



# Park Rental Guidelines



Eugene Parks & Open Space



## Rent a Local Park for Your Special Event

Thank you for considering holding your event in one of the many parks in Eugene that can be reserved. These unique and scenic park settings can be used for private gatherings, such as birthday parties, weddings, class reunions, company picnics, and for events open to the public, such as fundraisers, concerts, organized walks or runs, craft fairs, and other community celebrations. The following guidelines provide an overview of the process for renting these spaces.

Any “public assembly, private gathering, parade, picnic, or other event involving more than 20 individuals in a city park” requires a park event permit. Many of the facilities and areas in city parks can be reserved by completing a permit application and paying the required rental and refundable deposit fees.

Permit applications are available online at [eugene-or.gov/parkrental](http://eugene-or.gov/parkrental), or at the Parks and Open Space office, 1820 Roosevelt Blvd. in Eugene. Before submitting your permit application, please call 541-682-4800 or visit our office so that we can assist you with this process and address your individual event rental needs. For most events, parks can only be reserved in the current calendar year. Reservations are taken on a first-come, first-served basis. Regular registration begins on the first business day of the calendar year. For events that have been held at the same place and on the same date or weekend for the past three consecutive years, reservations are taken in December of the year prior to the event.

## Permits, Rental Fees and Application Process

Unfortunately, permit fees are non-refundable, even in the case of a cancelled reservation. A Special Use Permit is required if any of the following apply:

- An admission fee is charged for attending the event
- Canopies, tents, booths, inflatables or stages are used
- The event is advertised as a public event
- Amplified sound is used for more than two hours
- The park or open space facility is used as a staging site for a public event that exceeds the capacity of the rental facility
- The event is a run, walk or biking event

Once you have completed a permit application, and all fees and required documents have been submitted at least one week prior to your event, our staff will review your application and strive to get it approved. Please note that reserving a park facility does not constitute exclusive use of the entire park. Although admission to the event area can be controlled, the park itself must remain open to the general public.

A copy of your approved park use permit must be in your possession at the time of the event. In addition, you and your party are responsible for following all park rules. Please refer to the Park Reservation Agreement provided to you.





## Other Requirements and Additional Information

### **Alcoholic Beverages**

Alcohol is permitted in a few of the city parks, but only with proof of host liquor liability insurance, which needs to be submitted with the rental application. Hard liquor and glass containers are prohibited in all parks.

### **Amplified Sound**

A schedule and details of entertainment or announcements are required if amplified sound is used for your event.

### **Canopies/Tents/Equipment Permits**

A site plan is required for tents, canopies, inflatables, stages and other equipment placement. Additionally, a permit is required for tents over 1,500 square feet and canopies over 2,000 square feet. For additional information, contact the Fire and Emergency Medical Services Department, Office of the Fire Marshall, at 541-682-5411.

### **Food Permits**

County health regulations require that a temporary restaurant license must be obtained if food is served, sold or given away at any public event. However, a license is not required for private events limited to members and/or invited guests. Contact Lane County Environmental Health at 125 East 8th Ave., Eugene, OR 97401, or call 541-682-4480 for more information.

### **Vehicle Access Permits**

A permit is required to drive a motorized vehicle on any bicycle or pedestrian path. Picnic shelters may be accessed by a vehicle for unloading and loading only. Park all vehicles in designated areas only. Parking or driving on grass, in landscaped areas, or under tree canopies is only allowed with the written permission of the Park Maintenance Manager.



## Additional Considerations



### **Accessibility**

Provisions must be made to ensure that people with disabilities have access to sidewalks, curb cuts, restrooms and designated parking.

### **Cleanup**

Event organizers are responsible for collecting and properly disposing of all trash that result from their event. If garbage exceeds the capacity of the garbage receptacles available at the rental facility, organizers and vendors must haul away the excess. The security deposit may be withheld if the garbage is not removed from the park.

### **Emergency Contact**

Any problems or damage should be reported immediately to the Parks and Open Space Division. Call 541-682-4800 during regular business hours, or 541-682-5111 to reach the non-emergency police center on weekends. They will notify our on-call staff.

### **Event Hours**

Parks and shelters may be reserved between the hours of 6 a.m. and 11 p.m., except for Hendricks Park shelter, which may be reserved between 9 a.m. and 10 p.m. All set up and removal of equipment, structures and materials must be completed within your reservation time-frame so it's always good to give yourself a little extra time.

### **Keys**

Please return all keys to the main office at 1820 Roosevelt Blvd. on the next business day after your event.

### **Restrooms**

Two restrooms are required for every 200 people. At least one must be accessible to people with disabilities. If there are not enough on-site restrooms, portable restrooms must be provided and removed at the expense of the event organizers on the same day as the event.

### **Route Maps**

Route maps must be submitted for all biking, running and walking events, and may be changed by the City of Eugene to address operational or public safety concerns.

### **Security and Traffic Control**

General liability insurance, a parking control plan and a traffic control plan must be submitted with the reservation application if expected attendance exceeds 50 people.

### **Servicing**

Picnic shelters are normally cleaned and serviced the hour before a rental period begins.

### **Utilities**

Electricity, potable water and waste water dumping sites are limited in all parks. The Alton Baker Park shelters are the best-equipped to accommodate a special event. At the Alton Baker Park and Hendricks Park shelters, electricity is available all year and water is available from April through October. The utilities are normally turned on just prior to the beginning of a rental. Charcoal and grey water disposal is only available at Alton Baker Shelter #2.





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