



## Facility Use Agreement for NEIGHBORHOOD PARK USE (Shelters)

6220 SW 112<sup>th</sup> Avenue, Beaverton, OR 97008

email completed applications to [parkreservations@thprd.org](mailto:parkreservations@thprd.org)

or deliver to any THPRD facility || 503-629-6305

Contact Information		Shelter Rental Information			
Contact Name		Park Requesting			
Address		Day & Date of Week			
City/St/Zip		List any additional dates			
Phone Contact for day of event		Time Block	<input type="checkbox"/> 8:30 am-1:30 pm <input type="checkbox"/> 3:00 pm-dusk <input type="checkbox"/> Both		
Other Phone		Total Attendance	Youth		Adults
Email					
In-District ID No.					

Is this a reservation for an organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Name	
Is this a non-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	EIN No.	

Additional Rental Information & Required Forms			
Is this event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be food served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be admission fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the food be served by a catering vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, will there be participant charges/dues?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be other vendor(s) selling or offering items at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will guests be bringing their own alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If alcohol is being served, who is the server?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor(s)		Server/Caterer	
name		name	
phone		phone	

If alcohol will be served or sold, a Special Use Permit is required with application. Please check box if submitted with this form. ☐ attached to email.

**Alcoholic beverages** are only authorized when the Alcohol Permit Section of the Park Reservation Permit has been approved and signed by the General Manager/designee. Additional forms are required.

Approved by General Manager/designee:

<b>Describe your event in as much detail as possible.</b>

Will there be an inflatable or other special equipment at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liability Waiver attached <input type="checkbox"/>
List any special equipment you would like to bring. <i>Equipment listed may require prior approval by rental coordinator and may also require Liability Waiver.</i>		
Special Requests/Equipment <i>Additional Fees will be discussed. Damage deposit may be required.</i>		

*Fee is listed as park or shelter;  
cost doubles when using both areas.*

### *Parks without shelters\**

Rental Rates for July 1, 2024-June 30, 2025  <i>Fee is listed as park or shelter; cost doubles when using both areas.</i>		Weekday (M-F) & Non-Peak Season Weekend Fee		Peak Season Weekend & Holiday Fee	
		AM rental: 8:30 am to 1:30 pm PM rental: 3 pm to dusk		AM rental: 8:30 am to 1:30 pm PM rental: 3 pm to dusk	
		Non-peak rate (ID)	Non-peak rate (OD)	Peak rate (ID)	Peak rate (OD)
<i>Parks without shelters*</i>					
Tier 1 (100) • Camp Rivendale Pavilion	• Raleigh Park picnic area*	\$103	\$128.75	\$205	\$256
Tier 2 (60) • Evelyn Schiffler Park	• Howard M Terpenning Softball picnic area • Mountain View Champions Park	\$68	\$85	\$135	\$169
Tier 3 (36) • A.M. Kennedy Park • Autumn Ridge Park* • Barsotti Park • Bethany Creek Park • Camille Park • Cedar Hills Park	• Commonwealth Lake Park* • Greenway Park* • Jackie Husen Park • Meadow Waye Park* • Parivar Park • Recuerdo Park* • Vista Brook Park*	\$54	\$67.50	\$109	\$136
Tier 4 (12) • La Raiz Park • Pió Pió Park	• Ridgewood View Park	\$36	\$45	\$72	\$90
Proof of address required for in-district rates. Out of district rentals add 25%		Peak season pricing includes holidays year-round and weekends between May 1 - Sept 30			

## AGREEMENT

1. Agreement includes assigned areas and restrooms only; use of additional areas prohibited without staff consent.
  - a. Additional charges will be assessed if rental exceeds times or areas designated in this agreement.
2. No refunds will be provided to groups who vacate early or arrive late.
3. To cancel this agreement, you must submit a request in writing (or by email).
  - a. Request must be received at least ten (10) business days before scheduled event for a refund. Please allow two weeks for processing. *Cancellations within ten (10) days of event will not be refunded.*
  - b. THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
4. If requested by THPRD staff, applicant agrees to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming THPRD as an additional insured in the following amount: \$1 million single occurrence / \$2 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the Park District.
5. **INDEMNIFICATION:** To the fullest extent permitted by law, the individual or entity identified in the facility use application and renting THPRD's facilities (the "Indemnitor") hereby agrees to indemnify, defend, and hold harmless THPRD and its officers, elected officials, volunteers, agents, servants, employees, and the THPRD Board of Directors (collectively, the "Indemnitees") from, for, and against any and all claims, suits, actions, losses, liabilities, awards, and costs of every kind and description, including but not limited to experts' and attorneys' fees, arising out of or related to this Agreement or any activities conducted by the Indemnitors (or any entities or persons for whom the Indemnitors are responsible) at THPRD facilities under this Agreement. No indemnification provided by the Indemnitors under this paragraph, however, will be required to indemnify the Indemnitees to the extent of liability for death or bodily injury to persons or damage to property caused in whole or in part by the Indemnitees' own negligence, but will require indemnity to the extent of the negligence of the Indemnitors or those entities or persons for whom the Indemnitors are responsible.
6. I have read and agree to abide by the park regulations established for use of a THPRD Facility or Park. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse THPRD for any and all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
7. **THPRD IMMUNITY:** *The fee charged for the rental exclusively relates to the use of the assigned area(s) and restrooms itself. The fee does not relate to any other uses or any other areas of THPRD property. In fact, other uses of THPRD property and facilities as well as activities occurring outside the assigned area(s) and restrooms are not subject to a user fee. In accordance with Oregon's recreational immunity law (ORS 105.682), THPRD is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.*
8. It is your responsibility to inform all members of your group of the THPRD Rules and Regulations. Failure to abide by the THPRD Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.
9. THPRD reserves the right to enter and monitor the event at any time.

*With my signature below, I acknowledge that I am authorized, on behalf of myself and the individual or entity identified in the facility use application, to agree to THPRD's terms and conditions set forth in this agreement, and rules and procedures.*

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

FEES & CHARGES					Park <input type="checkbox"/>	Shetler <input type="checkbox"/>	both <input type="checkbox"/>	Staff completing form			
Office use	Time Block(s)	AM <input type="checkbox"/>	PM <input type="checkbox"/>	both <input type="checkbox"/>	Rental Rate	\$		Date Invoice Sent			Office use
	Additional Items:				\$	Total Add'l Fees	\$	Date Balance Recv'd			
					\$	Total Due	\$	Date Deposit Retrn'd			

This application is approved ☐

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_