

Shelter & Park Etiquette

Fees for Reserving the Shelters

Fewer than 50 people - \$30. for the first four hours, \$10. for each hour thereafter

50 – 100 People - \$60. for the first four hours, \$10. for each hour thereafter

Over 100 People - \$120. for the first four hours; \$10. for each hour thereafter

No ALCOHOLIC BEVERAGES ARE ALLOWED IN THE SHELTERS OR ON THE PARK GROUNDS

- No outside sales can take place in the Parks.
- Do Not move Park picnic tables.
- The shelters cannot be rented after the Park is closed.
- Use tape or push pins, not staples or nails, when decorating in the shelters.
- Do Not cover or remove signage within the shelter or Parks.
- Do Not use confetti or rice in the Parks or Shelters; instead, use birdseed. (confetti is difficult to remove and confetti and rice are hazardous to wildlife)
- Keep balloons away from fans and trees; water balloons are not allowed.
- If open, do not block access to the concession stand.
- Clean up all spilled beverages from tables, chairs and floor.
- Clean up any outside areas used (cigarette butts, cups, etc.) and properly dispose of coals, cigarette and cigar butts in a safe manner.
- All tape and decorations must be removed after event. This includes removing any signs identifying your function.
- Sack all garbage and used diapers and place in Park dumpster.
- Remember to remove personal items and any other furnishings or equipment from the site when you leave.
- If music is to be performed in any Park, a “Special Use Permit for Outdoor Amplified Sound” must be completed and approved by the Parks Superintendent.
- No Smoking with 10 feet of any door or window.
- **Your copy of this form is your Permit. Please bring it with you to the park. If you experience a conflict with other users, please show them your permit. PERMIT HOLDERS HAVE PRIORITY USE IN ALL INSTANCES. For assistance call the MCSO non-emergency number: 503-823-3333.**

Cancellation, NSF Checks, Refunds

- **All Fees & Deposits** are due and payable at the time of the Reservation.
- **Notice of cancellation** must be given no later than 60 days before the date of the function in order to receive a full refund; if the cancellation notice is given less than 60 days before the function, no refund will be given.
- **All NSF checks** will incur a \$25. fee. The check amount plus the \$25. fee must be paid with cash or money order.
- **There will be no refund** of shelter rental fees due to cancellation because of inclement weather.

Schedule Changes & Access

- **If you need to change a scheduled time/date: call the Reservation line 503-674-7297.**
- **Glenn Otto Park Shelters ONLY: If you have questions during your use of the Shelter, contact the Park Caretaker at 503-310-8872.**