



Facility Use Agreement for PARK SHELTERS

6220 SW 112th Avenue, Beaverton, OR 97008
 email completed applications to parkreservations@thprd.org
 or deliver to any THPRD facility || 503-629-6305

Contact Information		Shelter Rental Information			
Contact Name		Day & Date of Week			
Address		<i>List any additional dates</i>			
City/St/Zip		Shelter			
Phone Contact for day of event		Time Block	<input type="checkbox"/> 8:30 a.m.-1:30 p.m. <input type="checkbox"/> 3:00 p.m.-dusk <input type="checkbox"/> Both		
Other Phone		Total Attendance	Youth		Adults
Email		Will additional space be required outside of the shelter footprint area?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>map attached</i>	
In-District ID No.					

If yes, attach a map (such as Google Earth) and indicate requested space.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a reservation for an organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a non-profit organization?
If yes, Name		EIN No.	

Additional Rental Information & Required Forms			
Is this event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be food served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be admission fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the food be served by a catering vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, will there be participant charges/dues?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be other vendor(s) selling or offering items at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will guests be bringing their own alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If alcohol is being served, who is the server?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor(s) <i>name/phone</i>		Server/Caterer	
		<i>List contact name/phone</i>	

If alcohol will be served or sold, a Special Use Permit is required with application. Please check box if attached to this form. attached.

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. Additional forms are required.

Approved by General Manager/designee:

Will there be an inflatable or other special equipment at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liability Waiver attached <input type="checkbox"/>
List any special equipment you would like to bring. <i>(equipment listed may require prior approval by rental coordinator and may also require Liability Waiver)</i>		
Special Requests/Equipment <i>Price list available on request (ex. portable restrooms, canopies, etc)</i> See Fee and Charges		

DESCRIBE YOUR EVENT IN AS MUCH DETAIL AS POSSIBLE.

FEES & CHARGES					Staff completing form	
Office use	Assigned area(s):			Rental rate:		Date invoice sent:
	Additional Items:	\$		Total add'l fees:		Date Balance Recv'd
		\$				
Time Block(s)	AM <input type="checkbox"/>	PM <input type="checkbox"/>	both <input type="checkbox"/>	Total due:		

Shelter Reservations	Shelter Capacity	Weekday (M-F) & Non-Peak Season Weekend Fee	Peak Season* Weekend & Holiday Fee
		AM rental: 8:30 am to 1:30 pm PM rental: 3 pm to dusk	AM rental: 8:30 am to 1:30 pm PM rental: 3 pm to dusk
Camp Rivendale Pavilion at the Jenkins Estate	100 people	\$98 In-district / \$122 Out of district	\$196 ID / \$244 OD
Raleigh Park picnic area		\$98 ID / \$122 OD	\$196 ID / \$244 OD
Evelyn M. Schiffler Park – Shelter A	60 people	\$65 ID / \$81 OD	\$130 ID / \$162 OD
Howard M. Terpenning Recreation Complex Softball picnic area		\$65 ID / \$81 OD* *Only available 10 am to 4 pm	Not available
Mountain View Champions Park		\$65 ID / \$81 OD	\$130 ID / \$162 OD
A.M. Kennedy Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Barsotti Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Bethany Creek Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Camille Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Cedar Hills Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Jackie Husen Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Parlvar Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
Pio Pio Park	36 people	\$52 ID / \$65 OD	\$104 ID / \$130 OD
Ridgewood View Park		\$52 ID / \$65 OD	\$104 ID / \$130 OD
<i>Proof of address required for In-district rates Out of District rentals add 25%</i>		*Peak season pricing includes holidays year-round and weekends between May 1 - September 30	

AGREEMENT

1. Agreement includes assigned areas and restrooms only; use of additional areas prohibited without staff consent.
 - a. Additional charges will be assessed if rental exceeds times or areas designated in this agreement.
2. No refunds will be provided to groups who vacate early or arrive late.
3. To cancel this agreement, you must submit a request in writing (or by email).
 - a. Request must be received at least ten (10) business days before scheduled event for a refund. Please allow two weeks for processing.
Cancellations within ten (10) days of event will not be refunded.
 - b. THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
4. If requested by THPRD staff, applicant agrees to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming THPRD as an additional insured in the following amount: \$1 million single occurrence / \$2 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the Park District.
5. **INDEMNIFICATION:** To the fullest extent permitted by law, the individual or entity identified in the facility use application and renting THPRD's facilities (the "Indemnitor") hereby agrees to indemnify, defend, and hold harmless THPRD and its officers, elected officials, volunteers, agents, servants, employees, and the THPRD Board of Directors (collectively, the "Indemnitees") from, for, and against any and all claims, suits, actions, losses, liabilities, awards, and costs of every kind and description, including but not limited to experts' and attorneys' fees, arising out of or related to this Agreement or any activities conducted by the Indemnitors (or any entities or persons for whom the Indemnitors are responsible) at THPRD facilities under this Agreement. No indemnification provided by the Indemnitors under this paragraph, however, will be required to indemnify the Indemnitees to the extent of liability for death or bodily injury to persons or damage to property caused in whole or in part by the Indemnitees' own negligence, but will require indemnity to the extent of the negligence of the Indemnitors or those entities or persons for whom the Indemnitors are responsible.
6. I have read and agree to abide by the park regulations established for use of a THPRD Facility or Park. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse THPRD for any and all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
7. **THPRD IMMUNITY:** *The fee charged for the rental exclusively relates to the use of the assigned area(s) and restrooms itself. The fee does not relate to any other uses or any other areas of THPRD property. In fact, other uses of THPRD property and facilities as well as activities occurring outside the assigned area(s) and restrooms are not subject to a user fee. In accordance with Oregon's recreational immunity law (ORS 105.682), THPRD is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.*
8. It is your responsibility to inform all members of your group of the THPRD Rules and Regulations. Failure to abide by the THPRD Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.
9. THPRD reserves the right to enter and monitor the event at any time.

With my signature below, I acknowledge that I am authorized, on behalf of myself and the individual or entity identified in the facility use application, to agree to THPRD's terms and conditions set forth in this agreement, and rules and procedures.

Applicant Signature		Date:	
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This application is Approved

Supervisor Signature		Date:	
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