



Park Rental and Use Regulations

As a service to the community, the City of Tigard (“City”) rents park facilities, shelters and sports fields. No later than the first business day in November, the City will produce a Tigard Park Facility Rental Information and Calendar for the coming year. The schedule will specify facility rental availability, when reservations are accepted, reservation methods, insurance requirements and refund contact information.

I. Definitions

For the purpose of these rules, the following definitions apply:

- A. “City” refers to the City of Tigard.
- B. “Good Standing” is defined as an account with a zero past due balance.
- C. “Organizer” refers to an individual, a representative of an organization, group, league, etc., or an organization, group, league, etc. that applies to rent a shelter, sports field, or other facility or that applies for a Park Special Use/Event Permit.

II. General Rental Rules

- A. Reservations are accepted as outlined in the Tigard Park Facility Rental Information and Calendar.
 - B. The Organizer’s name, address, and phone number must appear on all paperwork associated with the rental, including but not limited to permits, insurance certificates, payments, etc.
 - C. Reservations are only accepted from an Organizer whose account is in good standing.
 - D. The Organizer is responsible for:
 1. The actions of all those using the rented facility.
 2. For accurately reporting the number of people using the facility.
 3. For the condition of the facility at the end of the rental period. Facilities should be undamaged and clean with picnic tables wiped clean, litter placed in trash cans/dumpsters, and signage and decorations removed.
 - E. The City reserves the right, at its sole discretion, to charge the Organizer:
 1. For special equipment.
 2. To repair damage, including materials and labor.*
 3. For personnel:
 - a. To provide cleaning services, if the facility is not left in the condition outlined in II.D.3.*
 - b. To implement the parking plan and/or the garbage/cleanup plan (where applicable) in the event the Organizer fails to do so.
- * Personnel/labor costs will be calculated based on the City’s actual costs. Costs may be at an overtime rate and may include overhead costs.
- F. The Organizer must be at least 18 years of age.
 - G. The minimum rental period is 2 hours.
 - H. A facility rental is for the exclusive use of the stated facility only and does not grant or imply the rental of, or the exclusive rights to other park facilities or areas. At no time will the Organizer, or those associated with the Organizer, block or inhibit access to other areas or facilities not included in rental.

- I. The Organizer must strictly adhere to the scheduled reservation time, which must include time for setup, teardown and cleanup. Facilities are not available prior to the rental period and must be completely vacated at the end of the rental period.
- J. The City reserves the right to cancel any scheduled usage of a park facility at any time. Under these circumstances, every effort will be made to find an alternative date or location for the Organizer. If an alternative cannot be found, a full credit or refund (including non-refundable fees) will be issued.
- K. The City may assess any charges, fees or deposits authorized by the City Council and outlined in the City's Master Fees and Charges Schedule.
- L. If a caterer is present during the rental or at the event, the Organizer must furnish the City with a copy of the caterer's Food Handlers License no less than 30 calendar days prior to the rental or event.
- M. Failure to comply with any of the requirements and/or timelines established herein will result in a cancellation of the reservation; facilities will be rented to other park users.

III. Shelter Rentals

- A. All rental fees and deposits must be paid at the time the reservation is made.
- B. The Organizer must be present at the rented facility during the entire rental period.
- C. The number of people using the rental facility shall not exceed the maximum capacity of the facility as specified in the facility detail in City's online reservation program.
- D. The City does not provide amenities (such as additional tables) beyond what is specified in the facility detail in City's online reservation program.

IV. Sports Field Rentals

- A. Excluding tournaments, payment must be made in full 30 calendar days following the rental date.
- B. No less than 30 calendar days prior to any rental, it is the sole responsibility of the Organizer to furnish the City with a certificate of insurance.
 1. The Organizer shall meet minimal coverage limits, and certificate holder and additional insured requirements.
 2. Organizer's insurance shall indemnify the City for any liability or damages that the City may incur due to Organizer's failure to purchase or maintain any required insurance.
 3. Organizer is responsible for the payment of all insurance premiums and deductibles.
 4. Organizer shall maintain insurance coverage as required by the City throughout the entire rental period.
 5. Coverage provided must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance provided by carrier(s) with an unacceptable financial rating.
 6. Any certificates of insurance which fail to comply with the requirements outlined in section IV.B. will not be accepted.

V. Park Special Use/Event Permits for tournaments, walks, runs, and other events

- A. The Organizer is required to submit a completed a Park Special Use/Event Permit Request for:
 1. Any sports tournament
 2. All events that are open to the public and are held in or routed through City property, including parks, that are:
 - a. Held during the shelter rental period. This period is specified in the Tigard Park Rental Information and Calendar and generally occurs from the first Monday in April through the last Sunday in September. The permit is required irrelevant of the number of attendees.
 - b. Will draw more than 25 attendees, including, but not limited to the Organizer, participants and workers. The permit is required even if the event takes place outside the shelter rental period.
- B. A separate Park Special Use/Event Permit Request must be submitted for each tournament or event not held on consecutive days. For example, a fun run held on four Sundays in May (non-consecutive days) requires four Park Special Use/Event Permit Requests. A tournament held Friday – Sunday (consecutive days) requires one Park Special Use/Event Permit Request.
- C. An organized group processing fee must be submitted with every Park Special Use/Event Permit Request at the time the reservation is made. The organized group processing fee applies to all events, including tournaments, and is non-refundable.
- D. With the exception of tournaments, all other event-related fees, charges and deposits must be paid at the time the reservation is made. For payment rules regarding tournaments, refer to section IV.I.
- E. The Park Special Use/Event Permit Request must be submitted to the City at least 45 days prior to the tournament/event.
- F. No less than 30 calendar days prior to the tournament/event, it is the sole responsibility of the Organizer to furnish the City with the following:
 1. Certificate of insurance
 - a. The Organizer shall meet minimal coverage limits, and certificate holder and additional insured requirements.
 - b. The Organizer’s insurance shall indemnify the City for any liability or damages that the City may incur due to Organizer’s failure to purchase or maintain any required insurance.
 - c. The Organizer is responsible for the payment of all insurance premiums and deductibles.
 - d. The Organizer shall maintain insurance coverage as required by the City throughout the entire tournament/event.
 - e. Coverage provided must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
 - f. Any certificates of insurance which fail to comply with the requirements outlined in section IV.F.1. will not be accepted.
 2. Parking plan (when applicable) showing locations with sufficient capacity to accommodate tournament/event attendees and showing where parking attendants will be stationed. Parking attendants will be provided at the sole expense and liability of the Organizer.

3. Garbage/cleanup plan (when applicable) identifying how garbage will be disposed of and how the Organizer will ensure any facilities, (including, but not limited to fields, shelters, parking lots, picnic tables, etc.), used in conjunction with the tournament/event are clean and free of litter and event signage (when applicable).
- G. The City reserves the right to deny any Park Special Use/Event Permit Requests if the request:
1. Is incomplete.
 2. Conflicts with other park reservations.
- H. If the number of tournament or event participants will prevent the City from renting park facilities, such as shelters, the Organizer will be required to rent said shelters at the standard rental fee for the time period in which the tournament or event takes place.
1. During the months of August and September, rental of two or more Cook Park softball/baseball fields requires the Organizer to rent shelter 2.*
 2. Rental of Cook Park soccer fields 1, 2 and 3 requires the Organizer to rent shelters 1 and 2.*
 3. Rental of Cook Park soccer fields 4 or 5 requires the Organizer to rent shelter 4 and the Bishop-Scheckla Pavilion. *
 4. Rental of four or more Cook Park soccer fields requires the Organizer to rent shelters 1, 2, 4, and the Bishop-Scheckla Pavilion. *
- * In the event these shelters have already been rented by other park users, the tournament or event will not be scheduled, and a full credit or refund (including non-refundable fees) will be issued.
- I. Tournament requirements
1. At the time the reservation is made, the Organizer must:
 - a. Pay a non-refundable organized group processing fee.
 - b. Make a non-refundable, 25-percent down payment on all other tournament-related fees, charges and deposits.
 2. No less than 30 calendar days prior to the tournament, it is the sole responsibility of the Organizer to pay any outstanding balances remaining for the tournament or any other charges, including past due charges not directly related to the tournament.
- J. Walks, runs and similar event requirements
1. No less than 30 calendar days prior to the event, the Organizer must provide a plan outlining how the Organizer will monitor, direct and provide assistance to event participants. The plan shall include:
 - a. A map of the event route and activity stations.
 - b. Where/when the Organizer will post event workers at roads, in parking areas, at trail crossings or at activity stations.
 2. When event participants will travel on or across Tigard streets, the Organizer must provide documentation that the event was approved by the Tigard Police Department.
 3. When event participants travel through adjoining cities, such as Durham or Tualatin, the Organizer must provide documentation that the event was approved by these adjoining cities.
 4. From the Monday before the first Saturday in April through the last Sunday in September, the event must conclude no later than noon.

VI. Prohibited at City facilities

- A. The following are prohibited in City facilities:
 - 1. Play structures such as bounce houses, dunk tanks, rock climbing walls, mechanical bulls, inflatable pools/play structures, etc.
 - 2. Selling or offering to sell any article, or performing or offering to perform any service for hire except as outlined in Chapter 7.52.080 of the Tigard Municipal Code.

VII. Alcohol

- A. Alcoholic beverages—for personal consumption—are permitted in most Tigard parks. However, alcohol is prohibited in all existing and future Downtown Tigard parks located within the Urban Renewal District including, but not limited to: Main Street Park, Liberty Park, Commercial Park, Fanno Creek Park and the Jim Griffith Memorial Skate Park.
- B. The sale of beer or wine at City facilities is prohibited except as outlined in Chapter 7.52.100 of the Tigard Municipal Code.
- C. Consumption of alcohol must comply with all applicable state liquor laws and permitting requirements.
- D. If a rental/event requires a pre-paid admission and alcohol is served, the Organizer must furnish the City with an Oregon Liquor Control Commission license and a Host Liability Insurance endorsement no less than 30 calendar days prior to the event.
- E. If a bartender is present during the rental/event, at no time will a gratuity be exchanged.

VIII. Cancellations, refunds

- A. No credit or refunds are made due to weather conditions.
- B. The following charges and fees are non-refundable:
 - 1. Application fees
 - 2. Organized group processing fees
 - 3. 25-percent down payment on all tournament-related charges and fees
- C. Requests for credits or refunds must be received, in writing, 14 calendar days prior to the rental/event. No credits or refunds will be issued if the request is received less than 14 calendar days prior to the rental/event.