and balloons posted elsewhere in the park will be removed and retained by staff. Signage, decorations, etc. may not be hung from or attached to trees.

Gate keys are available for vehicle access for unloading equipment and people only. **Vehicles may not drive or park on the grass.** Weekday rentals may check out the gate key as early as 10am the morning of your event. Weekend rentals may check out the key between 8am-5pm the Friday before your event. If the gate is damaged or unbolted, the host/responsible party will forfeit \$100 of their damage deposit. If the gate key is lost, the host/responsible party will forfeit \$50 of their damage deposit.

Decorations may be hung in the shelter using thumbtacks or tape (no nails, screws, or staples). Decorations and thumbtacks/tape but must be completely removed following the rental. Equipment, supplies or other products may not be stored in the park facility or on the grounds prior to, or after, the rental.

Open flames are not allowed, except for barbeque grills. Barbeque grills may be brought into park facilities but must be gas-powered (no charcoal) and must be placed on concrete/asphalt. Barbeque grills are not provided in the park. Fires are not allowed in the River Shelter fireplace.

ALCOHOL

Alcoholic beverages 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. Alcohol permit fee must be paid and liquor liability must be covered in the event insurance.

RENTAL CONFIRMATION

You will receive your permit and receipt via email when your application is processed. Please have your permit and rental checklist with you during the event.

INSURANCE

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must specifically name the City of Wilsonville as an 'additional insured' and must have a limit of each occurrence of no less than \$1,000,000. *Please note: a statement of additional insured status on the COI will not suffice without a copy of the endorsement.* If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.

INSURANCE (cont.)

Options for insuring your event:

- Online insurance companies offering one-day event coverage (e.g., TheEventHelper.com, Wedsafe.com, PrivateEventInsurance.com, etc.)
- Some homeowners insurance companies offer the ability to additionally insure a third party.

SOUND AMPLIFICATION EQUIPMENT

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

ANIMALS

All pets must be on a leash in all Wilsonville parks. A designated off-leash area is available in Memorial Park, northeast of the Forest Shelter (see pg. 8). Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the park.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles (do not overfill receptacles). Any additional trash must be secured in bags and taken to the dumpster in the parking area. All tables should be locked and returned to their original locations and restrooms should be left tidy. To avoid additional charges (\$50 per hour), please leave the shelter as clean as you found it.

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 number. This information may be faxed, emailed or brought in person to the Parks and Recreation Admin Building. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to date of reservation:

- Shelter and/or field rental fee, alcohol permit fee (if paid) and deposit will be refunded, minus a \$50 process fee.

Less than 60 days, but more than 30 days prior to date of reservation:

- 50% of shelter and/or field rental fee, plus full deposit and alcohol permit fee (if paid) will be refunded.

Less than 30 days prior to date of reservation:

- 100% of shelter and/or field rental fee(s) will be forfeited, but full deposit and alcohol permit fee (if paid) will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change park 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.

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 HOST/RESPONSIBLE PARTY: _____

GROUP OR ORGANIZATION: _____

PHONE: _____ DATE: _____

MEMORIAL PARK SHELTER RENTAL CHECKLIST AND PARK RULES

Rental Checklist

Have permit and rental checklist with you on the day of your event.

Event setup may not occur before 10:00am. Shelter must be vacated by 8:00pm. Host/responsible party is responsible for setup and cleanup. If the facility is not left clean following the rental, host/responsible party will be charged a cleaning fee at a rate of \$50 per hour.

If you would like to unlock and move picnic tables or, if you are renting the River Shelter and would like to unlock the gate to access the gravel driveway for loading/unloading, keys may be checked out from the Parks and Recreation Admin Building (29600 SW Park Place). Weekend rentals may check out the key the Friday before the event, between the hours of 8am-5pm, while weekday rentals may check out the key the morning of the event. Keys may be returned at the conclusion of the rental in the after-hours dropbox at the Parks and Rec Admin Building.

Do not drive or park on grass.

The following are not allowed: stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane barbeque grills), and any activities that could damage the grass. Fires are not allowed in the River Shelter fireplace.

Barbeque grills are not provided in Wilsonville parks. Barbeque grills may be brought into the park but must be gas-powered (no charcoal) and must be placed on concrete/asphalt.

Alcohol use must be kept within the shelter rental area and is limited to beer/wine only. Alcohol may not be taken to the restrooms or elsewhere in the park. You must have approval of Parks and Recreation Staff and meet insurance requirements.

All trash must be deposited in trash receptacles in shelter area. Please do not overfill receptacles.

**** Any additional trash must be secured in bags and taken to the large dumpster in the parking area ****

Event signage is only allowed within the shelter rental area. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Decorations may be secured using thumbtacks or tape (no nails, screws, or staples) but must be completely removed following the rental (including the thumbtacks/tape).

Refunds are processed within 30 days of rental. Deposits paid for with a credit card will be returned to that card. If the card on file is no longer valid, the refund will be returned in the form of a check. Deposits paid with cash or check will be refunded via check.

Business hours (Mon-Fri, 8am-5pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 1-866-252-3614

Park Rules

1. Alcohol is not permitted in City parks unless approved as part of rental agreement (City Code 3.020).
2. Smoking or the use of tobacco products is prohibited in all City parks (City Ordinance 712).
3. Motor vehicles shall be operated only on roads and in parking area designated for motor vehicle use. Vehicles shall be parked only in designated areas – no parking in the grass (City Code 3.000).
4. No open flames, fires or camp stoves shall be allowed (City Code 3.000).
5. Use of PA system/amplified sound requires approval as part of rental agreement (City Code 3.000).
6. No overnight camping will be permitted unless authorized (City Code 3.000).
7. No person shall possess any loaded firearm; discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal (City Code 3.000).
8. In order to provide the convenience of advance reservation of park facilities, park application must be made to reserve any park facility for the exclusive use of any particular group (City Code 3.010).

**Complete list of City codes and ordinances can be found on the City's website: www.ci.wilsonville.or.us*

INSURANCE REQUIREMENTS FOR MEMORIAL PARK SHELTER AND FIELD RENTAL

The following are required for rental of the River Shelter, Forest Shelter, and Sport Fields:

Comprehensive General Liability Certificate of Insurance (COI), which clearly and accurately states the following:

- Insured and Insurer(s) affording coverage
 - The insured on the policy must match the name of the host/responsible party listed on the rental application.
- General Liability Coverage with a limit of each occurrence of at least \$1,000,000
- Liquor Liability Coverage (required if alcohol will be consumed at the event)
 - If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.
- Policy Effective and Policy Expiration Dates Corresponding to Event Date(s)
- Description of Operations section should list the certificate holder (City of Wilsonville) as an Additional Insured
 - Address: City of Wilsonville Parks & Recreation, 29600 SW Park Pl, Wilsonville, OR 97070

Additional Insured Endorsement

- The Additional Insured Endorsement is needed to add the City of Wilsonville as an additional insured to the policy for the date(s) of the event. The COI will not be accepted without a copy of the additional insured endorsement. The additional insured endorsement may either specifically list the City of Wilsonville, or it may be a blanket additional insured (e.g. for Managers or Lessors of Premises).
 - Please note: A statement of additional insured status on the COI will not suffice without a copy of the endorsement. The COI confers no rights to the certificate holder; thus, the Additional Insured Endorsement is required in addition to the certificate of insurance

Options for Insuring Your Event:

- Online insurance agency offering one-day event liability insurance, such as:
 - The Event Helper - www.TheEventHelper.com
 - WedSafe - www.WedSafe.com
 - Private Event Insurance - www.PrivateEventInsurance.com
- Some homeowner's insurance agencies offer the ability to additionally insure a third party.

Due Date:

- The insurance certificate and additional insured endorsement must be received and approved by the City no later than 30 days prior to the event date. The City reserves the right to cancel the reservation if the required insurance documents are not approved and on-file by the due date.

DIRECTIONS TO MEMORIAL PARK

8100 SW Wilsonville Rd, Wilsonville OR 97070

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- turn left at light onto Wilsonville Rd
- go to 4th traffic light (Memorial Drive)
- turn right, and follow Memorial Drive to the **Memorial Park Main Entrance** on the left
- for River Shelter: as you enter the parking lot, stay to the right and follow the road all the way to the end
- for Forest Shelter: as you enter the parking lot, stay to the left and follow the road all the way to the end

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- turn right at light onto Wilsonville Rd
- proceed to 3rd traffic light (Memorial Drive)
- turn right, follow Memorial Drive to the **Memorial Park Main Entrance** on the left
- for River Shelter: as you enter the parking lot, stay to the right and follow the road all the way to the end
- for Forest Shelter: as you enter the parking lot, stay to the left and follow the road all the way to the end

WILSONVILLE MEMORIAL PARK MAP

