



City of Oakridge

Property Rental Application

Event: _____ ___ Small event <99 ___ Large event >100

Applicant Name: _____ Date(s) requested: _____

Hours: _____ Open at: _____

Contact address: _____ Contact phone: _____

Facility:

Rent (per day):

- Greenwaters Picnic Shelter \$40
- Greenwaters Community Building \$80
- Greenwaters Amphitheater \$500
- Greenwaters Whole Park \$1000
- WAC Classroom or Kitchen \$50
- WAC Gym \$100
- OFD Fire Hall \$50
- Osprey Park \$100
- Salmon Creek Park \$100
- Diamond View Park \$100
- OIP Disc Golf Course \$500
- OIP Lots \$200
- City Hall Conference Room \$50
- Event Signs \$5 per day per sign, *or*
\$20 per sign per entire event (up to 2 weeks)

Total Fees: _____

Street Closure(s) being requested? ___ Yes ___ No If yes, location(s): _____

Alcohol Permit (see separate application form)? ___ Yes ___ No

Amplified Music? ___ Yes ___ No If yes, estimated distance noise will be plainly audible: _____

****Any "Yes" Answers to the questions above requires City Council and/or Police Department Approval.***

Applicant signature: _____ **Date:** _____

City Approval: _____ **Date:** _____

OFFICE USE ONLY
Date paid: _____
Amount paid: _____

RULES FOR ALL EVENTS

1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your event.
2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
3. The event (including clean up), must conclude by **10pm**, *unless* a later time has been approved by the City Council prior to the event.
4. Noise levels at your event cannot *consistently* exceed **80 decibels at the distance of 500 feet** from the amplified source of the noise as measured by the Oakridge Police Department.
5. If good order is not maintained, the event may be shut down by the Oakridge Police Department for violation(s) of your facilities permit and/or City ordinance.
6. Events must comply with all city ordinances. Failure to do so may result in immediate termination of the event and permit revocation by the Oakridge Police Department or other City of Oakridge staff.
7. Unless otherwise approved by the City Council or City Administrator, all fees are *non-refundable* and must be paid *prior* to the event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Events Over 100 People

In addition to the above rules, the following rules apply to all events *over 100 people*. You must attach appropriate documentation at the time of application for the application(s) to be approved.

8. Submit an “**Event Permit Application Form**” to the Oakridge Police Chief for events over 100 people. This form must be approved by the Oakridge Police Chief prior to the event.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained & certified security for events over 100 people. At least 1 security officer per 100 event participants is required. The Oakridge Police Department *may* be hired to provide security *if* staff is available. Contact OPD at 541-782-4232 for more details.
10. Submit a Medical/Safety plan for your event. Med/Safety stations must be provided for events *over 200* people. Contact the Police Chief and Fire Chief for approval of Medical/Safety plans. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expenses incurred by the City of Oakridge for medical or safety services above what you provide.
11. If admission is charged, you must reserve the entire facility for the duration of the event.
12. Submit a copy of an **event insurance policy for at least 1 million dollars**, listing the City of Oakridge on the policy as an “additional insured.”
13. Submit an City of Oakridge **Alcohol Permit Application Form** if alcohol will be served at the event. Alcohol Permits require City Council approval.
14. Any other rules or stipulations the City may deem reasonable and necessary.
15. **Parades** have additional rules, found in Oakridge Muni Code Chapter 75 and Ordinance 942.

I agree to abide by the above conditions:

Signature: _____ Date: _____

Failure to abide by the above rules & conditions may result in sanctions including, but not limited to, refusal to rent facilities, revocation event permit, loss of non-refundable application fees, revocation of alcohol permit, citations for city code violations, and other financial penalties. Sanctions may be appealed to the City Council.