

CITY OF PORTLAND
DEPARTMENT OF PARKS AND RECREATION
FACILITY SPECIAL USE PERMIT

Application fee - non-refundable \$25.00

Date of application _____

Date or dates of use _____

Times: opening time _____ closing time _____

Facility requested _____

Additional equipment requested _____
(additional charges will be made)

Person making the application _____

Person in charge of the entire operation _____

Address _____ Phone _____

Organization you represent _____

Are you charging entry fees, admittance fees or taking donations? _____

If so. how much? _____

All groups will be charged a deposit fee. For groups under 40 people, there will be a \$25.00 deposit. Groups of 40 or more people there will be a \$50.00 deposit. All groups must leave the facilities in the same order as they were found by 7:00 a.m. of the next day unless previous arrangements have been made. Extra costs incurred by the City (such as trash removal above and beyond normal operations) will be passed on to the organization and the organization agrees to pay for such costs. TRASH removal is the responsibility of the user. The user must make arrangements for the trash removal.

This deposit will be refunded if the facilities are left neat and clean and if there has been no cost to the City for your use of said facility. Refunding is to be determined by the Director of Parks and Recreation at a mutually agreed upon time between the City and the user.

*The \$25.00 non-refundable application fee will be put towards any charge for the use of the facility.

Signature of City Official _____