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 2nd. 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 electric hookups, picnic tables, and a sink (water is only available as noted below).
- ***Restrooms/Running Water -*** Restrooms are closed and water shut off between the months of December through March. Requests to make special arrangements out of season may be submitted to the City Recorder/Designee.
- ***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 (One payment for deposit and fees may be made by Card (Additional 3% + $.50 processing fee), Check, or Cash***

    1. **Deposit Fee - <u>$25.00</u>** – If the park is left clean, your deposit will be returned. If you paid with a card, the amount will be refunded to your card. If you paid with cash or check, a check will be issued to the applicant and mailed to the mailing address on the application.
    2. **Rental Fee** - **<u>$35.00</u>** for City Residents **<u>$50.00</u>** 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.

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

1. Check for date availability with City Hall front staff.
2. Submit a **completed** application form and noise permit application (if applicable).
3. Submit one payment for the rental fee and deposit.

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

Staff Contact: City Recorder Kitty Vodrup – 541-998-2153
City Hall – 185 W. 8th Avenue, PO Box 250, JC OR 97448
kvodrup@ci.junction-city.or.us

(January 2026)

APPLICATION
TO USE LAUREL PARK GAZEBO
CITY OF JUNCTION CITY

Date: _____

Name of Applicant: _____

Name of Organization: _____

Nature of Activity: _____

Date of Activity: _____

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.

_____
Signature of Applicant

Deposit = $25
Rental Fee = $35 for City Resident $50 for Non-Resident

Deposit and Rental Fee may be paid in one Payment by:

1. **Debit or Credit Card (Additional 3% + $.50 processing fee) or**
2. **Cash or Check**

Deposit will be returned, if park is left clean after use.
a. If payment was by card, your card will be refunded.
b. If payment was by cash or check, a City check will be mailed to you.

_____
Applicant Mailing Address

_____
City State Zip

_____
Contact Phone

_____
Email Address

FOR OFFICE USE ONLY

Fee & Deposit Payment: Date Paid _____ Amount $_____ Paid by Card _____ Paid by Cash/Check _____

Deposit Return: Date Returned: _____ Refunded Card _____ Mailed Check _____

Rental Approved ____ Not Approved ____

_____
City Recorder or Designee

(January 2026)

CITY OF JUNCTION CITY

185 W. 8th Avenue
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 devise 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: ……

For Office Use Only

Noise Permit Approval: _____ _____
Manager – Parks Date

Reviewed by: _____ _____
Police Department Date

(January 2026)