



City of Klamath Falls Development Services-Parks Division

# Downtown Parks Public Use Agreement & Conditions For Public Events & Assemblies

226 South Fifth Street; PO Box 237, Klamath Falls, OR 97601; phone 541-883-5351  
Form may be submitted via US Mail, in office or via email to: cityparksreservations@klamathfalls.city

**Please sign both pages of agreement, include any attachments and submit 14 business days prior to event**  
**Public event requests are considered on a first come basis and are not confirmed until completed agreement has been received and reviewed by the City of Klamath Falls and the Klamath Falls Downtown Association**

<b>Downtown Park Public Event Location:</b> <input type="checkbox"/> Sugarman's Corner [capacity up to 150 persons] <input type="checkbox"/> Klamath Commons [capacity up to 300 persons]		
Event Date(s)	Event Time Period (see page 2 for park hours) _____ to _____ (Includes set-up, tear-down & clean-up time)	Number of Persons Anticipated
Nature of Event/Name of Event		Electricity Requested? <input type="checkbox"/> NO <input type="checkbox"/> YES
Organization Name and Mailing Address		Contact Name and Phone Number  Email:
Will any additional items such as canopies, bounce house, booths, portable toilets, banners, etc. be used? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, briefly describe below and attach a diagram showing proposed placement of all items. For canopies or bounce house, include a description of type of tie-downs that will be used. An on-site meeting may need to be scheduled with the Parks Division at least 14 days prior to the event for approval of certain additional items proposed. <b>PLEASE LIST ANY OTHER SPECIAL REQUESTS HERE:</b>		
Will event include any for profit vendors or other for profit activities? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, describe briefly below and attach a separate sheet listing vendor names and contact information. <b>Prior approval from City Parks must be obtained at least 14 days prior to event.</b>		
Are any street or sidewalk closures proposed? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, separate permit from City Engineering must be obtained at least 14 days prior to event; please describe briefly below:		
Will sound amplification be used? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, list type of equipment and purpose:  (Unreasonably loud, disturbing or unnecessary noise is not permitted per City Code Section 5.318.)		
User shall indemnify, defend and hold the City and its officers, agents and employees harmless against any and all claims and demands, including court costs and attorney fees at trial and on appeal, arising from the use of the Park or Public Property by user due to user's negligence. I hereby certify that the statements submitted on this application are true to the best of my knowledge. I agree, on behalf of our group, to assume liability of all costs for any misuse or damage to the park area, be bound to all policies and regulations of the City of Klamath Falls and return the park site to a clean, undamaged and safe condition.		
<b>Printed Name of Applicant/Responsible Party</b>		<b>Signature of Applicant/Responsible Party</b>
		<b>Date</b>



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## Conditions for Public Events Held in Downtown Parks Applicant/Responsible Party please sign below

- Downtown Park hours are as follows: April through September open 6:00 a.m. to 10:00 p.m.; October through March open 6:00 a.m. to 8:00 p.m. (City Code 9.005, ORD. 9-16).
- City Code 5.438 does not allow the use of alcohol in Downtown Parks or on public property within the City.
- Smoking, vaping and tobacco use are prohibited in City-owned parks, marinas, cemeteries and natural areas (City Code 5.448).
- No person shall create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing or unnecessary noise inside the City limits (City Code 5.318).
- No person shall intentionally cause public annoyance or alarm by using abusive language or making an abusive gesture in a public place within the City limits (City Code 5.321; ORD. 6324.1980).
- General park clean-up is the responsibility of the applicant/responsible party. All litter must be picked up during and after the event. Failure to clean the facility after use may result in denial of future use privileges.
- Pets must be leashed at all times.
- Event activities shall not block public access to the park by putting fencing or other barriers across public walkways, sidewalks or roadways. Sidewalks shall remain clear for pedestrian travel. If sidewalk closure is proposed, prior approval must be secured 14 days prior to event.
- No person shall erect signs, markers or inscriptions of any type in a park or upon public property within the City limits.
- No person shall build or maintain a fire.
- No paint, chalk or any other form of markings shall be used on sidewalks, asphalt, lawn areas or any surfaces within City Parks or on public property.
- If canopies are requested, the Parks Division must approve the type of tie-downs to be used in order to avoid any damages to the facility; applicant/responsible party shall be responsible for tie-downs or damages.
- No staples or nails shall be used on any surfaces; twine or tape used to hang temporary signage or banners shall be immediately removed by applicant/responsible party; banners or signage require prior approval.
- Electricity use must be coordinated with Klamath Falls Downtown Association. All electrical cords shall be securely covered and routed away from pedestrian travel.
- Failure of the applicant/responsible party to comply with said conditions shall constitute grounds for immediate revocation and/or future use privileges.

**I have read, understand and agree to abide by the above Conditions for Public Events Held in Downtown Parks.**

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<b>Printed Name of Applicant/Responsible Party</b>	<b>Signature of Applicant/Responsible Party</b>	<b>Date</b>
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**Public Event Location:**  Sugarman’s Corner  Klamath Commons

**Event:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_