

PARK SHELTER RESERVATION POLICY

**Village of Oregon
Tel. No. (608) 835-3118
Fax No. (608) 835-6503**

Shelter reservations are granted with the understanding that:

1. The person in charge of the event must sign an application and return it to the Village Clerk's Office when reserving the shelter. **No reservations will be accepted by phone. Reservations will be scheduled only upon receipt of completed form and accompanied with the fee.**
2. The Village does not guarantee absolute privacy to any group.
3. All reservation privileges terminate at 10:00 PM; and the park area must be vacated by 10:00 PM or at the time specified on the permit. Privileges beyond 10:00 PM must have special approval of the Village Board.
4. All members of the group will assist in preventing damage to trees, shrubs, park buildings and facilities. The individual whose name appears on this permit is responsible for the conduct of persons covered by this permit.
5. Alcoholic or malt beverages may be consumed only by persons of legal drinking age unless in the company of their parents.
6. Notification will be given the Village Clerk's office (835-3118) immediately if reservation is to be cancelled.

GENERAL INFORMATION:

1. Exclusive use of concession stand, ball diamonds, restrooms, tennis courts and play apparatus **is not** included with a shelter reservation.
2. Please notify the Village Clerk's Office immediately if you intend to operate any concession or sell anything whatsoever in conjunction with your picnic or special event. Special licenses may be required. Use of "glass" beverage bottles in the Village parks is discouraged.
3. Dances must obtain a dance permit and have a dance inspector at all times. All dances must end by 10:00 PM unless special permission is obtained from the Village Board.
4. All reservation facilities are equipped with a limited number of trash and recycling containers. You are responsible for trash pickup. We encourage you to arrange for additional trash containers if necessary.

SHELTER RESERVATION FEES ARE NON-REFUNDABLE

Reservations are per day, even if not used entire day.

<p>Resident: \$15 per day Non-Resident: \$30 per day <i>Additional set up fee (if applicable): \$20</i></p>
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	KISER	JAYCEE PARK	BETHEL GREENACRE	GASNER
SHELTER SIZE	30' X 60'	32' X 60'	18' X 24'	14' X 26'
PARKING LOT	YES	YES	NO	NO
RESTROOMS	YES	YES	NO	NO
PICNIC TABLES	10-15	10-15	5-10	2
LIGHTS	YES	NO	NO	NO
OUTLETS	YES	YES	NO	NO
DRINKING FOUNTAIN	1	1	0	0
PLAY EQUIPMENT	YES	YES	YES	YES
BASKETBALL COURT	0	0	1	1
BASEBALL/SOFT- BALL FIELDS	2	5	0	0
VOLLEYBALL (sand)	0	1	0	0
TENNIS COURTS	NEARBY	NEARBY	0	0
SOCCER FIELD	1	2+	0	0
GRASSY AREA	YES	YES	YES	YES
WALKING PATH	NO	YES	NO	NO

1. **Waterman Park is a covered Band Shelter, with some picnic tables and a grassy area for seating. Located in downtown Oregon, it is close to many businesses, restaurants, and gas stations.**
2. **Reservations are accepted after February 1st for the current year.**
3. **Note annual events in which shelters may not be available. Annual events include Oregon Summerfest, Soccer Tournament, and Youth Baseball Tournament.**
4. **Community Service Organizations may be exempt from paying shelter fees. See attached listing.**
5. **A copy of the approved shelter reservation policy will be given to the applicant to post at the shelter on the reservation date.**

shared (G):/admin/policies/park shelter policy

Adopted: 8/18/03
Effective: 1/1/04
Revised: 4/19/04
Revised: 1/11/08

Date: _____
 cc: Gary Disch
 Police Dept

**VILLAGE OF OREGON
 PARK SHELTER RESERVATION FORM
 PLEASE PRINT ALL INFORMATION**

SHELTER REQUESTED:

- | | | |
|--------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Kiser | <input type="checkbox"/> Bethel Greenacre Park | <input type="checkbox"/> Gasner |
| <input type="checkbox"/> Jaycee Park | <input type="checkbox"/> Waterman | |

Reservation Date: _____ Day: _____

From: _____ A.M./P.M. To: _____ A.M/P.M

Applicant/Group Name: _____

Applicant/Group Address _____ Est. Attendance: _____

Daytime Phone: _____ Evening Phone: _____

Additional Picnic tables needed?: Y Number Needed _____
 N

Additional Equipment brought in? Y Explain _____
 N

<u>Rental Fee Due</u>	<i>For Office Use Only</i>
Non- Resident Fee: \$30 - Date Paid: _____	Receipt # _____
Resident Fee: \$15 - Date Paid: _____	Receipt # _____
<i>Additional set-up fee (if applicable) - \$20 - Date Paid:</i> _____	<i>Receipt #</i> _____

*The person who signs this form is responsible for all above rules.
 Rental Fees are due with the filing of this reservation form and are non-refundable. Checks payable to "Village of Oregon"*

 Signature of Applicant

 Village of Oregon Authorized Approval
 Signature

APPENDIX D
2009 FEE SCHEDULE

COMMUNITY SERVICE ORGANIZATIONS
NOT CHARGED SHELTER RESERVATION FEE

Adult Softball Leagues (2008)
After School Club
Boat Committee
Boy Scouts
Friends of the Library
Friends of the Orchestra
Girl Scouts
Girl's Fast Pitch Softball (2008)
Optimists Club
Oregon Area Historical Society
Oregon Area Senior Center
Oregon Area Special Olympics
Oregon Athletic Boosters
Oregon Band Boosters
Oregon Chamber of Commerce
Oregon Churches
Oregon Community Band
Oregon Community Swim Club – Kids Triathlon (2008)
Oregon High School Senior Class Party Fundraisers
Oregon Home Talent Baseball (2008)
Oregon Jaycees
Oregon Juggling Club
Oregon Lions
Oregon Lioness
Oregon Marching Band (2008)
Oregon Masonic Lodge No. 151
Oregon Preschool
Oregon Rotary
Oregon School District
Oregon School La Crosse Team (2008)
Oregon Soccer Association
Oregon Straw Hat Players
Oregon Youth Baseball
Oregon Youth Football (2008)
Oregon Youth Center
Parent Share
Three Gaits, Inc.
Ultimate Frisbee Organization (2008)

This initial listing was approved by the Park Board at its April 6, 2004 meeting noting that organizations not on the list may request a waiver of shelter fees and addition to the list by either a letter or appearance at a Park Board meeting. Approval by the Village Board was at its April 19th, 2004 meeting.