



# Public Space Reservation/Event Form

City of Klamath Falls  
 226 S. 5<sup>th</sup> St., P.O. Box 237, Klamath Falls, OR 97601  
 Phone (541) 883-5351, Fax (541) 883-5390

Applications must be submitted with all required attachments and fees 14 days prior to reservation (40 days prior for Special Events)

## What permit(s) do I need for my event?

- Event will have an attendance of 150 persons or greater .....Special Event Permit
- Event will take place within the public right of way (roads, sidewalks, etc.).....Special Event Permit
- Event will last longer than or will be reoccurring for longer than 48 hours .....Use Agreement (contact Park Staff)
- Park Reservation .....Reservation Permit

This form serves as a single application for Space Reservations (if attendance ≥150) and Special Event Permits

<input type="checkbox"/> Event in a City Park City Parks Division 541 883-5368 Janna Jmicka@klamathfalls.city	<input type="checkbox"/> Event on other Public Property Development Services 541 883-5291 Ray Ray@klamathfalls.city	Event Location (park facility/public property location)
Event Date(s)	Event Time Period  _____ to _____ (Includes set-up, tear down & clean up time)	Anticipated Attendance
Name/Nature of Event		
Name and Mailing Address (Organization name if applicable)  <input type="checkbox"/> check if non-profit organization		Contact Name, Phone Number & Email
Admissions Policy: <input type="checkbox"/> Open to Public at No Cost <input type="checkbox"/> Open to Public with Fee <input type="checkbox"/> Private Event		
Electricity Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO                      Water Hookup Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO (Utilities not available at all facilities)		
Will any additional items such as tents, tables, chairs, bounce houses, vendor booths, etc. be used? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe proposed placement of items using a separate sheet if necessary. Tents should be self-supporting; stakes, signs or banners require pre-approval.)		
Will any vendors be participating? <input type="checkbox"/> YES <input type="checkbox"/> NO    (If yes, attach a list of vendors and contact information.)		
Will this event have any impact on the public right of way or access to nearby properties? <input type="checkbox"/> YES <input type="checkbox"/> NO (Applicant must describe and submit a traffic control or sidewalk closure plan; an obstruction permit may be required.)		
Will sound amplification be used? <input type="checkbox"/> YES <input type="checkbox"/> NO    (If yes, list the type of equipment below.)  (Unreasonably loud, disturbing or unnecessary noise is not permitted per City Code Section 5.318.)		
I hereby certify that the statements submitted on this application are true to the best of my knowledge. I agree, on behalf of our group, to assume liability of all costs for any misuse or damage to the public space, be bound to all policies and regulations of the City of Klamath Falls and return the site to a clean, undamaged and safe condition.		
_____ Printed Name of Responsible Party	_____ Signature of Responsible Party	_____ Date



# Public Space Reservation/Event Form

City of Klamath Falls  
226 S. 5<sup>th</sup> St., P.O. Box 237, Klamath Falls, OR 97601  
Phone (541) 883-5351, Fax (541) 883-5287

## Insurance Requirements

Insurance must be provided by the applicant for all public events or events that utilize recreational items such as bounce houses, dunk tanks, amusement rides, or similar. The insurance must also meet the following requirements:

- **A Certificate of Liability Insurance** providing for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
- The Occur block and Additional Insured block under General Liability on the Certificate of Liability Ins must be marked
- The policy effective and policy expiration dates need to cover the event
- Description of Operations Block needs to contain "Additional Insured: City of Klamath Falls, its elected officials, employees, agents, and volunteers."
- The mailing address for the Certificate Holder Block:
 

<b>Event in a City Park</b>	<b>Event not in a City Park</b>
City of Klamath Falls	City of Klamath Falls
Parks Division	Development Services
PO Box 237	PO Box 237
Klamath Falls, OR 97601	Klamath Falls, OR 97601
- **An Endorsement** naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured

## Recreational Immunity Statement (Applicant to fill in for Events in a City Park)

Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity from liability does not apply if the owner (the City) charges for permission to use the land. This fee charged by the City is only for the use of the designated facility and/or

space for \_\_\_\_\_ purposes  
(Event)

and for use of the \_\_\_\_\_  
(Park and Facility/Area)

related amenities in the designated area. Other uses of this park, or any use of the property outside the designated area, are not subject to a charge and therefore, the City is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.

## Indemnification Statement (Signature required for all Events)

User shall indemnify, defend and hold the City and its officers, agents and employees harmless against any and all claims and demands, including court costs and attorney fees at trial and on appeal, arising from the use of the City or Public Property by user due to user's negligence.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



# Public Space Reservation/Event Form

City of Klamath Falls  
226 S. 5<sup>th</sup> St., P.O. Box 237, Klamath Falls, OR 97601  
Phone (541) 883-5351, Fax (541) 883-5390

## Conditions for Events Held in a City Park or on Public Property

The event shall be conducted in accordance with all requirements of the Park and Marina Use Policy and the Special Events Section of the City Code.

- Alcohol use is prohibited in City-owned parks, marinas or public property.
- Smoking and tobacco use are prohibited in City-owned parks, marinas, cemeteries and natural areas. (City Code 5.448)
- General park and public property clean-up is the responsibility of the applicant. All litter must be picked up during and after the event. Failure to clean the reservation or special event area after use will result in denial of deposit refund and may result in denial of future reservation and use privileges.
- ADA parking spaces must be made available during the event.
- Vehicles are not allowed on lawn/landscape without prior permission; unload and load from the curb.
- Pets must be leashed at all times. Pets not allowed in playground or picnic areas except for service animals.
- Unless otherwise posted or provided for in the issued permit, no assembly shall be conducted in a City park during the time between thirty (30) minutes after sunset and 6:00 a.m. of the next day.
- The City Parks Division must approve inflatables and any items which will be staked or placed on lawn areas in order to avoid damage to irrigation system, underground utilities or turf. Applicant will be responsible for all damages caused to underground utilities or turf.
- Events shall not block public access to a park by putting fencing or other barriers across public walkways or roadways.
- When crowds over 500 are expected or food vendors are involved in the event, the City requires extra waste receptacles at the rate of 3-yard drop box for every 250 persons anticipated. Please contact Waste Management to make arrangements, 541-884-6114.
- No person shall erect signs, markers or inscriptions of any type in a park or upon public property of the City without prior permission of the City Manager or his/her designee. No paint of any type, including chalk is allowed on asphalt, sidewalks, lawn areas or any other surfaces.
- No person shall build or maintain a fire except in a camp stove or a fireplace provided, maintained or designated for that purpose. Prior approval from Fire Marshal or City Parks Division is required.
- Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of permit, deposits may be withheld and additional charges for any damages will be assessed.

I have read, understand and agree to abide by the above Conditions for Events Held in a City Park or on Public Property.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



# Public Space Reservation/Event Form

City of Klamath Falls  
226 S. 5<sup>th</sup> St., P.O. Box 237, Klamath Falls, OR 97601  
Phone (541) 883-5351, Fax (541) 883-5287

## Special Events only, describe below:

1. **Additional Waste Receptacles** are required if more than 500 people are anticipated or if food vendors will be present at the rate of one 3-yard drop box for every 250 persons. Arrangements can be made with Waste Management 541 884-6114.

2. **Portable Toilets** are required for crowds larger than 250, at the rate of one (1) portable toilet for every additional 125 persons anticipated. (Ratio minimum of one (1) ADA toilet per six (6) regular toilets). Arrangements can be made with Jefferson State Plumbing 541 882-2952 or American Sanitation 541 882-0045.

3. **Medical Services:** All events are required to have at least one individual trained in basic first aid with a basic CPR certification. Each event of more than 1,000 persons shall have at least a first-aid station staffed by two individuals trained in basic first aid with basic CPR certifications. Each event that exceeds 2,500 persons shall have at least one ambulance or rescue vehicle in attendance at all times.

4. **Public Safety:** One **traffic control** person and one **crowd control** person are required for each 200 persons anticipated to be in attendance at any time during the event. The policing personnel must wear an appropriate identifying uniform.

## 5. Parking Facilities:

- Submit a drawing showing that adequate parking facilities, including ADA parking spaces, have been made available within or adjacent to the event location or describe below.
  
- For requested road closures indicate where you will obtain the street barriers and road closure signs and attach a road closure plan.

Events cannot interfere with marina boating activities. The Veterans Park marina parking lot is restricted to marina users only and portions of the Marina I and Marina II parking lots in Moore Park are restricted as well.



# Public Space Reservation/Event Form

City of Klamath Falls  
 226 S. 5<sup>th</sup> St., P.O. Box 237, Klamath Falls, OR 97601  
 Phone (541) 883-5351, Fax (541) 883-5390

## PUBLIC SPACE RESERVATION FEES

Reservation Area	PER EVENT		USE FEE PER DAY/AREA		Total (Including Deposit)
	Permit Fee (Non-refundable)	Deposit (Refundable)	Full Day	Half Day*	
Picnic Area/Pavilion	\$25	\$50	\$50	\$25	Full Day: \$125 Half Day: \$100
Moore Park Picnic Areas A & B Reserved Together	\$25	\$50	\$100	\$50	Full Day: \$175 Half Day: \$125
Moore Park Gingerbread House	\$25	\$75	\$50	N/A	Full Day: \$150 includes key deposit
Moore Park Gingerbread House and Adjacent Lawn Areas	\$25	\$125	\$100	N/A	Full Day: \$250 includes key deposit
Lawn Area/Sports Field/ All Other Spaces	\$25	\$50	\$50	\$25	Full Day: \$125 Half Day: \$100

\* Half day = park open to 1 pm or 2 pm to park close

## SPECIAL EVENT FEES

Attendance	PER EVENT			USE FEE PER DAY/AREA		Total (Including Deposit)
	Permit Fee (Non-refundable)	Deposit (Refundable)	Janitorial Fee	Standard	Nonprofit	
151-250 People	\$50	\$50	\$25	\$100	\$50	Standard: \$225 Nonprofit: \$175
251-500 People	\$50	\$50	\$25	\$200	\$50	Standard: \$325 Nonprofit: \$175
501-1000 People	\$50	\$300	\$50	\$300	\$50	Standard: \$700 Nonprofit: \$450
1001-2000 People	\$50	\$300	\$100	\$400	\$50	Standard: \$850 Nonprofit: \$500
2001+ People	\$50	\$300	\$100	\$500	\$50	Standard: \$950 Nonprofit: \$500

**Special Events on public property other than a City Park: \$50 non-refundable Permit Fee**

A \$25.00 refundable key deposit is also required for any City key issued. Keys must be returned within 3 business days after event.

Permit Fee is non-refundable. Use Fee is refundable if cancellation is made prior to 72 hours of start of event.

Deposit is refunded if the reserved facility/area is left clean and undamaged, and all city property has been returned.

Refund checks are processed automatically. Applicant should receive a refund check within 15 business days after the event.

### For City Office Use

Reservation/Event Area		Event Date(s)		Event Time Period		Anticipated Attendance	
Permit(s) Issued <input type="checkbox"/> Special Event Permit <input type="checkbox"/> Park Reservation Permit				Staff Approving Permit		Permit Void	
Conditions of Permit(s)							
Permit Fee \$	Use Fee \$	Janitorial Fee \$	Deposit \$	Key Deposit \$	Total Fees \$		
Date Fees Paid	Method of Payment		Receipt #			Payment Taken By	
Fees Paid By/Contact Information		Name/Mailing Address for Deposit Refund		Deposit Refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Refunded	