



**CITY OF BROWNSVILLE
PARK FACILITIES & RULES
1/01/20**

RESERVATIONS FOR CITY FACILITIES

Reservations for Pioneer Park facilities are done through a lottery drawing. The reservation deadline is December 15th for the upcoming season. The lottery drawing is held on the first working day in January. Please contact City Hall at (541) 466-5666 between 8:30 a.m. – 4:30 p.m. Monday through Friday for more information.

RENTAL FEES AND DEPOSITS (Daily)

Standard Package – \$ 300 plus \$150 deposit
Includes: Pavilion, Kitchen & Dance Hall

Deluxe Package – \$ 350 plus \$150 deposit
Includes: Pavilion, Kitchen, Dance Hall & Community Arts Building

Wedding Package – \$ 400 plus \$150 deposit
Includes: Pavilion, Kitchen, Dance Hall, Community Arts Building & Grandstand

Ball Fields Only – \$100 per field per day. Deposit varies depending on nature of proposed event.

Grandstand Only – \$50 plus \$100 deposit.

Fees for groups over 300 are as follows:

<i>Attendees:</i>	<i>Rent:</i>	<i>Deposit:</i>
300 +	\$400.00	\$200.00*

Deposits are refundable if the premises are left in good condition and free of damages.

* Large groups are required to provide extra portable toilets and may also require an agreement with the City.

City of Brownsville residents pay half of the facilities rental fees listed above.

Camping for Events – The City requires parties to pay for camping in advance of your event. Special permits will be issued. Please contact City Hall.

MEETING ROOMS

The City has three rooms available for public use. City meetings are given precedence. Fisher Hall and the Community Room at City Hall, and the Kirk Room at the Library.

Kirk Room is \$15.00 per meeting.
Fisher Hall is \$10.00 per meeting.

Community Room is \$25.00 per meeting; may be subject to a \$50.00 deposit depending on use.

All rental fees and applicable deposits are payable in advance. Keys are to be picked up and returned to City Hall.

PARK HOURS

The park is open to the public from 7:00 a.m. to dusk.

FIRES

Fires are allowed in designated areas only. Pioneer Park is subject to fire restrictions enacted by the State, Linn County & the Brownsville Rural Fire District.

PETS & HORSES

Please keep your pet(s) under control at all times, on a leash, confined to a vehicle, or in the designated off-leash area. Please clean up after your animals. Keep horses on the roads or designated areas. Horses are not permitted on the ball diamond, picnic area or overnight areas.

CAMPING

The Park Caretakers collect camping fees daily from Memorial Day to Labor Day. In the absence of the Park Caretakers, campers should make payment at City Hall. Fees are per night as follows:

- \$ 15.00 per RV
- \$ 10.00 per tent

Camping days are subject to change, contact City Hall.

PICNIC AREAS AND TABLES

All picnic areas and tables are on a first-come, first-serve basis. The pavilion, kitchen, dance hall and their adjacent areas are to be reserved in advance. Reservations for these facilities are made exclusively on-line.

VEHICLES

Vehicles must observe a 5 m.p.h. speed limit.

POLICE

Police protection is handled by the Linn County Sheriff's Department. Call 911 for emergency response. Call (541) 967-3911 for non-emergency concerns.

EMERGENCY

POLICE, MEDICAL OR FIRE

911



Central Linn Recreation Association

The Renter (responsible party) shall indemnify, defend, and hold the Brownsville Recreation Center (dba Central Linn Recreation Center), it's officers, agents, and volunteers, harmless from any and all claims, actions, liabilities, or costs including, but not limited to, attorney fees, and other costs of defense, arising out of or in any way related to the rental and activities performed by The Renter or any other persons allowed on the premises, under this agreement, and arising from the sole or joint negligence of the Renter. Only those 18 years or older can sign this contract and or check out a key.

Failure to follow the rental responsibilities may result in fines and forfeiture of future use of the building.

Print Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Activity/Event: _____ Estimated Attendees: _____

Location to be Used (for Tables | Chairs Rental): _____ Return Date: _____

Building Rental Rates:

Gym Only:

In Community (\$30/4 hours) or Out of Community (\$60/4 hours) X ____ Days = Fee: _____

Kitchen & Gym:

In Community (\$60/4 hours) or Out of Community (\$120/4 hours) X ____ Days = Fee: _____

Date of Use: _____ Total Fee: _____

Table Rental: In Community (\$3/day) X ____ Days = Fee: _____ Deposit: \$5 each

Out of Community (\$5/day) X ____ Days = Fee: _____ Deposit: \$5 each

Date of Use: _____ Total Fee: _____

Chair Rental: In Community: 0-25 - \$10; 26-50 - \$20; 51-75 - \$30; 76-100 - \$40 Deposit: \$1 each

Out of Community: 0-25 - \$12.50; 26-50 - \$25; 51-75 - \$37.50; 76-100 - \$50 Deposit: \$5 each

Date of Use: _____ Total Fee: _____

Payment Date: _____ Paid Amount: _____ Deposit _____ Rental Fee _____

Cash Check #: _____ Received by: _____

Renter's Signature: _____ Date: _____

If expected number of guests exceeds 75, this contract must be approved by the Board or its representative.

Approved by CLRA Signature: _____ Date: _____



This is our community gym.

Thank you for being respectful and considerate of the building and equipment.

Gym Renter's Responsibilities

1. The protective floor mats **MUST** be used to cover the gym floor unless the gym is being used for athletic activities such as basketball and volleyball. All non-athletic activities must use the mats. For directions on unrolling and mat placement contact Jon Smith (541) 974-0356.
2. Leave the floor clean when finished, wet mop spills and dry mop whole floor if needed.
3. Clean up all garbage including the stage and bleachers. All garbage should be emptied into the dumpster. Use liners for garbage cans.
4. Return all tables, chairs, and any other equipment to the storage rooms.
5. No food should be left anywhere in the building.
6. No staples, nails, tacks or duct tape are allowed to be used to attach materials to any surface in the building, including but not limited to, the floor, walls or ceilings. When done, please remove all materials used in your activity. **No tape of any kind may be used on the floor.**
7. Do not lower basketball hoops.
8. Before leaving check the bathrooms, leave them clean. Please report any leaks or other plumbing problems to the City of Brownsville (541) 466-5666, or Brownsville Public Works at (541) 466-3381.
9. For heat use only the timer.
10. No smoking or use of tobacco products, alcohol, or non-legal drugs are allowed on or in these premises.
11. Please check that ALL doors including the west gym door are secured before leaving.
12. Please turn off ALL lights when leaving.
13. **All doors must be closed and locked when leaving or a \$25 fine will be imposed as required by the City of Brownsville.**

Kitchen Use

1. Remember all the above apply also.
2. Leave the kitchen clean. Floor mopped, counters clean, all dishes washed and put away.
3. Please remove all food items, especially remember to check the refrigerator.
4. Use liners for garbage cans and put garbage in outside dumpster.

Tables and Chairs Rental

1. Please return the tables and chairs clean and in good condition.
2. Return them to the proper areas from where you picked them up.
3. Label and report any problems or damage to Brownsville City Hall (541) 466-5666. Do not put damaged items in the same stacks as the others.