

Facilities Rental Application

City of Woodburn – Community Services

Mail application to: 270 Montgomery St * Woodburn, OR 97071 Office phone 503-982-5264

Open Mon-Fri 8am-5pm * Fax application to: 503-980-2448



Emergency maintenance afterhours contact number 503-868-1047

Non-emergency Police dispatch contact number 503-982-2340

Rental Date: _____ Rental Time: _____ Attendance: _____

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Intended Use: _____

Applicant #1: _____ Applicant #2: _____

Address: _____ Address: _____

Phone: _____ Drivers License # _____ Phone: _____ Drivers License # _____

Park Rentals (please check the facility you would like to rent):

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Legion Shelter A | <input type="checkbox"/> Settlemier Shelter #1 | <input type="checkbox"/> Burlingham Park Shelter | <input type="checkbox"/> Library Park |
| <input type="checkbox"/> Legion Shelter B | <input type="checkbox"/> Settlemier Shelter #2 | <input type="checkbox"/> Museum Bungalow | <input type="checkbox"/> Centennial Park Shelter |
| <input type="checkbox"/> Sports Field | <input type="checkbox"/> Settlemier Gazebo | <input type="checkbox"/> Downtown Plaza | |
| <input type="checkbox"/> Stadium | <input type="checkbox"/> Entire Park | <input type="checkbox"/> Plaza Gazebo | |
| <input type="checkbox"/> Entire Park | | | |

Large groups will be responsible for providing any additional restrooms they may need.

Special Requests

Groups wishing to bring special items such as canopy tents, barbeque unit, rental equipment, catering facilities or P.A. system etc. must request authorization when reserving a site. Yes, I would like to request authorization for:

Vehicle Parking

Vehicle Parking is allowed in designated parking areas only. Vehicles are not allowed on the grass or access roads/park pathways.

Park Shelter Rules

- Rental of a park shelter does not include exclusive use of park facilities.
- Park closes at dusk.
- All waste and trash must be deposited in refuse receptacles.
- Alcohol is not allowed in any of the City parks.
- If your shelter is being used by another group, show them your permit and explain that you have rented the shelter. If they refuse to leave, please call **non-emergency police dispatch at 503-982-2340 for assistance.**
- For emergency maintenance issues, please call the **afterhours maintenance number: 503-868-1047.**
- The City of Woodburn reserves the right to deny or revoke a permit if it is in the City's best interest to do so.

Applicant acknowledges that this permit allows Applicant exclusive use of the rental area during the time indicated on the approved application. The remainder of the park area is available to Applicant and to the general public for recreational purposes at no additional charge. The fees charged to Applicant allow the exclusive, reserved use of the rented area only and do not apply to Applicant's use of the remainder of the park area. All persons for whom a Park Shelter Rental Permit Application is approved agree to waive, release, acquit, and forever hold harmless the City of Woodburn, its officers, agents and employees from any and all suites, claims, demands or assertions of liability whatsoever for personal injuries, property damage, injury to incorporeal interests, or other like damages occasioned by, arising from, or otherwise connected with the use of the facility herein described; and do hereby covenant that no action by law, or suit in equity, shall ever be brought against the City of Woodburn, its officers, agents or employees on account of any manner here above set forth. I agree to comply with all rules, regulations, policies, and fee schedules as set forth by the City of Woodburn. I further attest that I am 18 years of age or older and will be personally responsible for repair or damage to equipment, the facilities, grounds or for replacement of stolen equipment.

Applicant's Signature _____ Date _____ Approved By _____ Date _____

Application Approved Application Approved Subject to Conditions (description of conditions attached)

Application Denied (grounds for denial attached)

OFFICE USE ONLY	Rental Fee: _____	Total Due: _____
Payment Type: Check # _____	Cash _____	Processed Date _____