

Standard Use and Special Use Permit Application



City of Eugene
Public Works
1820 Roosevelt Blvd.
Eugene, OR 97402
(541) 682-4800 ph
(541) 682-4882 fax

- The completed application form, required attachments, non-refundable permit fee, and any other fees must be submitted to Public Works at 1820 Roosevelt Blvd. A separate check for the security deposit is required.
- Applications will be processed in order of receipt and will be approved or denied with 14 days of receipt unless the Executive Director or designee extends the processing period by an additional 14 days by written notice to the applicant.
- If, after submission of an application but before a decision is rendered, the applicant submits additional application materials, a decision will be rendered within 14 days of receipt of the additional materials.
- Permit decisions will be mailed to the applicant at the address below.

Standard Use
Special Use

1. **Name of event:** _____

Event description: _____

2. **Requested park, open space or park facility (be specific):** _____

3. **Date:** _____ **Time:** from _____ to _____ **Estimated attendance:** _____

4. **Event sponsors:** _____

Representative name: _____ **Phone:** _____

Address: _____ **City/Zip:** _____

E-mail address: _____

5. **Will this event:** (If the answer is yes to any of the questions below, you must obtain a Special Use Permit.)

- A. Have a controlled admission (i.e., require an admission fee)? YES NO
- B. Require the erection of canopies, tents, booths, or stages? YES NO
- C. Be advertised as a public event? YES NO
- D. Amplify sound for more than two hours? YES NO
- E. Use a park or open space facility as a staging site for a public event that exceeds the capacity of the rental facility? YES NO

6. **Will food be served, sold, or given away?** YES NO (If yes, you must provide the City with a copy of a temporary restaurant license from Lane County Environmental Health at least 20 days prior to the date of the event.)

7. **Will alcoholic beverages be sold or served free of charge?** YES NO (If yes, you must comply with the applicable insurance and OLCC license requirements set forth in Administrative Order 58-11-05-F, Rule 1.004(3).)

8. **Will goods or services be sold?** YES NO (If yes, you must comply with Administrative Rule 1.004(5).)

9. **Will equipment, booth, garbage boxes, portable restrooms, or a stage be brought to the site?** YES NO (If yes, this application must be accompanied by a site plan for the park/open space.)

10. **Will amplified sound be used for more than two hours?** YES NO (If yes, this application must be accompanied by a schedule of entertainment.)

11. **Will the park or open space be used to hold a race/walk/bike event?** YES NO (If yes, this application must be accompanied by a route map for the park and streets.)

12. **Is attendance anticipated to exceed 500 people?** YES NO (If yes, this application must be accompanied by a certificate of insurance that complies with Administrative Order No. 58-11-05-F, Rule 1.004(2)(a). Also, if yes, you must provide security and traffic control personnel for the event in compliance with Administrative Order No. 58-11-05-F, Rule 1.004(6) and this application must be accompanied by a traffic control plan.)

13. **All applicable fees must be submitted with this application.** Permit fees are non-refundable. If an event is canceled, facility rental fees are refundable in the manner prescribed by Administrative Order of the City Manager.

- Standard Park Permit Fee: \$ _____
- Facility User Fee: \$ _____
- Vehicle Permit Fee(s): \$ _____
- Special Event Permit Fee: \$ _____
- Security Deposit (separate check): \$ _____
- Other _____

I, _____, am the permit applicant. I certify that I am an authorized representative of the above organization (if any). I certify that the above statements are true to the best of my knowledge. I have received a copy of Administrative Order No. 58-11-05-F, Park and Open Space Rules, and I and/or the organization I represent agree to be bound by all applicable regulations. I and/or the organization I represent understand that any violation of any of these agreements will result in forfeiture of deposit, immediate termination of event, and jeopardize future use of City facilities. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Eugene, its officials, agents and employees from and against any and all claims of injury to property or persons that may arise as a result of any activity occurring at the event for which I seek this permit. I and/or the organization I represent agree to pay all costs of damage and/or vandalism to the park or facilities used in relation to the event for which I seek this permit.

Signature

Date

Print name



Park Facility Reservation Agreement

To receive a park use permit, you must agree to the following conditions. Your security deposit may be forfeited if these conditions are not met. Please be advised that you may be reserving an area that is in a multi-use regional public park. Many other activities can occur at these parks and you should not assume a quiet environment or any control of content of other activities in a public park.

- All required documents and any payment due must be submitted no later than one week prior to your event.
- You must have a copy (either paper/electronic) of your park use permit with you at the time of your event.
- Report any problems or damage to the Parks and Open Space Division immediately. During regular business hours, call **541-682-4800**. At other times, call the police non-emergency number, **541-682-5111**.
- The setting up and removal of all equipment, structures and materials for your event must **not** occur outside the block of time that you reserved and that is specified in your park use permit.
- Driving a motorized vehicle on a bicycle path or pedestrian path in a city park is prohibited unless you have first obtained a Vehicle Access Permit. Vehicular access to picnic shelters and other rented facilities may be allowed for the purpose of loading and unloading. Please check with us first to find out if a Vehicle Access Permit is required. You are also responsible for ensuring that your vendors follow these requirements.
- Parking is permitted only in designated parking areas that have paved or have gravel surfaces. Parking is **not** permitted on grass, in landscaped areas or under tree canopies.
- **Please leave your event area clean for the next group of park users.** You are responsible for the proper disposal of your event's garbage that exceeds the capacity of the garbage receptacles at the park facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Garbage deposited in locations other than garbage receptacles creates an unsanitary and potentially unsafe condition and will be removed at your expense. A cleaning fee will be deducted from your security deposit.
- **WEDDINGS, BIRTHDAY PARTIES, CELEBRATIONS, ETC.:** Please note that artificial petals, or other materials that are difficult to clean up (confetti, glitter, birdseed, etc.) shall **NOT** be thrown during your event. You will be charged for any cleanup.
- Depositing hot charcoal briquettes on the ground or in garbage cans is prohibited. Use a charcoal disposal bin if one is available. Depositing ice on the turf damages the turf and is also prohibited.
- Approved course markings can be placed on the course up to 24 hours in advance of the event. We recommend reusable Double Rider H-Stake Yard signs or Sandwich Boards, which can easily be placed in to the ground and removed. Signs must be removed on the day of the event. Paint, chalk and powdered gypsum are **not** approved for course markings as they are difficult to remove and have generated many complaints from the public. An alternative to using signs would be having Course Marshalls in place to direct event participants.
- All keys must be returned to 1820 Roosevelt Blvd. on the next business day after your event.
- You are **required by law** to obtain an underground utility locate if you will be driving sign posts, stakes or spikes into the ground. This is a free service that you can request by calling 811 or 1-800-332-2344. You must call 48 business hours before driving stakes, etc. into the ground.
- You are responsible for following all park rules. Please refer to the copy provided to you.

Signature of applicant indicates acceptance
of all above-listed conditions

Date and Location of Event