



## Application for Use of **MOLALLA CITY PARKS**

Please print legibly or type and fill out form completely.  
Submit application and pay all fees at least 30 days prior to scheduled event.

<b>Organization Name (if applicable):</b>	<b>Person Responsible for Reservation:</b>
<b>Address:</b>	<b>Contact Phone#</b>
<b>City/Zip:</b>	<b>Alternate Phone#</b>
<b>Email Address:</b>	
<b>Type of Activity:</b>  <input type="checkbox"/> Private Function	<b>Day/Date of Reservation:</b>  Day of Week _____ Date: _____
<b>Estimated Attendance:</b> <input type="checkbox"/> 1 to 50 people <input type="checkbox"/> 51 to 100 people  <i>Please adhere to the Oregon Health Authority's Sector Risk Level Guidance Chart for Outdoor Recreation and Fitness Establishments for suggested occupancy guidance according to the county's current risk level.</i>	<b>Time Block Desired:</b> <input type="checkbox"/> 9:00 am – 12:00 pm <input type="checkbox"/> 1:00 pm – 4:00 pm <input type="checkbox"/> 5:00 pm – 8:00 pm <i>As a courtesy to others, please do not exceed two consecutive time blocks. City Parks are open from dawn to dusk. Please factor in setup and take-down in your time block.</i>
<b><u>City Park Requested</u></b>	
<input type="checkbox"/> <b>Clark Park</b> Grass Field <input type="checkbox"/> Yes, Softball Field <input type="checkbox"/> Yes 745 Shirley Street, next to Buckeroo Grounds	<input type="checkbox"/> <b>Fox Park</b> Pavilion <input type="checkbox"/> Yes, Electricity Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No 201 E. 5 <sup>th</sup> Street, next to Library
<input type="checkbox"/> <b>Long Park</b> Gazebo <input type="checkbox"/> Yes, Other <input type="checkbox"/> _____ 318 N. Molalla Ave, next to Fire Department	<input type="checkbox"/> <b>Sheets Softball Field</b> Next to Molalla Elementary School on Toliver Rd.
<ul style="list-style-type: none"> <li>Will you be using the entire facility or portion of the facility? Please clarify: _____</li> <li>Will amplified sound be used? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be contained within the park and no sound after 10:00 pm)</li> <li>A \$1,000.00 non-refundable deposit may be required for larger events per the discretion of the City of Molalla.</li> </ul>	
<b>- FOR OFFICE USE ONLY -</b>	
<b>APPLICATION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>FEES (if applicable):</b> Date Entered: _____ Deposit Total \$ _____                      Staff Initials: _____ <b>Amt/Date Paid:</b> _____ <input type="checkbox"/> Posted on Park Calendar
_____ Authorized City Personnel Signature & Date	<input type="checkbox"/> Certificate of Liability Insurance Received (if applicable) <input type="checkbox"/> N/A <b>Approved Application Provided:</b> <input type="checkbox"/> in person <input type="checkbox"/> via email <input type="checkbox"/> other

**KEEP THIS APPLICATION ON SITE OF EVENT.**  
**IF THERE IS A CONFLICT/ISSUE, CALL 503-793-9043**



## STATEMENT OF USER RESPONSIBILITY

### Park Facility Reservations

#### **PARK USE AGREEMENT**

**In consideration for the use of City of Molalla park facilities, all users acknowledge and agree to the following:**

1. Park hours are from dawn to dusk.
2. Rental is for the designated area only. Rental blocks are: **9am-12pm, 1pm-4pm and 5pm-8:00pm. Your rental starts and ends promptly at the stated time. Please do not exceed your approved time block.**
3. The user assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
4. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
5. The user shall be responsible for the conduct of participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
6. You are responsible for your litter-if you cannot find a trash disposal bin, please follow the "pack it out" policy.
7. Amplified music or other amplified sound is not allowed to be played at a volume that causes the music or other sound to be heard beyond the boundaries of the park. **No sound after 10:00pm.**
8. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in any park.
9. The park rules require that you promptly remove any dog waste deposited on public or private property.
10. The park rules require that all dogs be leashed and barking must not become a nuisance.
11. No person shall possess or consume alcoholic beverages within any area of the city parks. Special Event permits may be submitted to the City Manager for alcohol possession and consumption with 60 days' notice through the Special Event Permit process involving OLCC approval.
12. No water balloons, silly string, chalk or confetti are allowed anywhere in the parks.
13. No stakes are to be driven into the ground for any reason without prior permit approval and locating.
14. Portable devices such as inflatable bounce houses are prohibited in the parks.
15. Portable barbecues may be used in conjunction with a park reservation; coals and grease must be safely removed from park by user and **may not** be dumped in trash receptacles. A protective surface under barbecues is required.
16. Sharp objects ie: staples, nails, push pins are prohibited for use in hanging decorations or otherwise. Tape may be used, however must be cleaned up and completely removed at end of event.
17. Violation of any of the provisions of this document shall be punishable by exclusion from the park and a fine of up to \$500.00 per the Molalla Municipal Code (MMC 12.08.030).
18. **Users agree to adhere to the Oregon Health Authority's Sector Risk Level Guidance Chart relating to Outdoor Recreation and Fitness Establishments for suggested occupancy guidelines according to the County's current risk level. Users agree that they enter and recreate at the park at their own risk.**

#### **ACKNOWLEDGEMENT:**

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the Park Facility, as well as the ordinances of the City of Molalla. I accept responsibility for any violations pertaining to the facility reserved.

Print Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_