



For Office Use Only

Rcvd By: Permit #:

PARK RENTAL PERMIT APPLICATION

This application form must be completed and submitted with the non-refundable application fee. All remaining fees and documentation, if applicable, must be submitted before your event is approved. If an event is cancelled, facility rental fees are refundable in the manner prescribed by Administrative Order of the City Manager. Permit decisions will be mailed or emailed to the applicant.

EVENT INFORMATION

Name of Event & Description:

Requested Park and Facility:

Date(s) Requested: _____ Time: _____ to _____

Estimated Attendance:

- Private Event? (Planned guest list and public is not admitted)
- Public Event? (Public is invited through word-of-mouth, flyers, or media advertising and number of attendees may vary)

APPLICANT INFORMATION

Organization (if applicable): _____ Primary Phone: _____

Primary Contact Name: _____ Secondary Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT DETAILS: If the answer to any of the following questions is YES, you may pay additional fees, if applicable, and/or be required to submit additional documentation. An explanation will be provided to you in the form of Supplemental Instructions.

	Yes	No	N/A
1. If this is a public event, are you charging an admission fee for the public to attend?			
2. Will food be served, sold, or given away at a public event?			
3. Are you bringing in any equipment (canopies, tents, stages, booths, inflatables, tables & chairs, etc.?)			
4. Will you be using any amplified sound?			
5. Will alcoholic beverages be sold or served free of charge by either a vendor or event holder?			
6. Will goods or services be sold?			
7. Will the park or open space be used to hold a race, walk or bicycling event?			
8. Is attendance anticipated to exceed 500 people?			

TERMS AND CONDITIONS

To receive a park rental 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.

- Report any problems or damage to the Parks and Open Space Division immediately. During regular business hours (M-F, 9am-4pm, excluding holidays), call **541-682-4800**. At other times, call the Eugene Police Department non-emergency number, **541-682-5111**. They will contact our on-call person.
- You must have a copy (either paper/electronic) of your park use permit with you at the time of your event.
- All required documents and any payment due must be submitted at least 14 days prior to your event; if your event has add-ons, required documents and any payment due must be submitted at least 30 days prior to your event.
- 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.
- Parking is permitted only in designated parking areas that have paved or 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. 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.
- Please note that artificial petals, or other materials that are difficult to clean up (confetti, glitter, birdseed, etc.) are not permitted to 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.
- All keys must be returned to 1820 Roosevelt Blvd. on the next business day after your event. If key is not returned, you may be charged a fee from your security deposit.
- 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. By signing and submitting your application along with this document, you are indicating that you accept all the above-listed conditions.
- 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.

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 may request a Park Rules booklet and I and/or the organization I represent agree to be bound by all applicable regulations, including those listed on this form. I and/or the organization I represent understand that any violation of any of these regulations will result in forfeiture of deposit and immediate termination of the 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 (REQUIRED): _____

Printed Name:

Today's Date: