

2023 Memorial Park Tournament Application

City of Wilsonville
Parks and Recreation
29600 SW Park Place
Wilsonville, OR 97070
Ph 503-783-PLAY (7529) Fax 503-682-2995
parksandrec@ci.wilsonville.or.us

HOST/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Host/Responsible Party:	
Address:	City, State, ZIP:
Phone:	
Primary Contact:	
Contact Phone:	Email:
EVENT INFORMATION	
Tournament Name:	
Tournament Type: <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Other (please specify):	
<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Youth <input type="checkbox"/> Adult </div>	
<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Coed </div>	
Tournament Date(s):	
Requested Field(s): Ball Field <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Soccer Field <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
Requested Time(s) for Fields:	
Number of Teams:	Number of Participants:
Estimated Attendance (including spectators):	
Concessions: <input type="checkbox"/> Yes <input type="checkbox"/> No	
FEES (see page 2)	
Process Fee	\$
Large Special Event Fee	\$
Field Rental Fee (number of hours x hourly rental fee)	\$
Field Light Fee (number of hours x hourly rental fee)	\$
Cleaning/Damage Deposit (refundable)	\$
TOTAL FEES (must be paid in full to process application)	
\$	
PAYMENT	
Method of Payment: <input type="checkbox"/> Card* <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <i>(Payable to the City of Wilsonville)</i>	
<i>*if submitted electronically, applicant will be called to collect payment information when application is received</i>	
<p>I have read, understand, and agree to the guidelines and regulations stated in the attached Park Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that I must provide the City a certificate of liability insurance and additional insured endorsement reflecting a limit of each occurrence of no less than \$2,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event.</p>	
Host/Responsible Party's Signature:	Date:

TOURNAMENT FEES			
Process Fee	Large Special Event Fee	Field Rental[^]	Cleaning & Damage Deposit (refundable)
Resident^{^^}			
\$45	\$200 (1st 2 days) \$75 for each add'l day	\$10/hr Lights: add \$10/hr per field	\$500
Non-Resident			
\$45	\$200 (1st 2 days) \$75 for each add'l day	\$20/hr Lights: add \$10/hr per field	\$500
<p>[^]Fields are available Monday - Friday from 12:00pm to 10:00pm, and Saturday - Sunday from 8:00am to 10:00pm. Youth sport teams pay 50% of the field rental fee.</p> <p>^{^^}To qualify for resident rates for sport field usage, responsible party must have a permanent Wilsonville address, or teams/groups must be comprised of at least 70% Wilsonville residents. Participant rosters required.</p>			

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group may submit an application to reserve the Memorial Park fields. All applications are subject to review and approval by Parks and Recreation Staff. Use Agreements are not transferable.

Park fields may be reserved late-March through early-November, depending on field conditions. Fields may be reserved on weekdays from 12:00pm - 10:00pm and on weekends from 8:00am - 10:00pm.

The responsible party shall incur all costs, will be responsible for damages and liability, and must provide the City with a certificate of liability insurance in their name.

SPECIAL RESTRICTIONS

If soccer goals are moved onto the field(s), they must be moved back to approved areas after the last game of the day (see map). Under no circumstances are soccer goals or other equipment to be removed from the park.

Equipment, supplies or other products belonging to private groups may not be stored in the park facility or on the grounds prior to, or after the tournament.

The tournament host is responsible for providing supervision at all times during tournament use at all facility sites, including but not limited to spectators, players, parking and restroom areas. All play areas, parking areas, and restrooms must be left clean and without litter.

Camping and overnight parking are not allowed in Wilsonville parks. The tournament host is responsible to make sure that all participants are aware of tournament and Wilsonville Parks and Recreation policies.

Under no circumstances may bollards be removed by organization members, employees, volunteers or guests. Requests for temporary removal may be submitted to the Parks and Recreation Department.

Special Event reservations include use of the Forest Shelter and Forest Shelter parking area. It is the responsibility of the tournament host to ensure event attendees refrain from parking in non-approved areas (roadways or access roads, fields, River Shelter parking area). See tournament parking map (pg. 5).

Tampering with the irrigation system is prohibited. The system is on a schedule that follows the field reservation calendar. If you arrive when your reservation is scheduled to begin and the irrigation is on, please call the after-hours number at 866-252-3614 for staff assistance.

Barbeque grills may be brought into the park, but must be gas-powered (no charcoal) and must be placed on concrete/asphalt.

FIELD CONDITIONS

The Parks Supervisor or designee has the right to close the fields for any reason at any time.

Fields are dragged each weekday morning and bases are set according to the first rental of the day. User groups are responsible for prepping fields, as needed. Vehicles are not allowed on the fields.

INCLEMENT WEATHER

The City may, but is not obligated to, close fields during inclement weather. The organization shall contact the Parks and Recreation Department to determine field availability and promptly forward the information to its members. If the City has not closed the fields, the organization shall use good judgement to determine if the fields are safe and playable. The organization shall be responsible for any damage to the fields including, but not limited to, damage caused by use during or after inclement weather. The fields may not be used and activities shall be cancelled if any of the following conditions exist:

- Visible pools of surface water are present
- Where grass is sparse or field is worn badly and ground is saturated
- Turf can be displaced or dislodged from the ground
- The ground is wet enough that a foot sinks into the turf or leaves a print
- Dirt (infield) areas are muddy

PARKING

Parking is allowed only in designated areas. No vehicles are allowed on the grass, athletic fields, over curbs, or where parking is prohibited. The organization is in charge of ensuring compliance with all parking regulations.

DAMAGE

If any portion of the fields are damaged by the act or failure to act of the responsible organization, its members, employees, volunteers or guests, beyond normal wear and tear, the City will withhold the cost of repairing such damage from the cleaning/damage deposit. If the damages exceed the cleaning/damage deposit, the City will invoice the organization for the cost of repairing the damage and the organization shall pay such invoice within 30 days of receipt.

ALCOHOL

Alcohol is not permitted at the Memorial Park fields.

INSURANCE

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must name the City of Wilsonville as an 'additional insured' and must have a limit of each occurrence of no less than \$2,000,000. Insurance documents must be approved no later than 30 days prior to the first field rental date. Please note: a statement of additional insured status on the COI will not suffice in lieu of an endorsement.

SOUND AMPLIFICATION EQUIPMENT

Sound equipment must be operated so as not to disturb other park users.

PETS

All pets must be on a leash in all Wilsonville parks. A designated off leash area is available in Memorial Park. Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the parks.

CLEAN UP

All debris and garbage must be picked up and placed in garbage receptacles at the end of each rental. Restrooms should be left tidy. Any additional trash must be secured in bags and taken to the dumpster in the parking area.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your field reservation contract, a written request is required, providing the following information: name of group, signature of applicant, date(s) of intended use, address and telephone number. This information may be faxed, mailed or brought in person to the Parks and Recreation Administrative Offices. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to date of reservation:

- Special event fee, field rental fee, light fees (if paid), and deposit will be refunded, minus the \$45 process fee.

Less than 60 days, but more than 45 days prior to date of reservation:

- 50% of special event fee, field rental fee, plus full deposit and light rental fee (if paid) will be refunded, minus the process fee.

Less than 45 days prior to date of reservation:

- 100% of process fee, special event fee, and field rental fee(s) will be forfeited, but full deposit and light fee (if paid) will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change park use agreements when deemed necessary. Failure to comply with Park Use Policies and Procedures will be grounds for cancelling the park use agreement and denying future applications.

I understand my responsibilities and obligations as outlined above. I have read the attached special event checklist and will complete and return it at least 45 days prior to the tournament. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

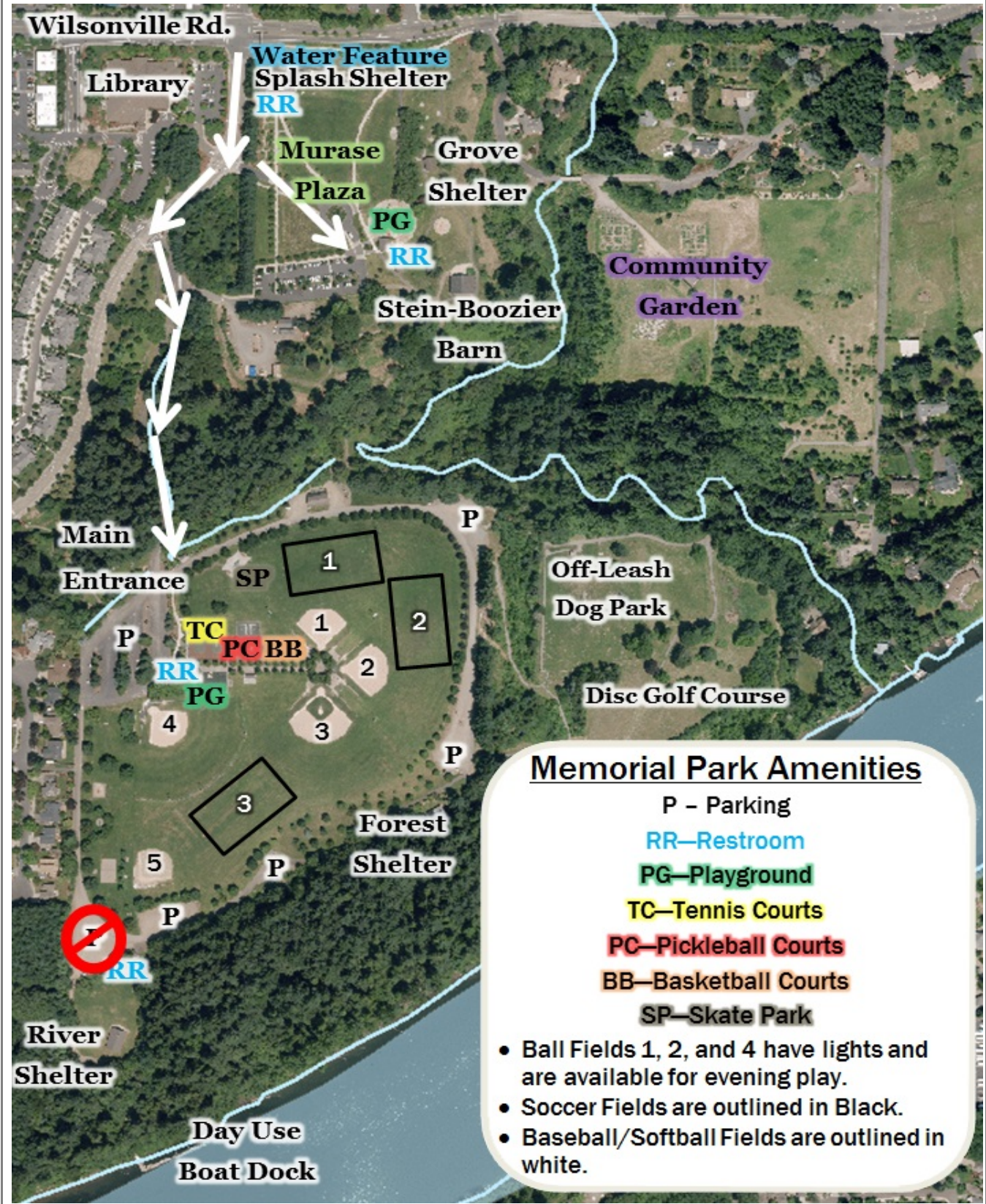
SIGNATURE OF HOST/RESPONSIBLE PARTY: _____

GROUP OR ORGANIZATION: _____

PHONE: _____ DATE: _____

WILSONVILLE MEMORIAL PARK - TOURNAMENT PARKING MAP

Tournaments include use of the Forest Shelter and Forest Shelter parking area. It is the responsibility of the tournament host to ensure event attendees refrain from parking in non-approved areas (roadways or access roads, fields, and the River Shelter parking area)



SPECIAL EVENT CHECKLIST AND PARK RULES

This Special Event Checklist is your working guide to ensure a safe and successful event. Please submit a copy when completed. Additional approvals (as noted below) must be submitted to the Parks and Recreation Department at least 45 days prior to the event. Approval of the event application will be issued within 10 days of receipt of this completed checklist. Please Note: depending upon the nature of the event, not all checklist items may be required.

Special Event Defined: Any event, entertainment, amusement or assembly of persons which would likely attract two hundred and fifty (250) or more persons and/or creates significant public impact on public property in the City of Wilsonville. Such an event requires the sponsoring person, persons, corporation, organization, land owner or lessor, to register as a Special Event and to include the following specific items as designated:

Location: A completed Parks or Facility Reservation Application must be submitted to the Parks and Recreation Admin Building. All applicable fees and deposits must be paid in full to process the application.

Event Signage: Signs that do not require a permit include: signs on private property not exceeding 6 square feet (typically 2'x3'), signs at the site of the event, on the day of the event, that do not exceed 24 square feet and are not attached to any permanent public structures (sign posts, light posts, or power poles). Way finding signs for special events: Up to 10 lawn signs may be placed in the public right of way no more than 14 days prior to the event (Must meet criteria of Wilsonville Code Section 4.156). Events taking place in Memorial Park or Town Center Park may place way finding signs in the otherwise prohibited non-ODOT, non-median landscaped areas on Wilsonville Road and Town Center Loop. **Please submit a signage plan for approval as part of your application.**

Vendors/Goods and Services: Event organizers must submit a list of the vendors that they have contracted for services to the Parks and Recreation Admin Building 14 days prior to the event. The list shall include: vendor name, address, contact name and product for sale. Vendors selling goods or services during a special event may be required to have a Business License issued by the City of Wilsonville in compliance with Wilsonville Code 7.300 et seq. Fees may or may not be applicable – see City Business License guidelines. Event organizers are responsible for the implementation of this requirement.

Food Safety: In addition, all vendors serving food or garden produce for human consumption from any booth, cart, wagon, or motor vehicle must have the means for preparing, keeping, and serving the food as determined by the Clackamas or Washington County Health Department. Event organizers are responsible for the sanitary service of all concessions. All food service vendors must register with the Clackamas or Washington County Public Health Division, using the Temporary Restaurant License form. Fees may or may not be applicable – see County form. Withdrawal of Health Department approval for sanitary or health violations are grounds for revocation of this application.

Alcohol Permit: Sale or service of alcoholic beverages at all events held on public property is the sole responsibility of the events organizer. Alcohol is not permitted in public parks and facilities except by special request and in designated areas. The organization is responsible for and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol. The organization is also responsible for ensuring that all persons who drink are of a legal age and that all state alcohol laws are obeyed. The Oregon Liquor Control Commission (OLCC) requires a license for Liquor Service and Temporary Sales Permit for any sale of alcohol. **A copy of the required documentation and the licenses issued by the OLCC must accompany the Special Event application or be submitted separately a minimum of 45 days prior to the event. Failure to provide this documentation is grounds for revocation of this application.** Please contact OLCC at 503-872-5000. The applicant/responsible party agrees to provide the City a certificate of liquor liability insurance reflecting a limit of no less than \$2,000,000 and naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event. This certificate can come from the applicant or the caterer providing the

Tobacco Free Events: Smoking or the use of tobacco products is prohibited on all City park property, park facilities and buildings. Event organizers are responsible for the implementation of this requirement.

SPECIAL EVENT CHECKLIST AND PARK RULES

Special Equipment: Amplified music or speakers must be modified to a level that does not disturb other park users or nearby residents. Requests for all such special uses of the park must be specified on the park rental application. Changes to the original application must be submitted for approval. Failure to do so may delay or deny your event at any time, up to and including the day of the event. **All electrical equipment must be provided by the organization. No electrical equipment will be provided by the City.**

Streets and Sidewalks Permit: If use of streets or sidewalks is requested, a Special Use of Streets and Sidewalks Permit must be obtained, and receive approval, from the Parks and Recreation Department. The application must specify event date(s), route, assembly points, number and types of participants, start and end times and must be submitted at least 90 days prior to the event/race/parade. The permit fee is dependent upon the number of participants.

Sanitary Facilities: Based on the anticipated event attendance, additional porta potties and dumpsters may be required. Sanitary facilities being provided for public events must meet all ADA regulations.
Porta Potties: beyond the maximum of the park or facility, 1 porta potty for each 200 additional attendees.
Trash Dumpster: trash for all events must be deposited in dumpsters at end of event. Event organizers are responsible for providing trash containers (cans and dumpsters) beyond the capacity of the City trash cans provided for normal capacity of the rented shelter or facility.

Parking Plan: A parking plan must be prepared for all special events. The parking plan must include parking attendants to direct attendees to available spaces and redirect them to overflow parking as soon as available parking is at maximum. The parking plan must include the parking map for the park or facility being rented for the event, with all special use reserved spaces identified. This plan must provide written approval for overflow parking in adjacent locations and provisions for shuttles if needed. All transportation for public events must meet ADA standards. **Please submit the parking plan at least 45 days before the event.**

Tents: If tents and awnings are being used for an event, they must meet the requirements of the Fire Marshall (see Fire Protection below). Tents and awnings must be erected only within the limits of the reserved area. Stakes are not allowed for securing tents. Alternatives: sandbags, water barrels, or other weights that not inserted into the ground.

Fire Protection: State Fire Marshall requires written approval of fire protection devices for and at any location of assembly that includes tents or awnings. Application approval and fees are specific to the activities of the event and should be coordinated directly with Tualatin Valley Fire & Rescue at 503-526-2469 or 503-612-7000 (See Tualatin Valley Fire & Rescue Application/Permit).

Public Safety: The event organizers are responsible for the behavior and safety of their guests, including safe access and egress to and from the event. A security plan must be prepared for events over the capacity of the park shelter or facility. This plan must be in writing and describe how the event activities will be managed by attendants (volunteers or other) who are clearly identified for security purposes. It must also include street closures, traffic control, and crowd protection for approval by the Wilsonville Police Department. Application approval should be coordinated directly with the Wilsonville Police Department (30000 SW Town Center Loop E; Phone: 503-682-1012). Once approved and signed by the Sheriff's office, **please submit the security plan to the Parks and Recreation Admin Building at least 45 days before**

Site Plan: **A site plan must be submitted to the Parks and Recreation Admin Building for approval at least 45 days prior to the event.** The plan shall include locations of any special equipment, vendors, sanitary facilities and/or designated areas for alcohol consumption.

SPECIAL EVENT CHECKLIST AND PARK RULES

Special Event Insurance Coverage: Coverage for a Special Event held on public property must be obtained by the applicant. The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must name the City of Wilsonville, its officers, agents, employees and volunteers, as an 'additional insured' and must have a limit of each occurrence of no less than \$2,000,000. Insurance documents must be approved no later than 45 days prior to the event. *Please note: a statement of additional insured status on the COI will not suffice in lieu of an endorsement.*

TO BE COMPLETED BY APPLICANT

Upon receipt and approval of all the above items, the Parks and Recreation Department will issue an approved permit for the Special Event, which shall accompany the event organizer during the park rental.

The City of Wilsonville reserves the right to cancel or change special event requirements when deemed necessary. Failure to comply with Special Event requirements will be grounds for cancelling the park use agreement and denying future applications.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE: _____ DATE: _____

CONTACT NAME: _____ PHONE: _____

ORGANIZATION NAME: _____

NAME AND DATE OF EVENT: _____