



Application For Use of **PARK PICNIC SHELTERS**

Please submit applications to
 Jean Ostrander.
 jostrander@lakeoswego.city

- ✓ Please print legibly or type and fill out form completely.
- ✓ Submit application and pay all fees at time of reservation, at least 14 days in advance if alcohol will be served.
- ✓ Reservations are taken for the current year from April 1 thru October 30.

Organization Name (if applicable):	Person Responsible for Reservation:
Address:	Contact Phone #:
City/Zip:	Alternate Phone #:
E-Mail Address:	
Type of Activity: (describe) _____ <input type="checkbox"/> Private Function <input type="checkbox"/> Event (<i>Open to general public</i>)	Day/Date of Reservation: Day _____ Date _____
Estimated Attendance: <input type="checkbox"/> 1 to 50 people <input type="checkbox"/> 51 to 75 people <i>Note: If group exceeds size stated, the function may be terminated by the Park Ranger</i>	Time Block Desired: <input type="checkbox"/> 9:00 am - 12:00 pm <input type="checkbox"/> 1:00 pm - 4:00 pm <input type="checkbox"/> 5:00 pm - 8:00 pm <i>Your rental starts and ends promptly at the stated time. Please be ready to leave so Parks Maintenance can clean up for the next renters.</i> <i>Note: Two contiguous time blocks may be rented. This paper application must be submitted if doing so.</i>

RESERVATION FEES

Shelter Reservation Fee (non-refundable and non-transferable): Residents: \$75 / Non-Residents: \$112.50

Refundable Deposit: \$100

Will amplified sound be used? Yes No

(Must be contained within the park and no sound after 9:00pm)

Will alcohol (beer & wine only) be served? Yes No

(If yes, OLCC Server's Permit and Liquor Liability insurance required)

Will you have a Food Truck? Yes No

(only allowed at GRP #2, E. Waluga & Westlake. Additional fees & insurance required)

Picnic Shelter Requested

George Rogers Park Shelter #1
 611 S. State Street, next to athletic fields –Max. Occupancy 50

East Waluga Park Shelter
 15505 Quarry Road –Max. Occupancy 75

George Rogers Park Shelter #2—**Reservations only available April 1—May 31 due to shelter reconstruction**
 611 S. State Street, Below Playground –Max. Occupancy 75

West Waluga Park Shelter
 15775 Waluga Road –Max. Occupancy 50

Westlake Park Shelter
 14165 Bunick Drive –Max. Occupancy 50

Rossman Park Shelter (Note: No restrooms available)
 555 Fourth Street –Max. Occupancy 25

- FOR OFFICE USE ONLY -

APPLICATION: Approved Denied

Updated January 2022

FEES:

Reservation Fee: \$ _____

Refundable Deposit: \$ _____

Other _____: \$ _____

Total Amount Due: \$ _____

Date Entered: _____

Staff Initials: _____

Booked in ActiveNet

All Fees Paid On _____



STATEMENT OF USER RESPONSIBILITY

Park Picnic Shelter Reservations

SHELTER USE

In consideration for the use of City of Lake Oswego park picnic shelters, all users acknowledge and agree to the following:

1. Park hours are 6:00am to 10:00pm
2. Rental is for the picnic shelter only. Rental blocks are: **9am-12pm, 1pm-4pm and 5pm-8:00pm. Your rental starts and ends promptly at the stated time. Shelter must be clean and vacated by reservation end time for full deposit refund**
3. The user assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
4. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
5. The user shall be responsible for the conduct of participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
6. Amplified music or other amplified sound is not allowed to be played at a volume that causes the music or other sound to be heard beyond the boundaries of the park. Sound shall be directed away from the water. **No sound after 9:00pm M-Sa, 6pm on Sundays.**
7. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in any park.
8. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. For picnic shelter rentals, extra equipment, portable devices, and bounce houses are not allowed for use in conjunction with the reservation. No exceptions.
11. Inflatables are only allowed at the George Rogers #2 Picnic Shelter with the Deputy Director's approval.
12. Portable barbecues may be used in conjunction with a picnic reservation; coals and grease must be safely removed from park by user and **may not** be dumped in trash receptacles. A protective surface under barbecues is required.
13. Cancellations received 30 business days or more prior to the reservation date will receive a full refund. If the cancellation occurs less than 30 business days from the reservation date, your refundable deposit will be returned, and your reservation fee will be forfeited to the City. Any change to the original reservation date or location will be subject to a rescheduling fee equaling 1/2 the reservation fee. **We do not honor cancellations due to inclement weather.**
14. Violations of any rules, regulations or guidelines will result in forfeiture of the refundable deposit.

ALCOHOL

I, the undersign, attest that I have read and agree to abide by all rules, regulations, and guidelines specified herein:

1. Only beer and wine can be served by someone licensed or permitted by OLCC. Park rules do not allow BYOB.
2. Permission to serve alcohol is only granted if service is done by an OLCC licensed caterer or a OLCC permitted pourer in a designated, monitored area, and if Host Liquor Liability Insurance of \$2,000,000 per occurrence is obtained; which must name the City of Lake Oswego as an additional insured.
3. Selling of alcohol is not permitted in conjunction with a picnic shelter rental.
4. All OLCC rules and regulations apply.
5. The Alcohol Server's Permit and Host Liquor Liability insurance is due 7 days prior to reservation date and should be emailed to Attention: Parks Reservation Coordinator at jostrander@ci.oswego.or.us
6. A current OLCC caterer license and/or the OLCC permit of the server must be available upon request during the event.

ACKNOWLEDGEMENT:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the Park Picnic Shelter, as well as the ordinances of the City of Lake Oswego. I accept responsibility for any violations pertaining to the facility reserved.

Print Name of Applicant _____

Signature of Applicant _____ Date Signed _____