



## 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 least 7 days prior to use, 14 days if alcohol will be served.
- ✓ Make payment by Visa, MasterCard, AMEX & Discover; Cash or Check payable to *City of Lake Oswego*.
- ✓ Reservations are taken for the current year from March 1 thru the last weekend in October.

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| <b>Organization Name (if applicable):</b>  | <b>Person Responsible for Reservation:</b>  |
| <b>Address:</b>  | <b>Contact Phone #:</b>   |
| <b>City/Zip:</b>   | <b>Alternate Phone #:</b>   |
| <b>E-Mail Address:</b>   |   |
| <b>Type of Activity:</b><br><input type="checkbox"/> Private Function <input type="checkbox"/> Event ( <i>Open to general public</i> )   | <b>Day/Date of Reservation:</b><br>Day _____ Date _____   |
| <b>Estimated Attendance:</b><br><input type="checkbox"/> 1 to 50 people <input type="checkbox"/> 51 to 75 people<br><i>Note: If group exceeds size stated, the function may be terminated by the Park Ranger</i> | <b>Time Block Desired:</b><br><input type="checkbox"/> 9:00 am - 12:00 pm<br><input type="checkbox"/> 1:00 pm - 4:00 pm<br><input type="checkbox"/> 5:00 pm - 8:00 pm<br><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><br><br><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: \$200**

**Will amplified sound be used?**  Yes  No *(Must be contained within the park and no sound after 10:00pm)*

**Will alcohol (beer & wine only) be served?**  Yes  No *(If yes, Alcohol Permit must be completed)*

**Will you have a Food Truck?**  Yes  No *(only allowed at Lower GRP, E. Waluga & Westlake. Additional fees & insurance required)*

### Picnic Shelter Requested

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| <input type="checkbox"/> George Rogers Park Shelter #1<br>611 S. State Street, next to athletic fields –Max. Occupancy 50 | <input type="checkbox"/> East Waluga Shelter<br>15505 Quarry Road –Max. Occupancy 75                                 |
| <input type="checkbox"/> George Rogers Park Shelter #2<br>611 S. State Street, Below Playground –Max. Occupancy 75        | <input type="checkbox"/> West Waluga Shelter<br>15775 Waluga Road –Max. Occupancy 50                                 |
| <input type="checkbox"/> Westlake Park Shelter<br>14165 Bunick Drive –Max. Occupancy 50                                   | <input type="checkbox"/> Rossman Park Shelter (Note: No restrooms available)<br>555 Fourth Street –Max. Occupancy 25 |

- FOR OFFICE USE ONLY -

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| <p><b>APPLICATION:</b>    <input type="checkbox"/> <u>Approved</u>    <input type="checkbox"/> <u>Denied</u></p> <p><i>Updated November 2018</i></p> | <p><b>FEES:</b></p> <p>Reservation Fee:    \$ _____    Date Entered: _____</p> <p>Refundable Deposit: \$ _____    Staff Initials: _____</p> <p>Other _____:    \$ _____    <input type="checkbox"/> Booked in Resource Scheduler</p> <p><b>Total Amount Due:</b> \$ _____    <input type="checkbox"/> All Fees Paid On _____</p> |
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## STATEMENT OF USER RESPONSIBILITY

### Park Picnic Shelter Reservations — Print Version

#### 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 **morning: 9am-12pm, 1pm-4pm and 5pm-8:00pm. Your rental starts and ends promptly at the stated time. Please do not exceed your approved time block.**
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 10:00pm.**
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 inflatables are not allowed for use in conjunction with the reservation. No exceptions.
11. 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.
12. 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.
13. 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. Alcohol is limited to beer and wine only. 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 if a City Alcohol Permit is approved, 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 Permit and Host Liquor Liability paperwork is due 7 days prior to reservation date and should be faxed Attention: Parks Reservation Coordinator at 503-534-5754.
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 \_\_\_\_\_