

# Millersburg City Park FACILITY/PARK SHELTER USAGE APPLICATION

3030 NE Alexander Lane  
541-928-4523

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Group Category

- \_\_\_\_\_ Private/Individual
- \_\_\_\_\_ Meeting/Seminar
- \_\_\_\_\_ Nonprofit/Civic
- \_\_\_\_\_ Government/School
- \_\_\_\_\_ Other(Please specify)

Type of Function

- \_\_\_\_\_ Meeting/Seminar
- \_\_\_\_\_ Wedding/Reception
- \_\_\_\_\_ Party/Picnic
- \_\_\_\_\_ Fundraiser
- \_\_\_\_\_ Other (Please specify)

Estimated Attendance \_\_\_\_\_ Will Alcohol (beer or wine only) be Consumed/Sold \_\_\_\_\_ yes \_\_\_\_\_ no  
 Admission Charged, Donation Requested, or a Product Promoted \_\_\_\_\_ yes \_\_\_\_\_ no  
 Will Sound Amplification be Required \_\_\_\_\_ yes \_\_\_\_\_ no (yes-requires sound permit)  
 Does Applicant reside within the city of Millersburg? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Liability and regulations for the Park Shelter**

- 1) All users, individuals or groups, of park facilities will hold the City of Millersburg harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the City of Millersburg against any and all claims.
- 2) Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and equipment that may be required if damages occur. All users shall be liable for any damage to equipment or property or creating a condition that is hazardous to others.
- 3) The City may, at its discretion, require an applicant to post a bond or deposit to defray any potential damage or expense to the City resulting from the applicant's use.
- 4) Applicants may be required at their own expense to retain a commissioned public safety officer and /or liability insurance.
- 5) I have read, understand and agree to comply with all the policies and procedures set forth by the Millersburg Council and Parks Director. I further agree that I am of legal age and will be personally responsible for the repair of damage to equipment or facilities and or the replacement of missing property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Facility Rental Fee.....= _____	Deposit _____	Date _____
Alcohol Permit Fee.....= _____		
Game Bag Fee.....= _____		
Total Due.....= _____	By (Date) _____	



## MILLERSBURG PARK RENTAL

Millersburg City Hall  
4222 NE Old Salem Road  
Millersburg, OR 97321  
928-4523

	M-TH	F-SU
--	------	------

Shelter Rental	\$35/\$50*	\$75/\$100*
----------------	------------	-------------

Picnics of 100 people or more, and any Company Picnics	\$200	\$200
--	-------	-------

Schools for End of Year Picnics: \$50.00, during the week.

Game Bags \*\* \$10 plus \$40 deposit  
\$40 dollars will be returned if all equipment is in the bag and in decent shape.

Alcohol Permit***	\$15	\$15
-------------------	------	------

\* Out of city fee

\*\* Pick up game bags, during regular office hours at Millersburg City Hall for a week day event or on Friday afternoon for a weekend event. Office hours at Millersburg City Hall, 4222 NE Old Salem Road, are 9:00A.M. to 4:00P.M., Monday thru Friday.

\*\*\* Permit forms for Alcohol may be obtained at the Millersburg City Hall.



City of Millersburg

## Game Bag

Consists of:

- 1) two softballs
- 2) two baseball bats
- 3) two baseball mitts
- 4) one basketball
- 5) one football
- 6) one soccerball
- 7) one volleyball
- 8) two Frisbees
- 9) two sets of horseshoes
- 10) two tennis rackets
- 11) three tennis balls

Game bags consist of the above equipment. There will be a \$50.00 deposit. If all equipment is returned and in good shape, \$40.00 will be refunded.

**City Of Millersburg  
4222 NE Old Salem Road  
Albany, OR 97321  
541-928-4523**

**Alcohol Use Permit  
Millersburg City Park**

Date Of Park Use \_\_\_\_\_ Permit Fee     \$15.00    

Persons Responsible for this activity:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Work # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Work # \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved by                      Date