Permit #_____-_____

Parks Use Permit

Rental Location:

☐ Columbia Park Soccer ☐ Columbia Park Baseball ☐ Glenn Otto Park

☐ Mayor's Square ☐ Depot Park ☐ Other

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

Name _____ Phone No. _____

Address/City/Zip _____

Email Address _____

Type of Event:_____ Number of People _____

Date of Event _____ Time of Event _____

City Equipment Needed _____
(this must be arranged with and approved by the Parks Superintendent)

Amplified Sound ☐ Yes ☐ No
(If yes, please complete the "Special Use Permit" for outdoor amplified sound.)

The permittee, on behalf of itself, its agents, and any heirs, assigns, or successors, in exchange for the right to use a City building, park and/or equipment, agrees to: Indemnify, defend and hold harmless the City of Troutdale and its elected or appointed officials, employees, agents and assigns from any and all claims which may arise as a result of granting this permit, including but not limited to the acts of persons that the permittee invites or allows to use the City building or City property; promptly notify the City of Troutdale of any claim or action, which the City shall have the right to investigate, compromise and defend; assume all risks associated with the use of the City's real or personal property; protect the City's real and personal property from any damage; return the City's real and personal property in the same condition it was in prior to permittee's use and to forfeit any security deposit if the property is not returned in the same condition; promptly repair or replace any of the City's real or personal property that is damaged at permittee's own cost and to the complete satisfaction of the City; comply with all general rules, guidelines and standards that are set forth in City documents that accompany the application and permit which are incorporated herein by reference; obtain and maintain a general liability insurance policy naming the City of Troutdale as an additional insured if vendors will be selling or distributing products or services to the public in connection with the permitted use of City property or the City property is being used for a community or special event as defined by the City. The minimum amount of coverage in this policy shall be $2,000,000 general aggregate, $1,000,000 personal injury and $1,000,000 each occurrence.

I hereby certify that I have read and agree to the provisions Contained within this permit:

_____
Permittee Signature

_____
Title

_____
Date

Reviewed and approved by City of Troutdale

_____
Authorized By

_____
Title

_____
Date

FOR OFFICE USE ONLY								
RECEIVED					REFUNDED			
Fees Paid:	Amount	Date	Rec'd. by	Receipt #	Amount	Date	Check #	Rec'd. by
Rental								
Bases								
Special Use Permit								

Usage Fees

Athletic Field Use Fees for organized sporting events are as follows. Athletic fields that are subject to use fees include baseball fields, softball fields, soccer fields, tennis courts and basketball courts. No user fees are charged for City of Troutdale Recreation Division Activities. Fees to user groups may be waived in lieu of donated labor or materials subject to approval by the Parks or Facilities Supervisor or designee. User groups are responsible for lining fields and supplying goal nets and corner flags. The City of Troutdale's Recreation Division has first priority to field use if reserved on or before April 15th of each year, except for activities covered by preexisting use agreements. After April 15th, fields are available to groups or individuals on a first-come, first served basis.

2 hours	$20
1 day tournament	$50
2 day tournament	$75
Season (Five or more non-tournament games)	$100
Refundable deposit for breakaway bases	$100

- All fees and deposits are due and payable at the time of the reservation.
- No outside sales can take place in the Parks.
- Do Not move Park picnic tables.
- Do Not cover or remove signage within the 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 trees; water balloons are not allowed.
- If open, do not block access to the concession stand.
- Clean up any 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 place in the 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 Supervisor.
- 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

- **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 that 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.

Schedule Changes & Access

- **If you need to change your scheduled time or date, call the Reservation line: 503-674-7297.**