



PARK FACILITY RESERVATION REQUEST

RESERVATION DATE: _____

| | | | | |
|--|--------------------|--------------------------|--------------------------|---------------|
| Requested Area(s): | Bingo Hall* | East Covered Area | West Covered Area | Other: |
| Beginning Time: | | | | |
| Ending Time: | | | | |
| Name of Responsible Person: | | | | |
| Name of Organization (if applicable): | | | | |
| Phone: | | | | |
| Email: | | | | |

COSTS:

| Area: | Private Use: | Commercial Use: | Non-Profit Use:* |
|---------------------|---------------------|------------------------|-------------------------|
| Bingo Hall | \$50 | \$75 | \$0 |
| Covered Area | \$40 | \$75 | \$0 |

*See Master Fee Schedule for information on clean-up fees, non-profit status, groups of more than 200, and other rentable areas.

* Bingo Hall requires a key for entry. The responsible person will need to arrange picking up the key at Yamhill City Hall in advance of the event. City Hall hours are 10am – 5pm, Monday – Thursday.

It is the responsibility of the Group/Organization/Responsible Person to make sure the Bingo Hall is secured and locked at the time indicated above in “ending time” These hours are to be strictly observed. If you remain at the reserved area past the time scheduled, you may be billed for double your original cost. **

There are no tables or chairs provided in the Bingo Hall or under the covered area. If your group chooses to move picnic tables to these areas, your group is responsible for returning the picnic tables to the areas moved from. Any tables or chairs that may be in the Bingo Hall and used by your group must be returned to the area they were found.

Rules and regulations are stated on the back of this form along with a required signature acknowledging the rules and regulations. Your reservation is not complete without a signature.

THE CITY PARK IS A PUBLIC PARK AND IS OPEN TO THE PUBLIC FROM SUNRISE TO SUNSET. THIS RESERVATION IS ONLY FOR THE REQUESTED AREA INDICATED AT THE TOP OF THIS FORM

RULES AND REGULATIONS

In order to accomplish creative leadership, facilities and public open spaces that encourage individual satisfaction and generate community pride, and to facilitate public use, the following policies are established:

1. Please clean up your area at the end of your activity.
2. Please deposit your litter in the proper receptacle. Use the outside trash cans so that the trash will be picked up as part of the regular park service. **Trash may not be left inside the facility.**
3. Dogs and pets must be kept on a leash.
4. NO ALCOHOL allowed.
5. Each group shall be fully responsible for the physical condition in which they leave the facility. The expense resulting from any damage or undue maintenance shall be charged to the responsible party in which the Park Reservation was made under. Failure to meet this obligation within 30 DAYS of billing will be cause for cancellation of future privileges and legal action.
6. **Please - No vehicles inside of the park area!!**

There is no charge for qualified non-profit groups. You must provide the State/Federal ID # for your group.

YOUR CITY PARK DESERVES YOUR RESPECT. PLEASE OBEY THE RULES AND REGULATIONS.

I have read, understand, and agree to comply with all the rules and regulations set forth on this reservation form. I further agree that I am of legal age and will be personally responsible for the clean-up, repair or damage to equipment or facilities and for replacement of stolen equipment, or any other costs which might be incurred by the City on behalf of my/our usage of the park. I also acknowledge that I have been provided with a copy of the park rules and regulations.

SIGNATURE OF RESPONSIBLE PERSON

DATE

FOR OFFICE USE ONLY:

FEE PAID – Amt & Date: _____

Scheduled on Calendars

Work Order Prepared