

**CITY OF MILTON-FREEWATER  
PARK FACILITY RENTAL/USE PROCEDURE**

**SHELTER**

1. To reserve a date for use of the shelter at Yantis Park, please contact staff in the Finance Department at City Hall, 722 S. Main Street, Milton-Freewater, OR 97862, phone 541-938-8201.
2. There is a non-refundable user fee and a refundable deposit fee, both set by council. Please ask city staff in the Finance Department about current fees.
3. The preferred method of payment is with 2 checks - one check for use of the shelter, the other for the deposit.
4. After use of the facility, Public Works' crews will inspect the facility for any severe damage and/or refuse from your event.
5. If the inspection is good, your deposit check will be mailed to the address provided. If damage to the facility is found or extensive clean up is necessary that is associated with your event, your deposit check will be used to cover City costs.

**BAND SHELL**

1. To reserve the band shell at Yantis Park, request the use at least two (2) weeks in advance in the Finance Department at City Hall.
2. There is a non-refundable user fee, a non-refundable sound variance permit fee and a refundable deposit fee all set by council. Ask the finance department about current fees.
3. The preferred method of payment is with 2 checks—one check for use of the band shell plus the fee for the sound variance permit (required), and the other for the deposit.
4. Present the receipt for the sound variance permit to the Police Department to obtain an application, complete the application and submit to the Police Department for approval.
5. The Police Chief or his designee shall approve all sound variance permits.
6. When the sound variance permit is approved, user can obtain a key at City Hall in the Finance Department the last business day before the reservation.
7. After use of the facility, return the key to City Hall. Public Works' crews will inspect the facility for any severe damage and/or refuse from your event.
8. If the inspection is good and you have returned your key to the Finance Department at City Hall, your deposit check will be mailed to the address provided. If damage to the facility is found or extensive clean up is necessary that is associated with your event, your deposit check will be used to cover City costs.