City of Tualatin
Community Services Dept.
located at the Juanita Pohl Center
8513 SW Tualatin Road
in the Tualatin Community Park
503.691.3061

Mailing Address:
18880 SW Martinazzi Avenue
Tualatin, OR 97062-7092
www.tualatinoregon.gov

Procedures and Fee Schedule for Reservation of Picnic Shelters and Sports Fields

Persons with disabilities may request these materials in alternative formats. Please contact the Community Services Department at 503.691.3061 with your request and allow as much lead-time as possible.

General Information and Regulations

Facility Use Permit
All reservations require that a City of Tualatin Facility Use Permit application be completed and fees paid at the time of application.

Phone Reservations
No telephone reservations will be accepted.

Special Use Permit
A Special Use Permit application must be submitted and approved by the Community Services Director or Parks and Recreation Manager for any commercial use, fundraising activity, festival or special event, day camp or sports-related camp using parks and recreation facilities. Special Use Permit fees are established by the Community Services Director.

Alcohol Use
It shall be unlawful for any person to consume alcohol, to possess an open container holding alcohol, or to open a container holding alcohol while in any park, except pursuant to a group alcohol facility rental and alcohol permit issued by the Community Services Department and in accordance with terms and conditions attached to such permit.

Signs/Decorations
Any decorations used within the rental area must be removed at the conclusion of the rental period. Signs, other than those within the rental area, are not permitted. The area must be thoroughly cleaned of all debris or it may determine future use.

Amplified Sound
Radios or any sound amplification equipment must not be operated so as to be plainly audible at a distance of fifty (50) feet or more. (Use of a public address system or amplifying equipment is allowed by special permit only).

Park Closure
The park closes at dusk (except tennis courts, the south sports field for night games, indoor facilities, basketball and skate park).

Cancellations/Reschedules

a. The City reserves the right to cancel any facility use reservation. A full refund will be given when the Community Services Department has canceled a reservation and a reschedule date cannot be accommodated.

b. When a reserving group cancels or reschedules 14 days or more before a rental date, the full rental fee and any deposit will be refunded, less a $10 handling fee.

c. When a reserving group cancels or reschedules less than 14 days before a rental date, no refund of the rental fee will be given unless the facility is re-rented. If the facility is re-rented, the full rental fee and any deposit will be refunded, less a $10 handling fee.

d. No refunds will be issued for unused reservations, except as provided above.

PICNIC SHELTERS

Availability
Picnic shelters are open all year and available from April 1 through October 31 for reservation.

Between March 1 and March 24, advance reservation requests will be taken for use of the picnic shelters between April 1 and October 31. After April 1, reservations will be taken on a first-come, first-serve basis.

Advance Reservation Procedure

1. Complete the Facility Use Permit application, listing a first, and second choice of dates for a picnic shelter reservation.

2. Applications can be submitted by mail or in person by March 24, at the Community Services Department Administration Office.

3. Payment of fees is required at the time the permit application is submitted.

4. Upon receipt, each application will be reviewed and classified in accordance with the classifications shown on page 4.

5. After the March 24 closing date, reservation requests will be randomly chosen from each group of classified requests, beginning with Class I, and officially entered in the reservation book. Reservations will then be made from the Class II group, and so on.

6. Notices of reservation confirmation will be sent to requesting groups no later than April 7.

Length of Reservation
Reservations will be taken for no less than one four-hour block of time. A reservation of more than one time block may be made for a single day by a single group. Those reserving more than one time block may use the interval between blocks at no additional charge. Available time blocks are: (1) 6:00 to 10:00 am; (2) 11:00 am to 3:00 pm; and (3) 4:00 to 8:00 pm.

Clean-Up
Additional costs incurred by the City due to abuse or excessive clean-up or repair, as determined and documented by the Community Services Department, shall be charged to the person who signs the permit application. Groups that hold an egg toss or balloon toss or use confetti, piñatas, or hay bales should pay special attention to clean-up efforts because these uses often result in excessive litter, and additional fees will be assessed if litter remains on the grounds.

Any group/individual renting a facility and found to have caused damage, neglected to leave the facility in an acceptable condition, or violated any park rule or condition of the Facility Use Permit, may be denied a future facility reservation for up to one year.

Sports Fields
Sports fields may be reserved for a maximum of two hours with a picnic shelter reservation, subject to availability. If available, an additional two-hour time block, to augment the original reservation period, may be scheduled no sooner than seven days prior to the reservation date. City-sponsored or co-sponsored activities and tournaments are exempted from the two-hour time period maximum.

Picnic Shelter Facilities

Shelter	Capacity	BBQ	Tables	Drinking Fountain	Hose Connection	Electricity	Adjacent Restrooms	Horseshoe Pits (2)	Adjacent Playground
Rustic	60	◆	◆	◆		◆		◆	
Patio	40	◆	◆						
South Main	75	◆	◆	◆		◆	◆		◆
North Main	75	◆	◆	◆		◆	◆		◆
Full Main	150	◆	◆	◆		◆	◆		◆
Trestle	48		◆						

◆ All main shelter rentals share the BBQ area

Classifications

For purposes of scheduling reservation applications received during the March 1-March 24 period, groups wishing to use the picnic shelters will be classified as shown below, with priority for use in the order listed. Once classified, a group will receive the reservation requested unless it conflicts with a class having a higher priority, subject to picnic shelter availability.

Class 1: City Sponsored
Activities sponsored by the City of Tualatin.

Class 2: City Co-Sponsored
Activities co-sponsored by the City of Tualatin.

Class 3: Tualatin Youth-Serving Groups or Activities
Non-profit organization whose sole purpose is to serve the **youth of Tualatin**, or a non-profit organization sponsoring an activity for the primary purpose of serving the educational or recreational needs of **youth in Tualatin.**

Class 4: All Other Groups, Organization, and Individuals
All other groups (including religious and political), organizations, and individuals are categorized by resident and non-resident for the purpose of determining fees.

A resident is defined as:

- A person who resides within the city limits. For wedding receptions, a resident is defined as the bride, groom, or parents thereof;
- A non-profit organization of which 50% or more of the members reside in the city;
- A business whose office is located within the city limits;
- Public agencies serving Tualatin;
- An employee of the City if they are a participant in a group wishing a reservation.

Final determination of a group's classification will be made by the Community Services Director or Parks and Recreation Manager.

Loading/Unloading
Any special requirement for loading and unloading should be noted on the permit application under Special Requests.

Picnic Shelter Fees

Fees are for the rental of 4-hour time blocks	Class 1	Class 2	Class 3	Class 4 Resident	Class 4 Non-Resident
Rustic Shelter	No Fee	No Fee	No Fee	$25.00	$60.00
Patio Shelter	No Fee	No Fee	No Fee	$25.00	$60.00
Main Shelter - South side	No Fee	No Fee	No Fee	$25.00	$60.00
Main Shelter - North side	No Fee	No Fee	No Fee	$25.00	$60.00
Main Shelter - Full	No Fee	No Fee	No Fee	$50.00	$120.00
Trestle Shelter	No Fee	No Fee	No Fee	$25.00	$60.00
Additional fees/deposits: Horseshoe Pits	No Fee	No Fee	No Fee	$15.00	$45.00

For more shelter information, see www.tualatinoregon.gov/recreation/facility-rentals

Mail or deliver the completed Facility Use Permit to:

Mail to: City of Tualatin
Juanita Pohl Center
18880 SW Martinazzi Avenue
Tualatin, OR 97062-7092

Deliver to: The Juanita Pohl Center
8513 SW Tualatin Road
in Tualatin Community Park Monday through Friday 8.30am-4.30pm

SPORTS FIELDS

Availability

Subject to field conditions, the following sports fields are available for reservation between April 1 and October 31:

Tualatin Community Park:
#3 North Sports Field: 7:00am to dusk
#2 South Sports Field: 7:00am to 10:30pm

City-Sponsored or Co-Sponsored Activities
City-sponsored and co-sponsored activities are scheduled in January of each year for use of the city's sports fields between April 1 and October 31, subject to field conditions. Leagues whose activities are sponsored or co-sponsored by the City are responsible for scheduling all team practices.

City-sponsored or co-sponsored youth sports groups using Tualatin park facilities shall be open to all Tualatin youth, regardless of the school district in which they live or the school they attend.

Picnic Groups

Advance sports field reservations will be processed during the period of March 1 to March 24 only if they are in conjunction with a picnic shelter reservation request.

After April 1, sports field reservations (with or without a picnic shelter reservation) will be taken on a first-come, first-serve basis, subject to availability.

Number of Rentals

Sports field reservations per group/individual will be limited to no more than two per month. After the initial two reservations, an additional reservation may be made no more than seven days in advance of a desired sports field date on a first-come, first-serve basis. City-sponsored or co-sponsored activities are excepted from this limitation.

Length of Rental
Reservations are limited to a maximum of two hours. Depending on field availability, an additional two-hour time block, to augment the original two-hour reservation period, may be scheduled no sooner than seven days prior to the reservation date. City-sponsored or co-sponsored activities and tournaments are excepted from the two-hour time period maximum.

Key Deposit for Lights

A key deposit of $25 will be required when reserving the sports field lights. Keys may be picked up no more than 24 hours prior to the reservation. A full refund of the key deposit will be made if the key is returned by the end of the first business day following the reservation. One-half of the key deposit will be forfeited if the key is returned by the end of the second business day following the reservation. After the second business day following the reservation, the full key deposit will be forfeited and future sports field use may be jeopardized for the remainder for the season and the following season.

Sports Field Fees

	Resident	Non-Resident	Youth Groups*
Fee per field	$20.00/2 hours	$45.00/2 hours	No fee
Lights	$15.00/2 hours	$30.00/2 hours	No fee
Lights key deposit	$25.00	$25.00	No fee
Tournaments	$10.00/hour	$20.00/hour	No fee
Tournament lights	$5.00/hour	$10.00/hour	No fee

*Class 3 Tualatin youth-serving groups or sponsored by the City of Tualatin

City of Tualatin
Community Services Department
Located at the Juanita Pohl Center
8513 SW Tualatin Road
in the Tualatin Community Park
503.691.3061

TUALATIN COMMUNITY PARK FACILITY USE PERMIT FOR PICNIC SHELTERS AND SPORTS FIELDS

Mailing Address:
18880 SW Martinazzi Ave.
Tualatin, OR 97062-7092

Organization or individual requesting use: _____

Contact Person: _____ Day Phone: _____ Evening Phone: _____

Mailing Address: _____ City: _____ Zip Code: _____

Email Address: _____ Purpose of use: _____ Size of Group: _____

Resident: ☐ Non-Resident: ☐ Classification: _____

PICNIC SHELTER *(*for Advance Reservations only please indicate your 1st and 2nd choices below, see policies for info):*

1st ChoiceDate: _____ Day of the week _____

Check: ☐ Rustic ☐ Patio ☐ North Main ☐ South Main ☐ Full Main ☐ Trestle

Check time block(s) desired: ☐ 6:00 am-10:00 am ☐ 11:00 am- 3:00 pm ☐ 4:00 pm- 8:00 pm

*2nd Choice Date: _____ Day of the week _____

Check ☐ Rustic ☐ Patio ☐ North Main ☐ South Main ☐ Full Main ☐ Trestle

Check time block(s) desired: ☐ 6:00 am-10:00 am ☐ 11:00 am- 3:00 pm ☐ 4:00 pm- 8:00 pm

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FIELD – choose softball field #1 & #2 or North soccer field:

Field Choice: _____ Day of Week: _____ Time (2 hr. maximum) From: _____ To: _____

FEES

Picnic Shelter_____ Sports Field_____ Horseshoe Pits_____

Alcohol Permit_____ Sports Field Lights_____ Lights Key Deposit_____

Note: A separate request and fee must be submitted for an alcohol permit. ***Cash, Check, Visa, MC, Disc***

ALCOHOL PERMIT #_____ **RECEIPT #**_____ ***TOTAL FEES SUBMITTED:*** $ 0.00

I have read the Procedures and Regulations for Picnic Shelters and Sports Fields. I agree to abide by such procedures as well as the ordinances of the City of Tualatin and I accept responsibility for any violations as they may pertain to the above permit.

_____ _____
Signature Date

SPECIAL REQUESTS:

_____
_____
_____
_____