

# Memorial Park Ongoing Field Rental Application

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

## ORGANIZATION INFORMATION

Name of Organization:	
Organization Address:	
Organization President/Responsible Person:	
Phone:	Email:
Sport: <input type="checkbox"/> Softball <input type="checkbox"/> Baseball <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Lacrosse <input type="checkbox"/> Other (please specify):	
Age: <input type="checkbox"/> Adult <input type="checkbox"/> Youth	
Primary Contact (if different from above):	
Phone:	Email:

## DEPOSIT

Non-Refundable Process Fee	\$45.00
Refundable Cleaning/Damage Deposit	\$500.00
<b>TOTAL FEES</b>	<b>\$545.00</b>

Method of Payment:  Card\*  Check # \_\_\_\_\_ (Payable to the City of Wilsonville)  
*\*payer will be called to collect payment information when application is received*

## RENTAL FEES & CONFIRMATION

Fields: \$10/hr per field for resident organizations, \$20/hr per field for non-resident organizations  
 Lights: \$10/hr per field

- Field rental must be 2 hour minimum. Fields are generally available on weekdays from 12:00pm-10:00pm and on weekends from 8:00am-10:00pm.
- Youth sport teams receive 50% off of the field rental fee.
- To qualify for resident rates for sport field usage, the organization must have a permanent Wilsonville address, or teams/groups must be comprised of at least 70% Wilsonville residents. Participant rosters required.
- A schedule of agreed upon field space will be emailed within two weeks of application submission. Upon organization approval of that schedule, an invoice for the balance due will be sent.
- For field reservations to be finalized and reserved, the invoice must be paid in full no later than 2 weeks prior to the first day of field usage.

**NO PAYMENT = NO BASES, LOCKED SOCCER GOALS**

## INSURANCE/WAIVER

*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 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 30 days prior to the field usage.

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**FIELD RENTAL FEES**

	<b>Process Fee</b> (non-refundable)	<b>Cleaning &amp; Damage Deposit</b> (refundable)	<b>Field Rental**</b> (2 hour minimum)	<b>Lights</b>
<b>* RESIDENT</b>	\$45	\$500	\$10/hour per field	\$10/hour per field
<b>NON- RESIDENT</b>	\$45	\$500	\$20/hour per field	\$10/hour per field

Fields available: Monday - Friday 12:00pm to 10:00pm      Saturday and Sunday 8:00am to 10:00pm

\* 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).

\*\* Youth sport teams pay 50% of the field rental fee.

**GENERAL INFORMATION**

- All organized practices, games, and tournaments must submit an application to reserve the Memorial Park fields. Any person at least 21 years of age, or any organized group may submit the application. All applications are subject to review and approval by Wilsonville Parks & 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, be responsible for damages and liability, and must provide the City with a certificate of liability insurance in their name (see 'INSURANCE').

**SPECIAL RESTRICTIONS**

- If soccer goals are moved onto the field(s), they must be moved back to approved areas after each practice or game (see map). Under no circumstances are soccer goals or other equipment to be removed from the park.
- Field use is limited to practices, games, and approved tournaments. Organization-run sport camps are not permitted, with the exception of those run in partnership with the Wilsonville Parks & Recreation Department. Please see the Memorial Park Tournament Application for tournament requests.
- Equipment belonging to organizations may be stored in the Jobox storage boxes at each field. Equipment should be clearly labeled and users should be respectful of equipment belonging to other groups. The City is not responsible for any equipment or personal property brought to the fields or left in the storage boxes. The City shall not be liable for destruction, theft, vandalism, or other loss or damage to any equipment or personal
- Under no circumstances may bollards be removed by organization members, employees, volunteers or guests. Requests for temporary removal may be submitted to the Wilsonville Parks & Recreation Department.
- 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 503-783-7529 or 866-252-3614 (after-hours) 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.

**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.

**INCLEMENT WEATHER**

The City may, but is not obligated to, close fields during inclement weather. The organization shall contact the Parks & 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.

**ALCOHOL**

Alcohol is not permitted at the Memorial Park fields. It is the responsibility of the organization to ensure its members do not consume alcohol in the park.

**SOUND AMPLIFICATION EQUIPMENT**

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

**INSURANCE**

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must name the organization as insured, 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.

**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 on and around the fields must be picked up and placed in garbage receptacles at the end of each rental. Restrooms should be left tidy.

**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 Wilsonville Parks & Recreation Administrative Offices. A partial or full refund will be issued in accordance with the following schedule:
- If cancelled prior to the end of the contract, field rental fees for reservation dates occurring within 30 days of the cancellation date will be withheld, but all field rental fees for reservation dates occurring more than 30 days from the cancellation date will be refunded, minus a \$50 processing fee.
- ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

**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 also state that I am authorized to sign this statement on behalf of the organization or group listed below.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

GROUP OR ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_