

Standard Use and Special Use Permit Application

The completed application form, required attachments, non-refundable permit fee, and any other fees must be submitted to Public Works at 1820 Roosevelt Blvd., made out to City of Eugene. A separate payment for the security deposit is required. Applications will be processed in order of receipt and will be approved or denied within 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.

Reservation # _____ Initials: _____



**City of Eugene – Public Works
Parks and Open Space**
1820 Roosevelt Blvd.
Eugene, OR 97402
Ph: (541) 682-4800
Fax: (541) 682-4882
www.eugene.or.gov
E-Mail: POS@ci.eugene.or.us

Standard Use
Special Use

1. **Name of event/description:** _____
2. **Requested park, open space, or park facility (be specific):** _____
3. **Date:** _____ **Time: From** _____ **To** _____ **Estimated Attendance:** _____
4. **Applicant Name:** _____ **Phone:** _____
Organization, if applicable: _____
Applicant Address: _____ **City/Zip:** _____
Applicant 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. Require an admission fee for public attendance? YES NO
 - b. Require the erection of canopies, tents, booths, inflatables, or stages? YES NO
 - c. Be advertised as a public event? YES NO
 - d. Use amplified sound? 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 Co. Environmental Health at least 20 days prior to your event.) **THIS DOES NOT APPLY TO PRIVATE GATHERINGS SUCH AS POTLUCKS OR CATERED EVENTS.**
7. **Will alcoholic beverages be sold or served free of charge by either a vendor or event holder?** YES NO (If yes, you must comply with the applicable host liquor liability insurance and/or OLCC license requirements set forth in the current Administrative Order for Park Rules.)
8. **Will goods or services be sold?** YES NO (If yes, you must comply with the current Administrative Order for Park Rules.)
9. **Will equipment (tents, portable restrooms, inflatables, stages, etc.) be brought to the site?** YES NO (If yes, this application must be accompanied by a site plan. Other City permits may also be required.)
10. **Will any amplified sound be used?** YES NO (If yes, certain restrictions apply and you must provide 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/or streets.)
12. **Is attendance anticipated to exceed 500 people?** YES NO (If yes, the application must be accompanied by a certificate of insurance that complies with the current Administrative Order for Park Rules. You must also provide security and traffic control personnel and a traffic control plan for the event in compliance with the current Administrative Order for Park Rules.)

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

<input type="checkbox"/> Standard Park Permit Fee: \$ 15 / \$30	<input type="checkbox"/> Special Event Permit Fee: \$ 40 / \$80
<input type="checkbox"/> Facility User Fee: \$ _____	<input type="checkbox"/> Refundable Security Deposit: \$ 150
<input type="checkbox"/> Trail/Bike Path Use Fee: \$ 75	<input type="checkbox"/> Vehicle Access Permit Fee: \$ 10 / \$25
<input type="checkbox"/> Other: \$ _____	<input type="checkbox"/> Disabled Permit Fee/Fishing: \$ 10

I, the undersigned, 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 been offered a Park Rules booklet and I and/or the organization I represent agree to be bound by all applicable regulations, including those listed on the Park Reservation Agreement form. I and/or the organization I represent understand that any violation of any of these agreements will result in forfeiture of deposit and immediate termination of event, and could 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

Printed 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. **NO HARD LIQUOR OR GLASS IS ALLOWED AT ANY CITY 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 or 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 into 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. You may request a copy.

Signature of applicant indicates acceptance of all above-listed conditions

Date and Location of Event