



Application for Use of LUSCHER FARM

- ✓ Please print or type legibly and fill out form completely.
- ✓ If applicable, attach a copy of the Certificate of Liability Insurance naming the City of Lake Oswego as an additional named insured.
- ✓ Submit application and pay all fees charged by the City at least 7 days prior to use. (\$11.00 per hour)
- ✓ Make payment by credit card (Visa or MasterCard only), cash, or check payable to City of Lake Oswego.

APPLICANT INFORMATION

Organization Name (if applicable): _____	Person Responsible for Reservation: _____
Address: _____	Contact Phone #: _____
City/Zip Code: _____	Other Phone #: _____

RESERVATION INFORMATION

Type of Activity: _____ <input type="checkbox"/> Art Class Area(s) to be utilized _____ <i>*Note: Use of reservable space is only allowed when vacant.</i>	Day(s) of Reservation (please circle) M Tu W Th F Sa Su Date(s) of Reservation: _____ <i>Note: Reservations are taken for the current year from March 1 to October 31 only.</i>
Estimated Attendance: <input type="checkbox"/> 1-15 persons <input type="checkbox"/> 16-30 persons <input type="checkbox"/> More than 30 persons* <i>(additional fees may apply)</i> * <u>Director approval:</u> <input type="checkbox"/> Granted <input type="checkbox"/> Denied <i>Note: If group exceeds size stated and group does not follow City regulations, the function may be terminated.</i>	Time Desired: _____ AM/PM to _____ AM/PM <i>Note: Luscher Farm is open from dawn to dusk.</i>

***Reservations for more than 30 people and/or activities not normally consistent with art class, must submit a Certificate of Liability Insurance in the amount of at least \$1,500,000 naming the City of Lake Oswego as an additional insured before the application can be approved.**

I hereby agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the City property will be used in accordance with standards established by the City of Lake Oswego, which I have read and agree to, and I will cooperate fully with Parks Maintenance personnel. I also understand that alcoholic beverages are NOT allowed. If applicable, I have submitted or will submit A Certificate of Liability Insurance coverage in accordance with the "Statement of User Responsibilities for Lake Oswego Recreation Area/Facility."

 Print Name of Responsible Party

 Signature of Responsible Party

- FOR OFFICE USE ONLY -

APPLICATION: Approved Denied
 Schedule Exception: Approved Denied
 Insurance: Not Required Received on _____
 Date Approved: _____
 Staff Signature: _____

FEES:
 Reservation Fee: \$ _____
 Other _____: \$ _____
Total Amount Due: \$ _____



STATEMENT OF USER RESPONSIBILITY

For Lake Oswego Recreational Area/Facility

In consideration for the use of City of Lake Oswego park area and facilities, **all** users agree to the following:

1. The user assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. The user shall be responsible for the conduct of participants in the activity or event, for the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
3. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, regulations, ordinances and rules, including all park regulations, and shall comply with the requirements stated in the "Application for Use of Park Area."
4. If approval is granted to a group of more than 30 and/or a group using the shelter for an activity not normally consistent with art classes or picnics, the authorized user shall post a bond or submit A Certificate of Liability Insurance in the amount of at least \$1,500,000 naming the City of Lake Oswego as an additional insured no later than 7 days prior to the event.

General rules and regulations pertaining to the use of Luscher Farm facilities:

1. POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS **PROHIBITED**.
2. AMPLIFIED SOUND IS **NOT ALLOWED**.
3. Application for use of art areas should be submitted no less then 7 days prior to use.
4. Any cost incurred by the City related to a reservation will be charged to the group. Payment to cover costs incurred by the City over and above the deposit must be paid within 7 days of notification.
5. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
6. No motorized vehicles are allowed on farm grounds except on graveled roads and parking areas.
7. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in the farm.
8. The farm rules require that you promptly remove any dog waste deposited on public or private property.
9. The farm rules require that all dogs must be leashed and in the parking lot areas.
10. Cancellations are accepted 7 days prior to the reservation date with a refund of all fees. If the applicant fails to provide at least 7 days notice, the entire reservation fee shall be forfeited to the City. Any change to the original reservation date within 7 days will be considered a cancellation and a new reservation fee of ½ the original fee will be charged.
11. No person may move any City owned equipment and/or supplies without written permission from the Director of Parks and Recreation.

TO BE COMPLETED BY APPLICANT:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the picnic shelter facilities, as well as the ordinances of the City of Lake Oswego. I accept responsibility for any violations as they may pertain to the facility reserved.

Group or Organization: _____

Signature of Applicant: _____ Date Signed: _____

Address: _____ Home Phone: _____

City, Zip: _____ Other Phone: _____

Credit Card: Visa / MasterCard # _____ Expiration: _____

Fees: \$11.00 per hour x _____ hrs. = \$ _____ Total Amount Charged