



TUALATIN HILLS PARK & RECREATION DISTRICT

Facility Use Agreement

Park Shelters

6220 SW 112th Avenue, Suite 100, Beaverton, OR 97008

503-629-6305 • www.thprd.org

Contact Information	Rental Information
Event Type: _____	Organization: _____
Contact Name: _____	Event Description: _____
Address: _____	_____
City: _____ State: _____ Zip: _____	Date(s): _____
Primary Phone: _____	Day of week: _____ <small>List additional dates below</small>
Secondary Phone: _____	Start time: _____
Email: _____	End time: _____
THPRD Patron ID: _____	Location/space requested: _____
Non-profit Tax ID: _____	Estimated # of participants: Youth: _____ Adults: _____
<small>Please attach Certificate of Insurance if requested</small>	

Additional Rental Dates					
Date: _____	Day of week: _____	Location: _____	Start time: _____	End time: _____	
Date: _____	Day of week: _____	Location: _____	Start time: _____	End time: _____	
Date: _____	Day of week: _____	Location: _____	Start time: _____	End time: _____	

Additional Rental Information					
Is the event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will food be served at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be admission fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer (if applicable):	_____		
If not, will there be participant charges/dues?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Will you be supplying or selling alcohol at the function? <small>* If yes, Special Use Permit is required with this application.</small>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Will your guests be bringing/consuming their own alcohol? <small>*Alcohol Permit for BYOB is authorized only when signed by a General Manager or Designee.</small>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Approval: _____	Date: _____
<small>General Manager or Designee Signature</small>	

Special requests/equipment: <small>*(e.g., tables, chairs, audio/visual, room setup) *Not applicable for shelter rentals</small>	_____

List any special equipment you would like to bring: <small>(Special equipment requires prior approval by a rental coordinator and may also require an additional waiver.)</small>	_____

Power outlet not available for use.	
<small>Please attach any additional setup request</small>	



Park Shelter Information Sheet

The following information is designed to be part of the park shelter application packet.

- Reservations shall be made at least 72 hours prior to requested use date. Checks should be made payable to “Tualatin Hills Park & Recreation District”. Visa, MasterCard or Discover cards are also accepted.
- Refunds will not be issued due to inclement weather or violation of Park Rules and Regulations
- Shifts are 9:00a.m. – 2:00p.m. and 3:00p.m. – dusk (park closure). A separate fee is assessed for each shift reserved. Once approved, a reservation permit will be issued and will be displayed on-site.
- The following activities are prohibited:
 - Smoking
 - Camping or open fires
 - Golfing
 - Littering or dumping of refuse
 - Motorized vehicles
 - Amplified music/sound (a special request for amplified sound may be considered, please contact Park District directly).
- A Certificate of Insurance is required for the following:
Concessions, vendors, rented tents/canopies, outside sales, portapotties or caterers preparing food in park.
- Area must be cleaned following the event. Staples are NOT allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters or trees. Dogs must be on a leash and waste removed. Parking is first come, first served; there are no reserved parking areas. If others will not yield your reserved area to you when requested, call **THPRD Park Patrol 971-246-0169**.
- Alcoholic beverages are only authorized when the Alcohol Permit Section of the Park Reservation Permit has been approved and signed by the General Manager/designee and the fee is paid.

Shelter/Picnic Areas	Capacity	Electrical Outlet	Restrooms	On-Site BBQ
Cedar Hills Park Picnic Area	100		X	X
Raleigh Park Picnic Area			X	X
Cedar Hills Park Shelter	60		X	
Schiffler Park Shelter A*			X	
AM Kennedy Park Shelter	36		X	
Barsotti Park Shelter			X	X
Camille Park Shelter			X	X
Jackie Husen Park Shelter			X	X