



# City of Oakridge

## Property Rental Application

Event: \_\_\_\_\_ \_\_\_ Small event <99 \_\_\_ Large event >100  
 Name: \_\_\_\_\_ Date(s) requested: \_\_\_\_\_  
 Hours: \_\_\_\_\_ Open at: \_\_\_\_\_  
 Contact address: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Facility:	Rent:
<input type="checkbox"/> Greenwaters Picnic Shelter	\$40
<input type="checkbox"/> Greenwaters Community Building	\$80
<input type="checkbox"/> Greenwaters Amphitheater	\$500
<input type="checkbox"/> Greenwaters Whole Park	\$1,000
<input type="checkbox"/> WAC Classroom	\$25
<input type="checkbox"/> WAC Gym	\$100
<input type="checkbox"/> WAC Senior Lounge	\$25
<input type="checkbox"/> OFD Community Room	\$25
<input type="checkbox"/> Old Public Works Bldg	\$200
<input type="checkbox"/> Osprey Park	\$100
<input type="checkbox"/> Salmon Creek Park	\$100
<input type="checkbox"/> Diamond View Park	\$100
<input type="checkbox"/> OIP Park	\$300
<input type="checkbox"/> OIP Overflow Parking	\$200

Total Fees: \_\_\_\_\_

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### Requires Council Approval

Street closure location:  
 Alcohol permit: \_\_\_Yes \_\_\_No  
 Noise permit: N/A  
 Nature of noise:  
 Estimated distance noise will be plainly audible:  
 Is a variance required: \_\_\_Yes \_\_\_No  
 Variance subject to event rules (see reverse)  
 Attach a list of all residences/businesses within 500 feet

Applicant signature: \_\_\_\_\_  
 Approval signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>
Date paid: _____
Amount paid: _____

### **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 concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
4. The 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 at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
7. All fees must be paid prior to event.
8. The Council reserves the right not to grant or approve facility permits to your group in the future.

### **Groups Over 100**

In addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense 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. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.