



City of Falls City
Park Reservation Request Form/Application
299 Mill Street, Falls City, Oregon 97344
Phone: 503.787.3631 Fax: 503.787.3023
www.fallscityoregon.gov

Date of Application: _____

Organization/Applicant Name: _____

Contact Person for Organization: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Alternative Phone Number: _____

E-mail address: _____

Nature of Event: _____

Estimated Attendance: _____

Date Requested for Event: _____ Time Requested-from: _____ to: _____

- Rental of the Gazebo?
- Will Alcohol be served? **Requires approval of City Council.**
- Will there be monetary gain if Alcohol is served (donations/sale or tip jar)? **Requires OLCC License.**
- ADDITIONAL LIABILITY requirement for all Gazebo rentals and for any event that offers alcohol.** An Insurance Rider naming the City of Falls City as an additional insured is required for all paid rentals and for all events that serve alcohol.
- Will there be overnight camping? **Requires approval of the City of Falls City.**
Describe camping requirements: _____
- Will there be use of amplified sound equipment? **Requires approval of the City of Falls City.**
- Is power required? Specify use: _____
- I have read, understand, and agree to the guidelines and regulations stated in the "The City of Falls City Park Rules for Use" and policies regarding use of the Park. By my signature, I agree to hold harmless and indemnify the City of Falls City, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees.

Applicant's Signature _____ Date: _____

For Staff Use Only:	
Approved/Denied _____	Date: _____
Payment Type: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check #: _____	Receipt #: _____
<input type="checkbox"/> Confirmation given to applicant	<input type="checkbox"/> Posted on calendar

CITY OF FALLS CITY

PARK RULES FOR USE AND GENERAL RESERVATION INFORMATION

“Agency” means the City of Falls City acting as the City of Falls City Parks and Recreation Agency

City of Falls City parks include:

Fay Wilson Memorial Park located on South Main Street, also known as our downtown park. This park runs along the Little Luckiamute River and has a wonderful walking bridge over the river with access to the downtown shopping. The park has a basketball court and play equipment. There are no sanitary facilities, except in summer months. This park is available for use without reservation between dawn and dusk.

The Michael Harding Park located on Parry Road. This small park sits above The Falls. There are no sanitary facilities, except in summer months. This park is available for use without reservation between dawn and dusk.

The George Kitchen Upper City on Park Street sits atop a beautiful tree covered hill. The park has restroom facilities, playground equipment, horseshoe area, a baseball field and a large gazebo. There are picnic tables scattered throughout the park. There are limited electrical hook up for the gazebo area. There are no shower facilities. The George Kitchen Upper Park gazebo is the only park facility that can be rented and reserved. This park is available for use between dawn and dusk. Overnight dry camping is available with approval from the City of Falls City.

Polk County Sheriff’s Department patrols our city and we have a **volunteer Fire Department** for emergencies. Cell phone use is limited in this area.

RESERVATION HOURS – the hours of the permittee’s reservation use are stipulated on the agreement. The user must adhere to the hours stated on the agreement, including the time necessary for setup and cleanup.

RESERVATION CHANGES

- Once the permit has been filed, no changes in hours will be allowed less than five working days in advance of the scheduled use, except in emergency cases. The City Administrator must approve such exceptions.
- The City reserves the right to cancel any scheduled or reserved park or facility due to unforeseen circumstances or emergencies. If the reservation is canceled by the City, the applicant may choose a full refund or request to be rescheduled.

LIABILITY – An Insurance Rider naming the City of Falls City as an additional insured is required for all paid rentals and for all events that serve alcohol.

- All persons and groups to whom a “Use” permit has been granted must agree to hold harmless and indemnify the City of Falls City and, with respect to Falls City parks only, from any and all liability for injury to person or property occurring as a result of this permit’s activity, and agree to be liable to said City for any and all damage to any park, facility, building, equipment, and furniture owned or controlled by the City which results from the activity or permittee or is caused by any participant in said activity.
- Each permittee shall be fully responsible for the physical condition in which the facility is left. The expenses resulting from any damage or maintenance, which is above the normal level of service, shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

SOUND EQUIPMENT/NOISE –Use of amplified sound equipment must receive prior approval from the City Administrator and may require a Noise Variance Permit. Noise that violates City Ordinance is not allowed.

VIOLATIONS – Any person(s) or reservation group in violation of any applicable Oregon law or any ordinance or regulation pertaining to parks adopted by the City of Falls City shall be subject to ejection from any park, and to any and all available civil and criminal remedies.

ALCOHOL – OPTION ONLY AVAILABLE IN UPPER PARK. An alcohol permit must be approved by the City Council. Table wines and malt beverages with an alcohol content of 14 percent or less and packages in less than kegs or cases may be consumed only in areas clearly designated. Any beverage with an alcohol content over 14 percent is not allowed. When serving alcohol the permittee is required to provide OLCC permit. A liability insurance rider naming the City of Falls City as an additional insured is required when serving alcohol. The Insurance Rider must be comprehensive or commercial general liability endorsed for alcohol liability, be not less than \$500,000 combined single limits, name the City of Falls City as additional insured, and be evidenced by a certificate of insurance approved by the City Attorney.

DISCRIMINATION – The City of Falls City, under Title VI of the 1964 Civil Right Act, the U.S. Department of Interior prohibits discrimination on basis of race, color, national origin, sex, or handicap. If you believe that you have been discriminated against in a program, activity, or facility or you desire further information regarding Title VI, please write: The Office of Equal Opportunity, U.S. Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

CLEANUP – Reservation groups, at a minimum, are expected to insure that their reserved areas are picked up and all garbage is deposited in appropriate receptacles. The expenses resulting from any damage or maintenance, which is above the normal level of service, shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

FACILITY COURTESIES

Your public parks and recreation facilities deserve your respect. Please extend the following courtesies.

1. Confine fires to areas designated for such purposes. (Portable stoves and barbeque grills may be used in any area when operated safely. DO NOT dispose of hot coals in park).
2. Do not discharge firearms of any type in or into any park.
3. Keep dogs and pets on a leash except in the exercise area. Pick up and dispose of pet waste in trash receptacles.
4. Observe all other state laws and city and county ordinances.
5. Deposit litter in the proper receptacles.
6. Clean up the area at the end of use.

PARK FEES

Established by Resolution No. 2013-06 Non Refundable FEES

A. Portion of park/per day	
• Gazebo Rental	\$20.00
B. Booth Spaces	
• Individual/Non Profit	\$15.00
• Commercial Business/For Profit	\$60.00
C. Camping	No fee, but City Approval is required

PLEASE NOTE:

- All fees must be paid in advance.
- Public will not be prohibited from having access to the park during rental.