

Permit No. \_\_\_\_\_

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

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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. 238<sup>th</sup> Drive, Wood Village  
Or FAX to (503) 669-8723*

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***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

OFFICE USE ONLY

\_\_\_\_\_ Cash      \_\_\_\_\_ Check      Amount: \_\_\_\_\_

\_\_\_\_\_ Receipt No.      Date Received \_\_\_\_\_

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

\_\_\_\_\_  
Date approved