

MEMORIAL PARK SHELTER RENTAL CHECKLIST AND PARK RULES

Rental Checklist

Have permit and rental checklist with you on the day of your event.

Event setup may not occur before 10:00am. Shelter must be vacated by 8:00pm. Host/responsible party is responsible for setup and cleanup. If the facility is not left clean following the rental, host/responsible party will be charged a cleaning fee at a rate of \$40 per hour.

If you would like to unlock and move picnic tables or, if you are renting the River Shelter and would like to unlock the gate to access the gravel driveway for loading/unloading, keys may be checked out from the Parks and Recreation Admin Building (29600 SW Park Place). Weekend rentals may check out the key the Friday before the event, between the hours of 8am-5pm, while weekday rentals may check out the key the morning of the event. Keys may be returned at the conclusion of the rental in the after-hours dropbox at the Parks and Rec Admin Building.

Do not drive or park on grass.

The following are not allowed: stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane barbeque grills), and any activities that could damage the grass. Fires are not allowed in the River Shelter fireplace.

Barbeque grills are not provided in Wilsonville parks. Barbeque grills may be brought into the park but must be gas-powered (no charcoal) and must be placed on concrete/asphalt.

Alcohol use must be kept within the shelter rental area and is limited to beer/wine only. Alcohol may not be taken to the restrooms or elsewhere in the park. You must have approval of Parks and Recreation Staff and meet insurance requirements.

All trash must be deposited in trash receptacles in shelter area. Please do not overfill receptacles.

**** Any additional trash must be secured in bags and taken to the large dumpster in the parking area ****

Event signage is only allowed within the shelter rental area. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Decorations may be secured using thumbtacks or tape (no nails, screws, or staples) but must be completely removed following the rental (including the thumbtacks/tape).

Refunds are processed within 30 days of rental. Deposits paid for with a credit card will be returned to that card. If the card on file is no longer valid, the refund will be returned in the form of a check. Deposits paid with cash or check will be refunded via check.

Business hours (Mon-Fri, 8am-5pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 1-866-252-3614

Park Rules

1. Alcohol is not permitted in City parks unless approved as part of rental agreement (City Code 3.020).
2. Smoking or the use of tobacco products is prohibited in all City parks (City Ordinance 712).
3. Motor vehicles shall be operated only on roads and in parking area designated for motor vehicle use. Vehicles shall be parked only in designated areas – no parking in the grass (City Code 3.000).
4. No open flames, fires or camp stoves shall be allowed (City Code 3.000).
5. Use of PA system/amplified sound requires approval as part of rental agreement (City Code 3.000).
6. No overnight camping will be permitted unless authorized (City Code 3.000).
7. No person shall possess any loaded firearm; discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal (City Code 3.000).
8. In order to provide the convenience of advance reservation of park facilities, park application must be made to reserve any park facility for the exclusive use of any particular group (City Code 3.010).

**Complete list of City codes and ordinances can be found on the City's website: www.ci.wilsonville.or.us*