



Park Reservation Application

Phone: 503-843-2660
358 NW Washington St, Sheridan, Oregon 97378

Instructions: Complete and submit this form to Sheridan Public Works

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:	Work Phone:	Alternative Phone:
Email:	Nonprofit ID # (if applicable):	
Address:		
City:	State:	Zip:

Rental Details

Location: City Park Shelter	Date of Event:
Set Up Time:	Clean Up Time:
Estimated Attendance:	Event Type: <input type="checkbox"/> Public <input type="checkbox"/> Private
Event Type: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Recept <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Game <input type="checkbox"/> Other (specify)	

Please Note, an approved reservation does not give applicant exclusive use of the Park.

Please Contact Public Works for the following Special Uses at Your Event.

<input type="checkbox"/> Alcohol on Site (Permit Required)	<input type="checkbox"/> Charging Admission	<input type="checkbox"/> Food/Non-Food Concessions (Permit Required) *
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Catered Event *	* Liability Insurance Required & due 14 days prior to event.
<input type="checkbox"/> Vehicle Access-load in/out	<input type="checkbox"/> Event Involving Animals *	
<input type="checkbox"/> Tent/Canopy	<input type="checkbox"/> Inflatable/Bounce House *	

Comments/Special Circumstances: _____

Office Use Only Key Deposit, Insurance and/or Permit Requirements Received

_____ Refundable Key Deposit	_____ Insurance Received Alcohol
_____ Date Paid	_____ Permit Received
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Debit/Credit	_____ Special Use Permit Received
Approved by: _____ Date: _____	
Copies to (circle all that apply): Applicant Public Works Sheriff Other:	

Office Use Only

Key Set #: _____

Date Keys Returned?: _____ Deposit Refunded? Yes No

* Liability insurance of \$2 million is required with the City of Sheridan listed as an additional insured.

Additional Information/Signature Required on Back (over)

Liability and Regulations for Facility Use

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

I, the applicant, have personally examined the site I am reserving and fully understand that the City of Sheridan employees and representatives have not made ANY statements or guarantees regarding the Sheridan park system as to the suitability of the event I am planning.

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

Extraordinary, commercial and/or large events require liability insurance.

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 arise 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 to use the land. There is no fee charged for the use of the facility listed on this form. Use of property is not subject to a charge, and therefore, the City of Sheridan 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.

NOTICE—Pursuant to Sheridan Municipal Code 12.24.020(6) In all In all city parks no person other than an authorized peace officer or person licensed pursuant to ORS 166.291 or 166.292, as now or hereafter amended shall carry a firearm, B.B. gun, or air rifle on or about his or her person. No person, other than a peace officer, may carry any knife having a blade that projects or swings into position by force of a spring or by centrifugal force, any knife other than cooking cutlery and pocket knives in the possession of an adult, any dirk, dagger, ice pick, slingshot, metal knuckles, or any similar instrument by the use of which injury could be inflicted upon the person or property of any person.

If approval is granted to the applicant to bring in any special portable devices (i.e. Bounce House, Dunk Tank) for use in conjunction with the reservation, the applicant must retain and 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.

Key Deposit is due at time keys are checked out. Key deposit will be refunded upon return of keys to the City of Sheridan Public Works.

The responsible individual to whom the reservation was issued is required to pack out any garbage produced by an event. We suggest wiping down picnic and counter surfaces before and after park use. Park rules require that any dog waste deposited on public or private property is promptly removed and that all dogs remain on a leash **at all times**.

No motorized vehicles are allowed in any park except on roads specifically approved by the City of Sheridan.

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.

The City Manager 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, Policy, Rules and Regulations.

I have read and understand and agree to comply with all the policies and procedures set forth by the City of Sheridan regarding the of the Sheridan City Park. 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: _____