

# City of Junction City

## Laurel Park Gazebo Rental Packet

Laurel Park Gazebo picnic shelter, located at 1405 Laurel Street, is available for rentals to private parties, upon verification of date availability, completion and submittal of a rental application and any applicable permit applications, payment of fees, and approval by City staff.

**\*\*\* Please note: Your reservation is not officially finalized until you have received a letter of approval from the City Recorder or Designee\*\*\***

- **Rental Season** – The rental season is May through October, and reservations for the season begin on January 2<sup>nd</sup>. Use of the Gazebo area out of season is on a first come, first serve basis.
- **Reservations** – Reservations include exclusive use of the **Gazebo picnic shelter only**. Please note that the **Skate Park and Dutch's Field may be in use, at the time of your gazebo reservation**. The fees charged are for your exclusive use of the Gazebo area during the time period indicated on your approved application. The remainder of the park is available to you and to the general public for recreational use at no charge. The Gazebo includes a sink (water is only available during the rental season), electrical hookups, and picnic tables.
- **Restrooms/Running Water** - Restrooms are closed and water shut off between the months of November through April. Requests to make special arrangements out of season may be submitted to the City Recorder.
- **Park Rental Hours** - 8:00 a.m. to 10:00 p.m.
- **Noise Permit** – If your event will include noise amplification, a separate permit will be required in addition to the rental application form. (Permit form included in this packet).
- **Fees** - Two separate payments (check or cash) are required for rentals:
  1. **Deposit Fee - \$25.00** – Fee returned within two to three weeks of event, if park is left clean.
  2. **Rental Fee - \$35.00** for City Residents                      **\$50.00** for Non-Residents
- **Cancellation Policy** – Requests for cancellations need to be received at least 14 calendar days prior to the reservation date in order to receive a full refund of the rental and deposit fees. If a cancellation is received less than 14 calendar days before the reservation date, only the deposit fee will be returned.

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### WHAT TO DO, IF YOU WOULD LIKE TO RENT THE GAZEBO AT LAUREL PARK:

1. Check for date availability with City Recorder or designee.
2. Submit a **completed** application form and any supplemental permit applications.
3. Submit two separate payments (cash or check) – one for deposit fee and one for rental fee.

**Written notice of approval generally occurs within one to three business days.**

**Staff Contact: City Recorder Kitty Vodrup – 541-998-2153**  
**City Hall – 680 Greenwood Street, PO Box 250, JC OR 97448**



**APPLICATION FOR PERMIT  
TO USE LAUREL PARK GAZEBO  
CITY OF JUNCTION CITY**

Date: .....

Name of Applicant: .....

Name of Organization: .....

Nature of Activity (Describe in detail): .....

Date of Activity: From ..... To .....

Time of Activity: From ..... AM/PM To ..... AM/PM (Include set up and cleanup)

Expected Attendance: ..... Is activity open to the public? Yes ( ) No ( )

Will sound amplification or a public address system be used? Yes ( ) No ( )

*(If sound amplification or a public address system will be used, please fill out the attached noise permit application)*

Applicant hereby acknowledges that he/she has read, understands, and will comply with all the provisions of the City of Junction City, Oregon pertaining to use of Park and Recreation facilities. Applicant hereby assumes all responsibility to leave areas in a neat and clean condition.

Applicant also acknowledges that this permit allows Applicant exclusive use of the Gazebo area during the time indicated on the approved application. The remainder of the park area is available to Applicant and to the general public for recreational purposes and at no additional charge.

Applicant agrees to hold harmless and indemnify the City of Junction City, Oregon, from any and all liability for injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damage to any park, facility, building, equipment, and furniture owned or controlled by city, which results from the activity or permittee or is caused by any participant in said activity.

**NOTE: THIS PERMIT IS SUBJECT TO CANCELLATION BY ANY POLICE OFFICER WHO DETERMINES THAT THE NOISE LEVEL VIOLATES THE PROVISIONS OF ANY CITY ORDINANCE THAT PERTAINS TO SOUND OR NOISE.**

.....  
Signature

.....  
Mailing Address

..... City State Zip

.....  
Contact Phone

.....  
E-Mail

**FOR OFFICE USE ONLY**

Fee Paid – Amount \$..... Date: .....

Deposit Returned on .....

Deposit Paid – Amount \$..... Date: .....

Approve ( ) Disapprove ( ) .....  
Community Services Director

Approve ( ) Disapprove ( ) .....  
City Recorder





# CITY OF JUNCTION CITY

680 Greenwood

PO Box 250

Junction City OR 97448

Phone: 541-998-2153

Fax: 541-998-3140

## NOISE PERMIT APPLICATION – Parks Rental

### JCMC 9.25.110 City Park Regulations

Sections (B & C)

B. No person shall use any device to amplify sound in any park unless a valid permit has been issued by the direction under (C) of this section.

C. The director may issue a permit authorizing the use of one or more designated devices to amplify sound by one or more designated persons in a designated area of a park on a designated date between specific hours if he or she finds, in his or her reasonable discretion, that the number of persons be entertained or served by the use of sound can be adequately and reasonably served only by the amplification of sound. The director may include conditions in such a permit which he or she deems reasonable, and the director may revoke a permit if the terms of the permit are violated, or he or she may deny a permit to a person or group of persons who have violated the terms of a permit within the previous year.

Name of Applicant .....

Date of Event ..... Type of Noise Amplification .....

Time of Noise Amplification: From..... To: .....

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### For Office Use Only

Noise Permit Approval: \_\_\_\_\_  
Community Services Director Date

Reviewed by: \_\_\_\_\_  
Police Department Date