



City of Sutherlin

PARK AND FACILITY USE AGREEMENT/PERMIT

SECTION I: USER INFORMATION

Organization Name: _____ Request Date: _____

Phone: _____ Email: _____

Organization Contact: _____ Title: _____

Event/Activity: _____

Date of Event: _____ Time Period of Use: _____ to _____

SECTION II: FACILITIES/GROUNDS REQUESTED

✓		Paid?	✓		No Chg?
	Community Center – Main only			Central Park	
	Community Center – Main w/ Kitchen			Hartley Park	
	Community Center – Meeting Room			Red Rock Sports Park	
	Community Center – Kitchen only			Pavilion – Central Park	
	Community Center – Entire Center			Pavilion – Red Rock Grounds	
	Community Center Deposit			Festival Grounds	
	Community Center Storage			Rodeo Grounds	
	Ford's Pond				

Activity/Event Information

Is the activity open to the public? Yes _____ No _____ If yes, liability insurance required as described in "Rules of Use"

Alcohol Present? Yes _____ No _____ If yes, OLCC and/or Alcohol use permit required date: _____

Excluding Community Center, are utilities required? Yes _____ No _____ Circle needed service: Water Electricity

After hours contact number: _____

Street Closure? Yes _____ No _____ Location _____ ODOT Permit required? Yes _____ No _____

SECTION III: RULES OF USE

- Liability:** During event or period of activity, User may be required, at its own expense, provide a certificate of general liability insurance naming the City and its elected officials, officers, employees and agents, as additional insured, with a 30-day notice of cancellation in an amount not less than \$2 million combined limit per occurrence. User will be required to file with the City a certificate of insurance and an endorsement showing the City as an additional insured before using City property.
- Facility/Property Condition:** The City makes no representation as to the suitability of City property/facility for the proposed User event/activity. During User event/activities, User must maintain City facilities/properties in good, clean and safe condition. All movable decorations,

displays and hazardous materials and objects must be removed so as to allow other possible users to enter and hold events/activities. All rubbish and garbage must be properly disposed of.

3. **Usage:** User shall at all times, abide by the City's Parks and Recreation Area Use Regulations in Chapter 12.36 of the Sutherlin Municipal Code (SMC) and all other applicable provisions of SMC provisions as well as the general laws of Douglas County, the State of Oregon, and United States. User is responsible for maintaining safety and order at the event/activity. City may suspend the event/activity at any time should it determine that an imminent risk to the public health, safety or welfare exists.
4. **Alcohol:** Possession, consumption, or sale of alcoholic beverages at any City facility/property is prohibited unless an Alcohol Permit has been issued by the City and service is in accordance with OLCC regulations.

In witness whereof, the parties hereto have executed this agreement the day and year first above written.

Signature

Print Name

Title

Note: By signing this agreement User accepts facility in "as is" condition. Therefore, User may inspect the facility prior to signing this agreement and identify issues to the City and have said issues recorded below prior to signing this document.

City Staff Confirms Comments or Conditions: Yes: _____ No: _____

Public Works Operations: _____
Community Development Director _____ Recommend _____ Decline

Police Dept.: _____
Chief of Police _____ Recommend _____ Decline

Approved by: _____
City Official

Official Use Below:
Certification check-off:

Keys/Fob Issued Y/N		OLCC Permit if Required	
Mic/Cord/Stand Issued		Street Closure Received	
Alcohol Permit Received		ODOT Permit Received	
Proof of Liability Insurance if required		Locker Number	
Community Center Storage Locker Y/N		Expiration of Application	