

Permit No. _____

City of Wood Village
Park and Field Use Application
(Effective 21 April 2004)

The City of Wood Village Donald L. Robertson City Park is open to the public from 8:00 a.m. to dusk daily. For the convenience of the public, the City offers park and field use reservations according to the policies established in the City of Wood Village Donald L. Robertson City Park Use and Reservation Policy. Applications must be submitted at least (7) seven days prior to the event. Upon application approval, a Park Use Permit will be issued.

*Please submit to the City of Wood Village
2055 N.E. 238th Drive, Wood Village
Or FAX to (503) 669-8723*

PLEASE PRINT

Date _____

Name of organization _____

Person in charge of program _____

Address _____

Day phone _____ Evening phone _____

E- mail address _____

PARK FIELD USE REQUESTED

A. Name of Park: Donald L. Robertson City Park

B. Dates: From _____ to _____

C. Specific areas of the park you wish to reserve (include time for set-up and clean-up):

AREA

TIMES

1. _____ from _____ am/pm to _____ am/pm

2. _____ from _____ am/pm to _____ am/pm

3. _____ from _____ am/pm to _____ am/pm

D. Describe your event: _____

E. Number of participants you expect _____

Number of spectators you expect _____

F. Special equipment needed _____

Special equipment to be brought to park _____

EVENT DETAILS

A. What is the purpose of your event? _____

B. Will admission be charged ___ NO ___ YES: what amount? _____

C. Are you a non-profit organization? ___NO___ YES: attach copy of IRS non-profit Certificate.

D. Fund raiser? ___NO___ YES: Who will benefit? _____
Percent to be donated _____

E. Event opens to general public? ___NO___ YES

F. Event by invitation only? ___NO___ YES

G. Selling Items:

Will any items be sold? ___NO___ YES: Explain _____

If food is to be sold:

Type _____

Who will prepare? _____

Where prepared? _____

Please submit copy of Multnomah County Health Department Permit.

H. Will amplified music/voice be part of your program? ___NO___ YES:
Explain _____

I. Time(s) of amplification _____

J. How will clean-up of facility be handled? _____

RUNNING – BICYCLING- WALKING EVENTS

A. How will roads/trails be secured for runners? _____

B. Submit a detailed map of the course to be used.

Note: The course is subject to change by the City upon review by the various City Departments and the Multnomah County Transportation Department for Halsey Street. Such changes will be based on protecting the health and safety of the public and event participants, or to other activities occurring at the park.

Signature of Person in Charge of Event

Date

<u>OFFICE USE ONLY</u>		
_____ Cash	_____ Check	Amount: _____
_____ Receipt No.	Date Received _____	
_____ Approved by	_____ Date approved	