



Instructions: Complete and submit this form to the Parks and Recreation front desk to request the use of an outdoor park facility.

CONTACT INFORMATION

Applicant's Name:		Organization:	
Category <input type="checkbox"/> Private Individual <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other			
Primary Contact Phone:	WorkPhone:	Alternative Phone:	
Email:		Non-Profit ID #:	
Address :			
City:	State:	Zip:	

Rental Details

Location:	Date of Event:
Set Up Time:	Clean Up Time:
Estimated Attendance:	
Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify below)	

Special usage-approval required. Minimum 2 weeks notice to process request. Contact Parks & Recreation at 541-917-7777.

<input type="checkbox"/> Access to supplementary electricity	<input type="checkbox"/> Charging admission	<input type="checkbox"/> Selling food or non-food concessions
<input type="checkbox"/> Alcohol on site	<input type="checkbox"/> Closing road(s) in area	<input type="checkbox"/> Catered event
<input type="checkbox"/> Amplified sound	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Tent/canopy larger than 200 sq ft.
<input type="checkbox"/> Inflatable/Bounce House = Additional Insurance Required + \$100 deposit	<input type="checkbox"/> Event involving animals	<input type="checkbox"/> Vehicle access beyond parking lot
	<input type="checkbox"/> Public access to open areas limited	<input type="checkbox"/> Water beyond standard use

Comments/Special Circumstances: _____

Fees & Charges (Payable by check, cash or credit card.)

_____ Shelter Rental Total	_____ Refundable Deposit(\$50 regular, \$100=100+ attendance)
_____ Permit Fees	_____ Refundable Alcohol Deposit (\$150)
_____ Impact Fee	_____ Refundable Key Deposit (\$25)
_____ Total Fees & Charges	_____ Total Refundable Deposit
Date _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	Date _____ <input type="checkbox"/> Check <input type="checkbox"/> Credit Card

Office Use Only

Rental # _____

Approved _____ Date: _____ Approved Park Maint. _____ Date: _____

Approved P & R Director _____ Date: _____

Deposit Returned? Yes No Date: _____

Copies to: Applicant File Park Maintenance Police Dept. Fire Dept.

Additional information/Signature required on back (over)



Liability and Regulations for Park Shelters

Each applicant shall be bound by all city rules and regulations and all applicable ordinances as fully as though the same rules were inserted in the permit.

I, the applicant, have personally examined the site I am renting and fully understand that the City of Albany, Parks and Recreation Department, employees and representatives have not made ANY statements or guarantees regarding the property, as to the suitability of the event I am planning.

All users, individuals or groups of park facilities will hold the City of Albany harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the City of Albany against any and all claims.

NOTICE—Oregon law (ORS 105.682 et seq.) provides that the owner of land is not liable in contract or tort for injury or death or property damages that arises out of the use of the land for recreational purposes. That immunity from liability does not apply if the owner of land charges a fee for permission to use the land. The fee charged for the use of the facility listed on this form is for the use of the facility only. Any use of property located outside of the facility is not subject to a charge, and therefore, the City of Albany is not liable for any injury, death or property damage arising out of such use of property for which no specific charge has been made.

If approval is granted to the user to bring in any special portable devices (i.e. Bounce House, Dunk Tank) for use in conjunction with the reservation, the reserving party must submit a certificate of insurance releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible. Applicants may be required at their own expense to retain private security. **Non-compliance will result in forfeiture of the rental deposit.**

The Director or his/her designees shall have the authority to summarily revoke a permit upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations.

Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and equipments that may be required if damages occur. All users shall be liable for any damage to equipment or property or creating a condition that is hazardous to others. If the reservation area is left dirty or in disrepair beyond the acceptable standard, a \$65/hr impact fee will be charged for time needed to restore this area. The acceptable standard is the way the area looked at the time of reservation (our set Park Maintenance custodial standards). Additional fees may be required for materials and supplies for repairs as needed.

No motorized vehicles are allowed in any park except on roads or sidewalks specifically approved by Parks & Recreation Director or designee for event use.

The responsible individual to whom the reservation was issued is asked to pack out any garbage produced by an event. The park rules require that you promptly remove any dog waste deposited on public or private property and that all dogs remain on a leash at all times.

All fees and deposits are due at time of reservation. If a renter decides for any reason to cancel more than 30 days prior to the rental, a full refund will be given, less a \$25 processing fee. Cancellations made less than 30 days before the rental will result in forfeit of the rental fees, however, deposits paid will be returned. In addition, if a cancellation is within 24 hours of the rental date the deposit will be forfeited. The City does not honor cancellations due to inclement weather. If the facility is rented, fees and deposits paid will be returned, less a \$25 processing fee. Permit (alcohol, sound, etc.) fees are non-refundable. Rental fees and deposits may not be transferred to another date or facility.

Groups are requested to observe and help enforce the common rules concerning social behavior; for example, clean speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near facility and related areas.

I have read and understand and agree to comply with all the policies and procedures set forth by the Albany Parks and Recreation Department. I further agree that I am of legal age and will be personally responsible for the repair of damage to the equipment or facilities and or the replacement of missing property.

SIGNATURE: _____

DATE: _____

Reservations can be made over the phone with MasterCard or Visa by calling 541-917-7777, or in person at the Parks & Recreation Department offices in Albany City Hall, 333 Broadalbin Street SW.