



Reservation Application

(Assemblies of up to 150 people in a City Park)

City of Klamath Falls Parks Reservations
 226 South 5th Street, PO Box 237, Klamath Falls, OR 97601
 541-883-5351; Jmicka@klamathfalls.city

Application, fee payment and any required attachments should be submitted at least 14 days in advance of the event. Reservations are on a first come basis and are not confirmed until completed application and fees are received and reviewed.

Event Date(s)	Event Time Period _____ to _____ (Includes set-up, tear down & clean up time)	Park Facility/Area (please note specific area of park)	
Nature of Event/Name of Event			Number of Persons Anticipated
Name	Phone Number	Mailing Address	Organization (if applicable)
Email:			
Admissions Policy: <input type="checkbox"/> Private Event <input type="checkbox"/> Open to Public at No Cost <input type="checkbox"/> Open to Public with Fee <small>[Events open to the public require insurance; see page 2]</small>			
Electricity Requested? <input type="checkbox"/> NO <input type="checkbox"/> YES Water Requested? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>[these items not available in all areas]</small>			
Will any additional items such as tents, bounce houses, vendor booths, etc. be used? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>(If yes, describe below and attach a diagram showing proposed placement of items; include stake length if not self-supporting.) An on-site meeting to review proposed placement must be scheduled with the Parks Division 541 883-5351 at least 10 days prior to the event. Items such as bounce houses and dunk tanks require insurance; see page 2 of application.</small>			
Will any vendors be participating? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>(If yes, attach a list of vendors and contact information.)</small>			
Are any street or sidewalk closures proposed? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>(If yes, describe below, attach a traffic control plan and indicate where you are obtaining barricades and closure signs from.)</small>			
Will sound amplification be used? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>(If yes, list the type of equipment below.)</small> <small>Unreasonably loud, disturbing, or unnecessary noise is not permitted per City Code Section 5.318.</small>			
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 park area, be bound to all policies and regulations of the City of Klamath Falls and return the park site to a clean, undamaged and safe condition.			
_____ Printed Name of Responsible Party		_____ Signature of Responsible Party	
		_____ Date	



Reservation Application

(Assemblies of up to 150 people in a City Park)

City of Klamath Falls Parks Reservations
226 South 5th Street, PO Box 237, Klamath Falls, OR 97601
541-883-5351; Jmicka@klamathfalls.city

Indemnification Statement

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 Park or Public Property by user due to user's negligence.

Printed Name of Responsible Party

Signature of Responsible Party

Date

Recreational Immunity Statement

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.

Insurance Requirements

(Events open to the public and those in which items such as a bounce house or dunk tank are proposed; insurance is provided by the applicant, not the company providing these items)

- **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. needs 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:
City of Klamath Falls
Parks Division
PO Box 237
Klamath Falls, OR 97601
- **An Endorsement** naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured.



Reservation Application

(Assemblies of up to 150 people in a City Park)

City of Klamath Falls Parks Reservations
226 South 5th Street, PO Box 237, Klamath Falls, OR 97601
541-883-5351; Jmicka@klamathfalls.city

Conditions for Events Held in a City Park **Applicant please sign below**

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.

- City Policy does not allow the use of alcohol in City Parks or on public property.
- General park clean-up is the responsibility of the applicant. All litter must be picked up during and after the event. Failure to clean the facility 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.
- If tent stakes or tie-downs are put into the ground, the Parks Division must approve in order to avoid damage to the irrigation system, underground utilities or turf. Applicant will be responsible for all damages caused to underground utilities.
- 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 person shall build or maintain a fire except in a camp stove or a fireplace provided, maintained or designated for that purpose.
- Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of Use 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.

Printed Name of Responsible Party

Signature of Responsible Party

Date



Reservation Application

(Assemblies of up to 150 people in a City Park)

City of Klamath Falls Parks Reservations
 226 South 5th Street, PO Box 237, Klamath Falls, OR 97601
 541-883-5351; Jmicka@klamathfalls.city

RESERVATION USE FEES (150 people or less)

RESERVATION AREA	PER CALENDAR DAY / AREA			PER EVENT		TOTAL FEES Includes deposits
	PERMIT FEE Non-Refundable	USE FEE		DEPOSIT Refundable if facility/area is left clean and undamaged	KEY DEPOSIT Refundable upon return	
		FULL DAY	HALF DAY Park Open - 1:00 pm OR 2:00 PM - Park Close			
Moore Park						
Gingerbread House only	\$25	\$50	N/A	\$50	\$25	\$150
Lawn Area Behind Gingerbread House	\$25	\$50	N/A	\$50		\$125
Gingerbread House and Lawn Area Behind	\$25	\$100	N/A	\$100	\$25	\$250
Picnic Area A only (23 Picnic Tables)	\$25	\$50	\$25	\$50		Half \$100 Full \$125
Picnic Area B only (28 Picnic Tables)	\$25	\$50	\$25	\$50		Half \$100 Full \$125
Picnic Areas A and B	\$25	\$100	\$50	\$50		Half \$125 Full \$175
Marina II Pavilion (8 Picnic Tables)	\$25	\$50	\$25	\$50		Half \$100 Full \$125
Kit Carson Park Picnic Pavilion (8 Picnic Tables)	\$25	\$50	\$25	\$50	Restroom \$25	Half \$125 Full \$150
General Park Fee General area of a City park not otherwise identified as a reservation area	\$25	\$25	N/A	\$50		\$100

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

A \$25.00 refundable key deposit is required for any Parks Division key issued. Keys must be returned within 3 working days after event.

Deposit is refunded if the reserved facility/area is left clean and undamaged.

Refund checks are processed automatically. Checks are mailed twice a month by the City Finance Department.

Applicant will generally receive a check within 15 working days after the event.

For Office Use		Reservation Area / Date / Time Period			
Permit Fee \$	Use Fee \$	Deposit \$	Key Deposit (If applicable) \$	Total Fees \$	
Date Fees Paid	Taken By	Method of Payment		Receipt #	
Fees Paid By		Mailing Address		Phone Number	
Date refund check was mailed by City Finance office OR reason if deposit was not refunded (Deposit refunds are processed automatically and applicant should receive a check within 15 working days after the event.)					



Reservation Application

(Assemblies of up to 150 people in a City Park)

City of Klamath Falls Parks Reservations
226 South 5th Street, PO Box 237, Klamath Falls, OR 97601
541-883-5351; Jmicka@klamathfalls.city

For Office Use

PARKS ADMINISTRATION CHECKLIST

Reservation applications are not accepted without payment of the associated fees and applicable attachments. Reservations are not confirmed until the above items are received and the application has been reviewed.

- Check Reservation Calendar for Availability
- Application Review - All Applications
 - Page one of application signed
 - Signed Indemnification Statement
 - Recreational Immunity Statement completed properly
 - Signed Conditions for Events Held in City Parks
- Application Review - If applicable
 - Additional items such as tents, vendor booths, etc.
 - Site Plan (diagram) showing the proposed use areas and proposed locations of all added items
 - Note size of stakes that will be used; stakes over 12” require pre-approval; care must be taken to avoid sprinkler heads
 - If the use of a bounce house or dunk tank is proposed (may also apply to other items)
 - Copy of Certificate of Liability Insurance and Endorsement (See page 2 of application for specifics.)
 - Keep a copy on file and send a copy to the City Administration Office.
 - There may be other items in addition to bounce houses and dunk tanks that require liability insurance.
 - Vendors will be participating
List of vendors with contact information if applicable
 - Proposed right of way closures
Traffic Plan must be attached; forward to Development Services for approval
There is an approved street closure plan on file for George Nurse Way
- Payment of Fees (Fill in bottom of page 4 of application)
 - Permit Fee is nonrefundable
 - 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
- If additional items such as tents, vendor booths, etc. are proposed, set-up a meeting with the applicant & Parks Maintenance for site plan review at least 10 days prior to the event
- Approve/disapprove; coordinate with Parks Manager when necessary and when reservation request is outside the months of April – October
- Add reservation to Reservation Calendar**
- Process Reservation Use Permit; give copy to applicant, attach copy to application and file in reservations binder; save copy electronically; specify on permit if open to the public, parking restrictions and any other requirements
- Five working days prior to event print out reservations sign(s) for posting and forward to Parks Maintenance; notify to turn on electricity and/or water at site if applicable; specify if open to the public
- After event is over process deposit refund, if applicable