

Murase Plaza Shelter Rental Application

City of Wilsonville
Parks and Recreation
29600 SW Park Place
Wilsonville, OR 97070
Ph 503-783-PLAY (7529) Fx 503-682-2995
ParksandRec@ci.wilsonville.or.us

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Applicant/Responsible Party:	
Address:	City, State, ZIP:
Phone:	
Primary Contact:	
Contact Phone:	Email:
EVENT INFORMATION	
Area requested: <input type="checkbox"/> Grove Shelter <input type="checkbox"/> Splash Shelter	
Requested Date:	
Nature of Event:	
Time Block Requested: <input type="checkbox"/> 10:00am - 2:00pm <input type="checkbox"/> 4:00pm - 8:00pm <input type="checkbox"/> 10:00am - 8:00pm (<i>Grove Shelter Only</i>)	
Estimated Attendance:	
FEE (see page 2)	
Shelter Rental Fee (must be paid in full to process application)	\$
PAYMENT	
Method of Payment: <input type="checkbox"/> Card* <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ (<i>Payable to the City of Wilsonville</i>)	
<i>*if submitted electronically, applicant will be called to collect payment information when application is received</i>	
Cardholder's Name:	Amount to Be Charged: \$
I have read, understand, and agree to the guidelines and regulations stated in the attached Park Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees.	
Applicant's Signature:	Date

GROVE SHELTER RENTAL FEES	
Shelter Rental	Cleaning & Damage Deposit
Resident* of Wilsonville	
Mon - Thur: \$60 per block (\$120/day) Fri - Sun: \$70 per block (\$140/day)	Credit Card on File
Non-Resident	
Mon - Thur: \$90 per block (\$180/day) Fri - Sun: \$105 per block (\$210/day)	Credit Card on File
Maximum Occupancy: 48	6 Tables (39" wide x 120" long)

SPLASH SHELTER RENTAL FEES	
Shelter Rental**	Cleaning & Damage Deposit
Resident* of Wilsonville	
Mon - Thur: \$40 per block Fri - Sun: \$50 per block	Credit Card on File
Non-Resident	
Mon - Thur: \$60 per block Fri - Sun: \$75 per block	Credit Card on File
Maximum Occupancy: 20	2 Tables (39" wide x 120" long)

* Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages.

** Limit one block per day.

Wilsonville Parks and Recreation Park Use Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group may submit an application to reserve City park facilities. Reservations are made on a first-come, first-served basis. We can check to see if your choice is available over the phone, but your call to check on a date does not guarantee that date for you. A completed application, including all necessary forms, fees, and deposits must be submitted to hold your request. Payment for reservations received less than 14 days before the event must be made by cash or credit card. No checks will be accepted for late reservations.

Murase Plaza park shelters may be reserved between the 2nd weekend in April and the 2nd weekend in October. Please note: the water features near the Splash Shelter are open between June 1st and September 17th, 2017, though maintenance may occur during normal hours and could shut down the water features.

All applications are subject to review and approval by Parks and Recreation Staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new request.

Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and will be responsible for damages and liability.

An amendment fee of \$25 will be required if a date change is requested. Amendment requests must be made at least 14 days prior to the date of your rental.

RESERVATION PRIORITY

Government/Schools	First Monday in March
Residents (including non profits)	Second Monday in March
Non-Residents (including non profits)	Third Monday in March

SPECIAL RESTRICTIONS

Applicant is responsible for setup and takedown.

Equipment, supplies or other products belonging to private groups may not be stored in the park facility or on the grounds prior to, or after the applicant's event.

The following are not allowed: alcohol, inflatables (including bounce houses), dunk tanks, water balloons, water slides, and egg toss.

Open flames of any kind are not allowed, with the exception of propane BBQs which must be placed on a paved surface. *Barbeque grills are not provided in Wilsonville parks.*

RENTAL CONFIRMATION

You will receive a receipt via email when your application is processed. Upon approval of your event a permit and rental checklist will be mailed to you, which should accompany you on the day of your event.

ANIMALS

All pets must be on a leash in all Wilsonville parks. A designated off-leash area is available in Memorial Park.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed, mailed or brought in person to the Parks and Rec Administrative Offices. A partial or full refund will be issued in accordance with the following schedule:

More than 30 days prior to date of reservation:

- Shelter rental fee will be refunded, minus a \$10 process fee.

Less than 30 days, but more than 14 days prior to date of reservation:

- 50% of shelter fee will be refunded.

Less than 14 days prior to date of reservation:

- 100% of shelter rental fee and late fee will be forfeited

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change park use agreements when deemed necessary.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE OF APPLICANT: _____ Date: _____

GROUP OR ORGANIZATION: _____

PHONE: _____

DIRECTIONS TO MURASE PLAZA

8300 SW Wilsonville Rd, Wilsonville OR 97070

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- turn left at light onto Wilsonville Rd
- go to 4th traffic light (Memorial Drive)
- turn right, and proceed to the first road on the left (look for the 'Memorial Park - Murase Plaza' sign)
- stay to the right and follow the road to the parking lot
- from the parking lot, the Grove Shelter is northeast of the playground
- the Splash Shelter is north of the parking lot, near the water feature.

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- turn right at light onto Wilsonville Rd
- proceed to 3rd traffic light (Memorial Drive)
- turn right, and proceed to the first road on the left (look for the 'Memorial Park - Murase Plaza' sign)
- stay to the right and follow the road to the parking lot
- from the parking lot, the Grove Shelter is northeast of the playground
- the Splash Shelter is north of the parking lot, near the water feature.

WILSONVILLE MEMORIAL PARK MAP

