

2018 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 | |
| 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>) | |
| Date Requested: | |
| Estimated Attendance: | |
| Nature of Event (e.g. birthday party, baby shower, etc.): | |
| 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> | |
| 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 & 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. You may check availability 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. Requests received within 14 days of the event must include complete insurance documents and be paid for by cash or credit card. Checks will not be accepted for late reservations.

Completed applications (pages 1-4) may be submitted via email, fax, postal mail, or in-person to the Parks and Recreation Admin Building (see pg. 1 for contact information). Full payment is due at the time of submitting the rental application.

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 16th, 2018, 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.

Event signage is only allowed within the shelter rental area. Signs and balloons posted elsewhere in the park will be removed and retained by parks staff.

The following are not allowed: inflatables/bounce houses, dunk tanks, water balloons, water slides, egg toss, and any activities that could damage the grass. Stakes are strictly prohibited.

Alcoholic beverages are not allowed in the Murase Plaza shelters.

Decorations may be hung in the shelter using thumbtacks or tape (no nails, screws, or staples). Decorations and thumbtacks/tape but must be completely removed following the rental. Equipment, supplies or other products may not be stored in the park facility or on the grounds prior to, or after, the rental.

Open flames of any kind are not allowed, with the exception of propane BBQs (no charcoal) which must be placed on a paved surface. Barbeque grills are not provided in the park.

RENTAL CONFIRMATION

You will receive your permit and receipt via email when your application is processed. Please have your permit and rental checklist with you during the event.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles (do not overfill receptacles). Any additional trash must be secured in bags and taken to the dumpster in the parking area. To avoid additional charges (\$40 per hour), please leave the shelter as clean as you found it.

SOUND AMPLIFICATION

Sound equipment must be operated so as not to disturb other park users. Sound equipment is not provided. Electricity is not available at the Murase Plaza shelters.

ANIMALS

All pets must be on a leash in Murase Plaza and Memorial Park. A designated off-leash area is available in Memorial Park, northeast of the Forest Shelter (see pg. 6). Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the park.

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 Recreation Admin Building. 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. Failure to comply with Park Use Policies and Procedures will be grounds for cancelling the park use agreement and denying future applications.

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: _____

MURASE PLAZA RENTAL CHECKLIST AND PARK RULES

Rental Checklist

Have permit and rental checklist with you on the day of your event.

Event setup may not occur before your rental block. Shelter must be vacated at the end of your rental block. Host/responsible party is responsible for setup and cleanup. If the facility is not left clean following the rental, host/responsible party will be charged a cleaning fee at a rate of \$40 per hour.

The following are not allowed: alcohol, stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane barbeque grills), and any activities that could damage the grass.

Barbeque grills are not provided in Wilsonville parks. Barbeque grills may be brought into the park but must be gas-powered (no charcoal) and must be placed on concrete/asphalt.

All trash must be deposited in trash receptacles in shelter area. Please do not overfill receptacles.

**** Any additional trash must be secured in bags and taken to the large dumpster in the parking area ****

Event signage is only allowed within the shelter rental area. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Decorations may be secured using thumbtacks or tape (no nails, screws, or staples) but must be completely removed following the rental (including the thumbtacks/tape).

Business hours (Mon-Fri, 8am-5pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 1-866-252-3614

Park Rules

1. Alcohol is not permitted in City parks unless approved as part of rental agreement (City Code 3.020).
2. Smoking or the use of tobacco products is prohibited in all City parks (City Ordinance 712).
3. Motor vehicles shall be operated only on roads and in parking area designated for motor vehicle use. Vehicles shall be parked only in designated areas – no parking in the grass (City Code 3.000).
4. No open flames, fires or camp stoves shall be allowed (City Code 3.000).
5. Use of PA system/amplified sound requires approval as part of rental agreement (City Code 3.000).
6. No overnight camping will be permitted unless authorized (City Code 3.000).
7. No person shall possess any loaded firearm; discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal (City Code 3.000).
8. In order to provide the convenience of advance reservation of park facilities, park application must be made to reserve any park facility for the exclusive use of any particular group (City Code 3.010).

**Complete list of City codes and ordinances can be found on the City's website: www.ci.wilsonville.or.us*

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

