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: _____ List additional dates below
Secondary Phone: _____	Start time: _____
Email: _____	End time: _____
THPRD Patron ID: _____	Location/space requested: _____
Non-profit Tax ID: _____	Estimated # of participants: Youth: _____ Adults: _____
Please attach Certificate of Insurance if requested	

Additional Rental Dates

Date: _____ Day of week: _____ Location: _____ Start time: _____ End time: _____

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Additional Rental Information

Is the event open to the public? ☐ Yes ☐ No

Will there be admission fees? ☐ Yes ☐ No

If not, will there be participant charges/dues? ☐ Yes ☐ No

Will food be served at the event? ☐ Yes ☐ No

Caterer (if applicable): _____

Will you be supplying or selling alcohol at the function? ☐ Yes* ☐ No

** If yes, Special Use Permit is required with this application.*

Will your guests be bringing/consuming their own alcohol? ☐ Yes* ☐ No

**Alcohol Permit for BYOB is authorized only when signed by a General Manager or Designee.*

Approval: _____ Date: _____

General Manager or Designee Signature

Special requests/equipment: _____

*(e.g., tables, chairs, audio/visual, room setup) **Not applicable for shelter rentals*

List any special equipment you would like to bring: _____

(Special equipment requires prior approval by a rental coordinator and may also require an additional waiver.)

Please attach any additional setup request

Facility Rental Rates* – Level determined by THPRD

Level	Category Description (subject to verification by THPRD)	Capacity (100)	Capacity (60)	Capacity (36)	
1	Approved Affiliates Must be non-profit and community based, focusing on serving in-district needs and constituents. Subject to district policy approval.	$25	$17	$13	
2	Partners/Associates Must be non-profit and community-based, focusing on serving in-district needs and constituents.	$50	$33	$26	
3	Other Non-Profit Renters Must be for non-profit use or proceeds donated to a charitable organization. Non-profit ID # required.	$75	$50	$40	
4	Private Renters Exclusive use of space.	$150	$100	$80	

Rates are per shift (9 am – 2 pm & 3 pm – dusk)

Fees and Charges

Office Use Only

☐ *Applicant will be invoiced for additional rental time at the assigned rate.*

Assigned area(s): _____ ☐ *Invoice sent* *Date:* _____ *Initials:* _____

Rental rate: _____ x Total hours: _____ + _____ Total due: _____

Deposit amount: _____ Date deposit received: _____

Balance due (Total due - Deposit amount): _____ Date balanced received: _____

Office Use Only

Agreement

1. This signed facility use agreement is due, with deposit, upon confirmation of your reservation. For rentals two hours or less that do not impact THPRD programs, the balance is due no later than five (5) business days before your scheduled event. For all other rentals, the balance is due no later than ten (10) business days before your scheduled event.
2. 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 designated in this agreement.
   b. 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.
   a. For rentals two hours or less that do not impact THPRD programs, the request must be received at least five (5) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within five (5) business days of event will not be refunded.*
   b. For all other rentals, the request must be received at least ten (10) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within ten (10) days of event will not be refunded.*
   c. THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
4. If requested by THPRD staff, applicant agrees to provide 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**: The applicant and the applicant's group, shall indemnify, defend and hold Tualatin Hills Park & Recreation District (THPRD), its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of a THPRD Facility/Park and adherence to all park regulations. I have read and agree to abide by the park regulations established for use of a THPRD Facility/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 all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
6. **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.*
7. 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.
8. 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 entity identified in the facility use application, to agree to THPRD terms and conditions, rules and procedures.

Applicant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

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, caterer preparing food in park, large rented inflatables/games (additional waiver required).

- 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	X	
Schiffler Park Shelter A*		X	X	
AM Kennedy Park Shelter	36	X	X	
Barsotti Park Shelter		X	X	X
Camille Park Shelter		X	X	X
Jackie Husen Park Shelter		X	X	X