



MILLER WOODS

Field or Facility

USE REQUEST FORM

15580 Orchard View Road | McMinnville, OR 97128

Check us out at www.facebook.com/enjoymillerwoods

Thank you for your interest in Miller Woods. Miller Woods is owned and operated by the Yamhill Soil and Water Conservation District (district) for the specific purposes of long-term sustainable forestry management and for conservation education. These purposes were established and agreed to when the district received Miller Woods through a donation agreement with the Miller Family in 2004. The district maintains and manages a healthy forest for timber production, wildlife habitat, watershed protection and the propagation of native plants.

Field or Facility Use Request Form: Groups of ten (10) and more must complete a **Use Request Form** to schedule their visit. Those interested in facility rental, including the use of the conference room and/or KT Corral must also submit a form.

Examples of Allowable Uses: The district allows use of the property for conservation education by schools, non-profits, and the general public. All visitors must comply with guidelines and property rules. The district allows hiking and walking on the property and encourages guests to develop a strong appreciation for nature, wildlife, and forest management. Educational signs are posted on the property to help visitors learn about nature, forest management, and wildlife habitat at Miller Woods.

Examples of Disallowed Uses: Weddings, birthday parties, and all ***Commercial Use Activities**.

**Commercial use is defined by activities that produce a profit intended for the user.*

***Property Rules:** Additionally, all groups and property guests must adhere to property rules, as follows:

- No pets allowed.
- Open hours are from dawn until dusk. No overnight camping allowed.
- Stay on marked trails and no swimming in ponds.
- Bicycles, horses, motorized vehicles and cross-country skiing are not permitted.
- Hunting and fishing are not allowed.
- No smoking, alcohol, or firearms allowed at any time.
- No public access to barn, caretakers house, and other posted areas.
- Please respect wildlife and other visitors.
- Please pack out all garbage.
- Do not pick flowers or handle wildlife.
- Individuals under 18 must be accompanied by an adult.
- Approved youth groups need 1 adult for each 10 children.
- Group visits and educational events need to be authorized in advance by contacting district.
- No Drones.

The district will review applications and evaluate factors including:

- Purpose: The purpose must comply with established guidelines
- Proposed schedule and potential conflict with district functions or other scheduled uses
- Frequency and duration of the proposed event
- Potential impacts of the event on the district property and adjacent neighbors

The district may approve or deny the request, and may, in its sole discretion, condition approval on agreement to specified conditions. district may require:

- Payment of a use or maintenance fee
- Payment of a staffing fee if it is necessary to pay a staff member to be present during the event
- Listing of the district as an additional named insured on the sponsor's liability insurance for the event

Group Name: _____

Contact Name: _____

IDENTIFY THE TYPE OF YOUR ORGANIZATION

Non-Profit Government Organization Schools

Other (Please List) _____

Identify the purpose of your organization and the proposed group use:

Mailing Address:	Phone/ Main:
City, State Zip	Email Address:

Please indicate how you learned about Miller Woods: _____

Please complete the following information:

Dates of Property Use:	
Times of Day:	
Total # Adults Expected:	
Total # Children Expected:	

Groups Charging Fees: Do you charge a fee for your event? If so, please disclose the fee: _____

How many will be charged: Min _____ Maximum _____

Please **fill out this application completely** and submit it with the corresponding **Fees** as indicated on the chart below, and mail to: Yamhill SWCD at 2200 S.W. 2nd St, McMinnville, OR 97128.

REQUESTED USE:		RATES:	
		< 4 hrs	Day
Conference Room (Max Capacity 45)		\$50	\$100
KT Corral & Grounds		\$50	\$100
Trails & Natural Resource Areas			
GROUPS SIZE:	Small (< 25)	\$50	\$100
	Medium (25 – 50)	\$100	\$200
	Large (> 50)	\$250	\$500

Note: In some circumstances a reduction of fees may be considered: Inquire with the district.

*Yes, I have received, read, and understand the **Miller Woods Property Rules**. (Please Initial) _____



MILLER WOODS

Owned and Operated by Yamhill Soil and Water Conservation District

Hold Harmless Agreement

I, the undersigned, hereby acknowledge that I have been advised and fully understand that certain elements of danger are inherent in the activities at Miller Woods which are beyond the control of Miller Woods and Yamhill Soil & Water Conservation District and those activities by individuals may entail unavoidable risk of personal injury, death, and loss of or damage to property. These risks include but are not limited to insect and animal bites and stings, forces of nature such as but not limited to lightning and unexpected extreme weather conditions and any hazard present in the wilderness, such as but not limited to low lying branches, sharp objects, and slippery surfaces.

I agree to indemnify and hold harmless Miller Woods and Yamhill Soil & Water Conservation District ("Releasees") from and against all claims arising from any occurrence causing damage or injury to any party participating in said event relevant to use as stated in this form. I also confirm that by signing I release, waive, and discharge the Releasees for all claims arising from any occurrence causing damage or injury to a participant involved in my group lead activities.

I have read and understand the terms and conditions of this Release, Indemnification, and Waiver.

Name	Signature	Date