



Linn County Parks & Recreation Special Use Application/Permit

3010 Ferry St SW
Albany, OR 97322
Phone: 541-967-3917
Fax: 541-924-6915

Please review and complete the following application.

Upon Linn County Parks' written approval and with required signatures this will be your permit.

*****BRING THIS PERMIT WITH YOU ON THE DAY OF YOUR EVENT*****

Park Name: _____ Date of Event: _____

Area of Park to be Used: _____

Group/Organization Name: _____

Applicant Name: _____

Email: _____ Phone: _____

Alternate Contact: _____

Email: _____ Phone: _____

THE CONTACT PERSON AND/OR ALTERNATE CONTACT PERSON IS REQUIRED TO BE PRESENT DURING THE ACTIVITIES AUTHORIZED UNDER THIS PERMIT.

Address: _____ State & Zip Code: _____

Event/Proposed Activity: _____

Expected Number of People in Attendance: _____

Event Start Time: _____ Event End Time: _____

APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:

- Issuance of this Special Use Permit is conditional. This permit may be suspended or revoked for reasons of public health and safety, reasonable operations of the Linn County Forest-Parks System, or for violation of any of the conditions of this permit. Linn County shall exercise sole discretion in determining cause for suspension or revocation.
- Issuance of this Special Use Permit is conditionally based upon the information provided by the Applicant. Misrepresentations of fact and/or gross inaccuracy are grounds for suspension or revocation of this permit.
- Deposits and fees paid to Linn County will not be refunded in the event of suspension or revocation of this permit.
- Applicant, the group or organization (if applicable), and all persons attending or participating in the proposed Event/Activity shall comply with the laws of the United States and the State of Oregon; the Linn County Code; Linn County parks rules; and to all conditions of this Special Use Permit.
- Applicant shall defend and hold harmless the United States Government and Linn County, and its employees, officers, and agents against all claims for loss or damage resulting from Applicant's use of Linn County facilities.

CIRCLE YES OR NO FOR EACH OF THE FOLLOWING CONDITIONS THAT MAY APPLY TO THIS PROPOSED EVENT/ACTIVITY. IF YES, PLEASE DESCRIBE WHERE INDICATED.

Yes No This is a PRIVATE event; or
Yes No This event will be open to the PUBLIC.
Yes No Event staffing, security, medical aide, etc. Describe: _____

Yes No Fees charged/collected. Describe: _____

Yes No Sales of goods or services. *Sales of alcohol and/or tobacco are prohibited.*
Describe: _____

Yes No Temporary structures, tents, shelters, stage(s), etc. Describe: _____

Yes No Use of portable toilets. Describe intended location and distribution. Include name of vendor: _____

Yes No Trash collection provided (supplemental garbage containers, dumpsters, etc.). Describe intended location and distribution: _____

Yes No Rides (animals, hot air balloons, motorized vehicles, mechanical devices, etc.).
Insurance coverage required, see section 6 under Conditions. Describe: _____

Yes No Dunk tanks, bounce houses, or other similar items. **Insurance coverage required, see section 6 under Conditions.** Describe: _____

Yes No Cooking devices (BBQ grills, smokers, trailers, etc). Describe: _____

Yes No Other permits that apply. Describe: _____

USE THE FOLLOWING SPACE TO DESCRIBE ADDITIONAL FEATURES OF THE PROPOSED EVENT/ACTIVITY, OR TO DESCRIBE REQUESTED WAIVERS FOR ANY OF THE PERMIT CONDITIONS. ADD ADDITIONAL PAGES IF SPACE PROVIDED IS INADEQUATE.

CONDITIONS

1. NOTIFICATIONS: Applicant shall immediately notify Linn County Parks Department of changes to the information provided on this permit application. Changes may require additional conditions upon the proposed event/activity.
2. CLEAN-UP: Applicant shall restore park to its original or better condition. Clean-up shall be completed no later than two hours after the event end time indicated on this permit, or the park's day use closing time or park quiet hours, whichever is earlier. Clean-up shall include the removal of tents and structures; rides; litter and debris; cooking devices; decorations; personal property, and etc. Clean-up shall include restoration of park facilities damaged during this event; including (but not limited to) turf, vegetation, paved areas, structures, and park infrastructure.
3. TRASH CONTAINMENT AND REMOVAL: Applicant shall collect all trash from the proposed activity/event and deposit it into trash receptacles. Trash shall not overflow any container. Linn County provides trash cans within each group reservation area. Linn County may provide additional trash cans and/or liners to your reservation area depending on the size of the group and the type of activity proposed. At Linn County's discretion, Applicant may be required to provide additional trash cans, or to provide a garbage dumpster (400 gallons/2 cubic yards minimum size) depending on the size of the group and the type of activity proposed. This requirement, if applicable, will be indicated in "Additional Conditions" below. Linn County will dispose of trash in the provided Linn County trash cans. Applicant shall remove all additional trash, privately provided trash cans, and dumpsters (if applicable).
4. PORTABLE TOILETS: Linn County may require Applicant to provide one or more portable toilets for this event. This requirement will vary according to the park used, and the size and type of event proposed. This requirement will be indicated under "Additional Conditions" below, or in an attached Letter of Waivers and Conditions, if applicable. Portable toilets shall be removed from the park no later than noon on the next business day following this event.
5. PLACEMENT: Applicant shall meet with representatives of Linn County Parks Department to plan the location of tables and chairs, tents, structures, rides, cooking grills, and etc. Cooking grills must be at least 18" above the ground to avoid damage to the turf.
6. INSURANCE: For activities/events that include rides, dunk tanks, inflatable bouncing items, or similar activities, Applicant shall provide a Certificate of Insurance (COI) for no less than five hundred thousand (\$500,000) dollars. The COI must specifically name Linn County as additionally insured. A copy of the proof of insurance must be received by the Linn County Parks Department no less than 30 days prior to the event.
7. PROTECTION OF PARK FACILITIES: Applicant shall protect park facilities and infrastructure from damage. Applicant shall immediately affect repairs, or shall immediately provide financial compensation, to the satisfaction of Linn County, for any damage resulting from the proposed event/activity. Applicant and/or attendees shall not staple, nail, or tack anything to picnic tables. Posters, signs, decorations, banners, and etc. shall not be attached to the shelters or other park structures by use of nails, screws, bolts, staples, or similar fasteners. Applicant and/or attendees shall not remove or relocate any hooks or hangers provided by Linn County Parks that are part of the shelter structures. Applicant and/or attendees shall not damage trees, brush, and other flora within the park.
8. PUBLIC ACCESS: Public access shall not be restricted or denied to common use areas, such as play structures, volleyball courts, and etc.
9. VEHICLE TRAVEL AND PARKING WITHIN THE PARK: Vehicles shall be driven only on the paved surfaces of roadways. Parking is restricted to paved parking areas or areas specifically designated with signs. Temporary access for loading and unloading is subject to onsite approval.
10. USE OF SOUND AMPLIFYING EQUIPMENT: Applicant shall not use sound amplifiers or any form of a Public Address System.

11. **ELECTRICITY:** Applicant shall use electrical outlets only in the manner designed and intended. Applicant shall not overload electrical circuits and/or "daisy-chain" extension cords.
12. **OTHER PERMITS:** Approval and issuance of this permit by the Linn County Parks Department does not relieve Applicant of any responsibility to obtain additional permits from Linn County or other agencies, if applicable.
13. **SECURITY DEPOSIT:** Applicant shall provide a refundable security deposit of a minimum of \$100. Linn County may waive this requirement, or may require an increased security deposit depending on the number of people attending, and the type of activity proposed.
14. **FEES:** Approval and issuance of this Special Use Permit does not relieve Applicant of the requirement to pay additional park fees, wherever applicable. Attendees to events/activities at Lewis Creek Park shall pay the site parking fee at the gate, at the time of arrival. Applicant may purchase parking passes in advance through the Linn County Parks Department office in Albany.

I, the undersigned, hereby save, indemnify, and hold harmless Linn County and the U.S. Government from any liability or damages incurred by myself or any third party while using park facilities. I also understand that permission to use park facilities carries with it the duty to reimburse the County for any damages to County property. I understand that this agreement does not release the County or its officers, employees, and Board members where gross negligence is established. I also agree to comply with the Linn County Park Rules, and to the conditions of approval listed above.

Applicant's Signature _____
Date

OFFICE USE ONLY BELOW THIS LINE

APPROVED WAIVERS AND/OR ADDITIONAL CONDITIONS IMPOSED:

Attachments: _____

PERMIT APPROVED **PERMIT DENIED**

Park Ranger's Signature _____
Date

Operations Supervisor's Signature _____
Date

Parks Director's Signature _____
Date