



# Chehalem Park & Recreation District

## PARK RESERVATION APPLICATION FORM

District Office Address: 125 S. Elliott Rd, Newberg, OR 97132  
Reservation Office: 1802 Haworth, Newberg, Or 97132  
Phones: 503-537-2909, 503-538-7454 Fax: 503-538-6397

Date of Reservation: \_\_\_\_\_ Time of Reservation \_\_\_\_\_ to \_\_\_\_\_  
(No park rented before 10:00 am or after dark)

Is shelter desired for use: Yes \_\_\_ No \_\_\_ Number of People Expected \_\_\_\_\_

Fees, all parks: **\$52.00 in district** **\$65.00 out of district**

### Park Desired:

#### Pool Park \_\_\_\_\_

Note: Pool Park restrooms are located in Aquatics & Fitness Center adjacent to the park. Pool hours are Saturday 10:30 noon to 8:30pm and Sunday 12:00 pm to 5:00 pm.

#### Memorial Park \_\_\_\_\_

#### Jaquith Park:

Main Shelter \_\_\_\_\_

Horseshoe Shelter \_\_\_\_\_

#### Dundee Park: \_\_\_\_\_

#### Crabtree Park: \_\_\_\_\_

Note: Crabtree Park has a gun range next to it. You may hear shooting noise.

Name of Person or Organization: \_\_\_\_\_

Purpose of Gathering: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

2nd Contact Person: \_\_\_\_\_ Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

Note: In case of emergency concerning your rental contact 503-538-2909,  
503-209-2222 or 503-209-0794.

Special Permits: The City of Newberg or Yamhill County require special permits. Please indicate if you will be participating in activities that require a permit.

Amplified Music: \_\_\_\_\_ Other: \_\_\_\_\_

### For Office Use Only:

Date of Application: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Signature of person taking application \_\_\_\_\_

Backside Complete \_\_\_\_\_ Permits Required \_\_\_\_\_ Date Permits Completed \_\_\_\_\_

**Please read and initial the following statements about using the Park.**

- \_\_\_\_\_ I understand that if I move any tables in the park that they will be put back in their original place before the ending time of my park reservation.
- \_\_\_\_\_ I understand that it is my responsibility to complete any applications for permits required by the City of Newberg or Yamhill County, i.e. alcohol, dance or sound permits.
- \_\_\_\_\_ I understand that if I am using amplified sound, the sound must be turned off at dusk. I understand that during the hours of my reservation the sound must to be kept within range as to not disturb the neighborhood surrounding the park. Crabtree Park does not have a sound ordinance but we ask that you keep your amplified sound within a range that would not be an annoyance to people living the surrounding area.
- \_\_\_\_\_ I understand that no alcohol is allowed in any of our city parks. Alcohol will be allowed in Crabtree Park only with the completion and acceptance of proper permits and payment of alcohol use permit fees to Yamhill County. A Copy of the approved county permit must be provided before the park reservations can be finalized.
- \_\_\_\_\_ All fees and permits are due at the time of application. Applications to do not abide by these deadlines are subject to cancellation.
- \_\_\_\_\_ I understand that I must be 18 years or older to sign an application and that I may be asked for proof of age.

**This rule will be strictly enforced: if an organization or individual would like to rent the park later into the evening, they will need to appeal in writing to the District Superintendent.**

**The Chehalem Park and Recreation District and Individual or Organization named herein agrees as follows:**

1. Said organization, individual, etc., has read, understands and agrees and will abide by the Chehalem Park and Recreation Facility Use Policy Manual. They understand that the violation of any of the rules that govern the Chehalem Park and Recreation District programs, facility use and/or assistance to organizations, etc., would be the cause for the organization, etc, to be barred from program participation, use of facility or park and for termination of this agreement.
2. Reservation and permit application are to be filled out completely.
3. All fees are due and payable at the time of reservation.
4. If requested, prior to negotiating the contract, the organization or individual must furnish the Chehalem Park and Recreation District with any additional evidence required to document nondiscriminatory practices.
5. Said organization, etc. has received a copy and agrees to abide by the regulations and policies described and understand that the violation of any of the following attached regulations or policies would cause for the organization or individual to be made to pay for damages, and/or be barred from the use of the facility or park. The organization further understands that this contract is not binding until signed by the Chehalem Park and Recreation District official. If not signed at the time of reservation, confirmation by a district official will be made by phone.
6. The organization, etc. also agrees to pay fees as prescribed in the policy statement upon application. If the application is refused for any reason prior to use, the money will be refunded.
7. Each organization or individual using this facility will be held responsible for cleaning up and leaving the area used in good order.
8. The organization or individual agrees to pay for all damages to any property of the Chehalem Park and Recreation District and/or surrounding property caused by the organization, individual, or persons in connection.
9. The organization will hold harmless the Chehalem Park and Recreation District from and against any and all liability which may be imposed on them for any injury to persons or property caused by the organization or any persons in connection.
10. It is understood that the district assumes no responsibility whatsoever for any for any property placed in a district facility or park in connection with the organization's use, and the district hereby is expressly released from any and all liability and for any loss, injury or damage to persons or property which may be sustained by reason of group use.
11. Permission to use the Chehalem Park and Recreation District facilities should not be in any way construed to mean the district's endorsement of a given organization's policies or beliefs.
12. It is the organization's responsibility to comply with all city codes and ordinances governing the event.

Signature of Applicant/Organization \_\_\_\_\_ Date \_\_\_\_\_

Park District Representative \_\_\_\_\_ Date \_\_\_\_\_