



# CITY OF TROUTDALE PARKS & FACILITIES

## PICNIC SHELTER RENTAL APPLICATION FORM

### GLENN OTTO PARK

1106 E Columbia River Hwy.  
Troutdale, OR 97060

### COLUMBIA PARK

1900 SW Cherry Park Road  
Troutdale, OR 97060

Rental Date: \_\_\_\_\_

Rental Time: from \_\_\_\_\_ to \_\_\_\_\_

**Park hours: April 1 through September 30 – 8:00 a.m. to 9:00 p.m.  
October 1 through March 31 – 8:00 a.m. to 6:00 p.m.**

**NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE SHELTER OR ON THE PARK GROUNDS**

### RENTAL LOCATION

#### GLENN OTTO PARK

GOP Shelter Aspen  GOP Shelter Birch

#### COLUMBIA PARK

Imagination Station Shelter  Forest Shelter

(Included with the large covered Shelter rentals)

\*Six picnic tables

\*Barbeque

\*Electrical hookup (Glenn Otto Park ONLY)

Application Date \_\_\_\_\_ Number of people \_\_\_\_\_

Applicant (please print) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

E-mail \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Group Name \_\_\_\_\_ Activity \_\_\_\_\_

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.*

**The applicant has read and understands the rules and regulations of the City for renting a City Facility:**

Applicant/Permittee Signature \_\_\_\_\_ Date \_\_\_\_\_

Received ON/BY:	/
Paid DATE/AMT:	/

# SHELTER & PARK ETIQUETTE

## Fees for Reserving the Shelters

**Under 50 people** - \$40 for the first four hours; \$20 for each hour thereafter.

**50-100 people** - \$80 for the first four hours; \$20 for each hour thereafter.

**Over 100 people** - \$200 for the first four hours; \$20 for each hour thereafter

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

- No outside sales can take place in the parks.
- Do Not move park picnic tables.
- The shelters cannot be rented after the park is closed.
- Use tape or push pins, not staples or nails, when decorating in the shelters.
- Do Not cover or remove signage within the shelter or 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 fans and trees; water balloons are not allowed.
- If open, do not block access to the concession stand.
- Clean up all spilled beverages from tables, chairs and floor.
- Clean up any outside 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 used diapers and place in 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 Superintendent.
- No Smoking with 10 feet of any door or window.
- 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

- **All Fees** are due and payable at the time of the Reservation.
- **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 than 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.
- **There will be no refund** of shelter rental fees due to cancellation because of inclement weather.

## SCHEDULE CHANGES & ACCESS

- If you need to change a scheduled time/date: call the Reservation line 503-674-7297.
- **Glenn Otto Park Shelters ONLY:** If you have questions during your use of the Shelter, contact the park Caretaker 503-473-9813.