

Applicant Information		Shelter or Park				
Name		DATE of Event				
Address		Shelter or Park Site				
City/St/Zip		Shelters reservations have specific time blocks or if a park Time (note 5-hour time block)	<input type="checkbox"/> 8:30 am-1:30 pm <input type="checkbox"/> 3:00 pm-dusk <input type="checkbox"/> Both			
Phone			AM   PM to                      AM   PM			
Email						
Contact & Phone on the Day of Event	<i>name</i> <i>phone</i>	Will more space be needed outside the shelter area?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> map attached			
In-District ID No.		Total Attendance	Youth		Adults	

*If the answer is Yes, please attach a map (such as Google Earth) and indicate the requested space.*

Is this a reservation for an organization?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, Name	
Is this a non-profit organization?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, EIN No.	
Is this event open to the public?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Will there be admission fees/charges/dues?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Catering/Food Vendors in the Park			
Will there be food at the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Are other vendor(s) invited to the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will the food be served by a caterer?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Will the vendor(s) sell or offer items at the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Company Contact email phone		Vendor(s) name	
		phone	
		Vendor(s) name	
		phone	

Will alcohol be present in the park?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Will guests bring their own alcohol?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Who will be providing the alcohol?	<input type="checkbox"/> Host <input type="checkbox"/> Caterer	If Caterer/Server (provide information when known)	
Will a licensed alcohol server be hired?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Server name phone license number	
How will alcohol be served?			

*If alcohol will be served or sold, a Special Use Permit is required with application.*

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

Approved by General Manager/designee:

Date:

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

**Describe your event in as much detail as possible.**

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Shelter & Park Rental Fees: July 1, 2025-June 30, 2026

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

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)
\$106	\$132.50	\$212	\$265
\$70	\$87.5	\$140	\$175
\$56	\$70	\$112	\$140
\$37	\$46.25	\$74	\$92.50
Approved Affiliate \$23	Partner/Associate \$46	Other Non-Profit \$70	Private \$140
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, I have reviewed the shelter rules on the website, and on behalf of myself and the individual or entity identified in the facility use application, 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"/> Shelter <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	
	Additional Items:				Total Add'l Fees	\$		Date Balance Recv'd	
					Total Due	\$		Date Deposit Retrn'd	

This application is approved ☐

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