

**CITY OF HALSEY  
FACILITIES RESERVATION REQUEST**

**HALSEY PARK PAVILLION**

**HALSEY COMMUNITY CENTER**

**NAME / ORGANIZATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

\_\_\_\_\_ **MESSAGE #** \_\_\_\_\_

**PERSON RESPONSIBLE (If Diff.):**

\_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**DATE(S) TO BE RESERVED:** \_\_\_\_\_  
(Day of Week) Mo/Day/Yr

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**NO. OF PERSONS** \_\_\_\_\_ **REMARKS/SPECIAL REQUESTS** \_\_\_\_\_

**Cmty Cntr Entrance Pin** \_\_\_\_\_ **City Hall Staff Contact** \_\_\_\_\_

I understand I am responsible for clean-up and/or damages to the Park/Community Center and may be billed for any such clean-up and/or damages incurred. Deposit and Fees will be charged in accordance with The City of Halsey's annual Fee Resolution. *The deposit is refundable if clean-up is done when you leave.*

**Notice:** Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in this park, such as the Pavilion, do not apply to other areas of the park. Therefore, The City of Halsey is not liable for injuries, death or property damage arising out of any use of this park for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property.

**SIGNATURE:** \_\_\_\_\_

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**OFFICE USE ONLY**

**DATE PAID** \_\_\_\_\_ **T. AMT. PAID:** \_\_\_\_\_ **RECEIPT#** \_\_\_\_\_

**RENTAL AMT:** \_\_\_\_\_ **DEPOSIT AMT:** \_\_\_\_\_

**REFUNDED:**  YES  NO **DATE:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Disability Accommodation:** Assistance for persons with disabilities are available upon 48 hours advance request. The City of Halsey is operated in accordance with federally established policies which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.