

City of Junction City

Special Parks Use Packet

The City of Junction City Department Director has the authority, per JCMC 9.25, to designate special use areas in one or more City parks. The Director may designate such hours or days of usage, the particular activity or activities which are permitted and such conditions as he or she determines to be reasonably required for the safety and convenience of persons and property.

If you would like to have a special use in one of the City's Parks, please complete and submit the following.

- _____ 1. Application for Special Parks Use
- _____ 2. Noise Permit Application – Parks Rental, if applicable.
- _____ 3. Submit a proposed map of the park which includes location of proposed parking, event activities, portable restrooms, vendors, stages, etc., if applicable.
- _____ 4. Provide a written plan for providing public safety, including onsite security staff, safety associated with any event activities, food safety, etc., if applicable.
- _____ 5. Provide the City with a certificate of insurance in the amount of \$2,000,000, naming the City as an additional named insured for the specified event and activities, to include date, location, and time of event (to include set up and clean up time), if applicable.
- _____ 6. If there are vendors on site, all vendors must provide a certificate of insurance to the City, as outlined in #5, and also sign a separate hold harmless form.
- _____ 7. Submit rental and deposit fees, as outlined below:

- **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.

Staff Contact:
City Recorder Kitty Vodrup
680 Greenwood Street
PO Box 250
Junction City OR 97448
541-998-2153 or at kvodrup@ci.junction-city.or.us.

(January 2022)



**APPLICATION FOR PERMIT
FOR SPECIAL PARKS USE
CITY OF JUNCTION CITY**

Date: Name of Park:

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 yes, please describe the type of sound amplification: _____)

Applicant hereby acknowledges that he/she has read, understands, and will comply with all the provisions of the City of Junction City, Oregon and all special conditions 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 specified 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 ()
Manager - Parks

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

Special Parks Use Hold Harmless

Organization/Business: _____

Applicant: _____ Phone: _____

Products or Services to be offered: _____

Date(s) of Set up/Festival/Clean up: _____

HOLD HARMLESS AGREEMENT

Applicant acknowledges that he/she and the organization or business will comply with all rules and regulations that pertain to the special use as set forth by the City of Junction Municipal Code and the City of Junction City.

Applicant/organization 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 the activity and agrees to be liable to said city for any and all damages to City property owned and controlled by the City, which results from the activity.

Signature of Applicant
(On behalf of the organization/business)

Date