

# Parks and Buildings Rental Forms

## Parks and Building Reservations

The City has a **dedicated line: 503-674-7297 for all Reservations** of the Picnic Shelters in Glenn Otto and Columbia parks (Imagination Station), the soccer & baseball Fields at Columbia Park, and the Sam Cox Building. **The Reservation Line is open on Tuesday, Wednesday and Thursday from 7am to noon. All Reservations for the upcoming weekend must be made no later than the Thursday morning prior before 10am, and paid by 12pm that Thursday at City Hall.** If you call the line during non-attended hours, you will be prompted to leave a message. Please leave your name and phone number as well as the time, date, and facility you are interested in. We will return your call with the availability of your desired location on our next open day. For more information on our Parks & Facilities, including rental rates and use guidelines, please click the "Parks and Building Rental Forms" link on the left hand side of our home page, Or "Parks & Facilities" under the "Departments" tab at the top of the home page.

## Columbia Park Reservation Calendar

## Glenn Otto Park Reservation Calendar

**Reminder: due to the extreme popularity of our Picnic Shelters, unpaid reservation "holds" will expire at the end of the standard one week hold time and will be deleted from the system.**

The Great Room in the Sam Cox Building is available for weddings, birthdays, family reunions, retirement parties, and other similar functions year round. The Annex is available for small parties, meetings, presentations and training classes. The parking lot accommodates 100 vehicles, but we have many users of the various amenities at the Park and carpooling is encouraged.

The Recreation Program holds classes in the building year-round and has priority for reservation times.

- No alcohol is allowed in the park
- No outside sales can take place in the park
- No flammable material is allowed per the Fire Marshall
- No alterations may be made to the rooms in the building

In the Sam Cox Building, the Great Room is 2,528 sq ft with a maximum capacity of 170 people. Included with the Great Room rental:

- 15 six-foot length tables, 8 six-foot round tables
- 140 chairs
- Professional style kitchen with two stoves (1 gas & 1 electric), a refrigerator and a freezer
- Ice machine
- Our new A/V system is here! Please let us know at the time of reservation if you would like to utilize it.
- Stage
- Meadow area (with benches) and small Shelter C if needed
- The open park area other than the meadow area cannot be reserved

The Annex is 960 sq ft with a maximum capacity 50 people. Included with the Annex rental:

- One 14-seat Conference Table
- 14 Executive chairs
- No kitchen access
- At present, renter must supply all A/V

[Parks Use Permit \(Athletic Fields/Parks\)](#)

[Facility Rental Forms](#)

[Clenn Otto Park Shelters/Columbia Park \(Imagination Station\) Shelters](#)

















## Supporting Documents

Glenn Otto Park 5/2 to 5/9 71.11 KB

Columbia Park 5/2 to 5/9 69.87 KB



[View Slideshow](#)