



Public Space Reservation/Event Form

City of Klamath Falls Parks/Development Services
 226 S. 5th St., P.O. Box 237, Klamath Falls, OR 97601

Applications must be submitted with all required attachments and fees 14 days prior to reservation (40 days prior for Special Events)
 This form serves as a single application for Park Space Reservations and Special Event Permits

Please email this form to: cityparksreservations@klamathfalls.city

What permit(s) do I need for my event?

- Event (151 persons or greater).....Special Event Permit
- Event (151 persons or greater) will take place within the public right of way (roads, sidewalks, etc.).....Special Event Permit
- Event (151+) will last longer than or will be reoccurring for longer than 48 hours.....Special Event Agreement (contact Park Staff)
- Park Space Reservation (150 persons or less).....Reservation Permit

<input type="checkbox"/> Event in a City Park City Parks Division For questions email Janna at: jmicka@klamathfalls.city Phone 541 883-5368	<input type="checkbox"/> Event on other Public Property Development Services For questions email Ray at: Ray@klamathfalls.city Phone 541 883-5291	Event Location (park facility/public property location)
Event Date(s)	Event Time Period _____ to _____ (Includes set-up, tear down & clean up time)	Anticipated Attendance
Name/Nature of Event		
Name or Organization Name and Mailing Address <input type="checkbox"/> This Organization is a Non-profit		Contact Name, Phone Number & Email
Admissions Policy: <input type="checkbox"/> Open to Public at No Cost <input type="checkbox"/> Open to Public with Fee <input type="checkbox"/> Private Event		
Electricity Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO Water Hookup Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO (utilities not available at all facilities)		
Will any additional items such as tents, tables, chairs, bounce houses, vendor booths, etc. be used? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe proposed placement of items using a separate sheet if necessary. Tents should be self-supporting; stakes, signs or banners require pre-approval.)		
Will any for-profit vendors be participating? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach a list of vendors and contact information.)		
Will event have any impact on the public right of way or access to nearby properties? <input type="checkbox"/> YES <input type="checkbox"/> NO (Applicant must describe and submit a separate traffic control or sidewalk closure plan; an obstruction of public way permit may be required.)		
Will sound amplification be used? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, list the type of equipment below and purpose.) (Unreasonably loud, disturbing or unnecessary noise is not permitted per City Code Section 5.318.)		
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 public space, be bound to all policies and regulations of the City of Klamath Falls and return the site to a clean, undamaged and safe condition.		
Printed Name of Responsible Party	Signature of Responsible Party	Date



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Insurance Requirements

Insurance must be provided by the applicant for all public events (any number of persons), Special Events (151 persons or greater) or events that utilize recreational items such as bounce houses, dunk tanks, amusement rides, or similar. The insurance must also meet the following requirements:

- **A Certificate of Liability Insurance** providing for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
- The Occur block and Additional Insured block under General Liability on the Certificate of Liability Ins must be marked
- The policy effective and policy expiration dates need to cover the event
- Description of Operations Block needs to contain "Additional Insured: City of Klamath Falls, its elected officials, employees, agents, and volunteers."
- The mailing address for the Certificate Holder Block:

Event in a City Park	Event not in a City Park
City of Klamath Falls	City of Klamath Falls
Parks Division	Development Services
PO Box 237	PO Box 237
Klamath Falls, OR 97601	Klamath Falls, OR 97601
- **An Endorsement** naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured
- Certificate can be emailed to the appropriate email address listed on page 1 of this application

Recreational Immunity Statement (Applicant to fill in for Events in a City Park)

Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity from liability does not apply if the owner (the City) charges for permission to use the land. The fee charged by the City is only for the use of the designated facility and/or related amenities in the designated area(s) and date(s) listed below.

Event: _____

Event date(s): _____

Park/facility/area(s): _____

Other uses of this park, or any use of the property outside the designated area, are not subject to a charge and therefore, the City is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.

Indemnification Statement (Signature required for all Events)

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 City or Public Property by user due to user's negligence.

Printed Name of Responsible Party

Signature of Responsible Party

Date



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Conditions for Events Held in a City Park or on Public Property

The event shall be conducted in accordance with all requirements of the Park and Marina Use Policy and the Special Events Section of the City Code.

- Alcohol use is prohibited in City-owned parks, marinas or public property. [City Code 5.438]
- Smoking, vaping and tobacco use are prohibited in City-owned parks, marinas, cemeteries and natural areas. [City Code 5.448]
- Unless otherwise posted or provided for in the issued permit, no person shall be in any City park or marina between the hours of 10:00 pm and 6:00 am of the following day during the months of April through September and between the hours of 8:00 pm and 6:00 am of the following day during the months of October through March, unless the City park or marina has a specific time posted in which case no person shall be in that City park or marina between the hour posted and 6:00 am of the following day. [City Code 9.005]
- General park and public property clean-up is the responsibility of the applicant. All litter must be picked up during and after the event. Failure to clean the reservation or special event area after use will result in denial of deposit refund and may result in denial of future reservation and use privileges.
- No person shall create, assist in creating, permit, continue, or permit the continuance of any unreasonably loud, disturbing, or unnecessary noise in the City. [City Code 5.318]
- ADA parking spaces must be made available during the event.
- Vehicles are not allowed on lawn/landscape without prior permission; unload and load from the curb.
- Pets must be leashed at all times. Pets not allowed in playground or picnic areas except for service animals.
- The City Parks Division must approve inflatables, canopies and any items which will be staked or placed on lawn areas in order to avoid damage to irrigation system, underground utilities or turf. Applicant shall be responsible for any damages caused to underground utilities or turf.
- No person shall block public access to a park by putting fencing or other barriers across public walkways or roadways. Sidewalks shall remain clear for pedestrian travel. Public access to the Veterans Memorial in Veterans Park shall remain open and unobstructed at all times.
- When crowds over 500 are expected or food vendors are involved in the event, the City requires extra waste receptacles at the rate of 3-yard drop box for every 250 persons anticipated. Please contact Waste Management to make arrangements, 541-884-6114.
- No person shall erect signs, markers or inscriptions of any type in a park or public property within the City. No paint, chalk or any other form of markings shall be used on asphalt, sidewalks, lawn areas or any other surfaces in a City park or public property.
- No person shall build or maintain a fire.
- Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes if the use of the park is not subject to a fee.
- Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of permit, deposits may be withheld and additional charges for any damages will be assessed.

I have read, understand and agree to abide by the above Conditions for Events Held in a City Park or on Public Property:

Printed Name of Responsible Party

Signature of Responsible Party

Date



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Special Events [151 persons or greater], check those which apply and describe below:

Additional Waste Receptacles are required if more than 500 people are anticipated or if food vendors will be present at the rate of one 3-yard drop box for every 250 persons. Arrangements can be made with Waste Management 541 884-6114.

Portable Toilets are required for crowds larger than 250, at the rate of one (1) portable toilet for every additional 125 persons anticipated. (Ratio minimum of one (1) ADA toilet per six (6) regular toilets). Arrangements can be made with Jefferson State Plumbing 541 882-2952 or American Sanitation 541 882-0045.

Medical Services: All events are required to have at least one individual trained in basic first aid with a basic CPR certification. Each event of more than 1,000 persons shall have at least a first-aid station staffed by two individuals trained in basic first aid with basic CPR certifications. Each event that exceeds 2,500 persons shall have at least one ambulance or rescue vehicle in attendance at all times.

Public Safety: One **traffic control** person and one **crowd control** person are required for each 200 persons anticipated to be in attendance at any time during the event. The policing personnel must wear an appropriate identifying uniform.

Parking Facilities:

- Submit a drawing on a separate sheet showing that adequate parking facilities, including ADA parking spaces, have been made available within or adjacent to the event location or describe below.

- For requested road closures indicate where you will obtain the street barriers and road closure signs and attach a road closure plan.

Event activities or participants cannot interfere with marina boating activities. The Veterans Park marina parking lot is reserved for marina users only and restricted for event use. Portions of the Marina I and Marina II parking lots at Moore Park are restricted for event use as well. Public access to the Veterans Memorial shall remain open and unobstructed at all times. The Veterans Memorial is not for event use except by special permission.



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Public Space Reservation Fees

Reservation Area	Use Fee Per Day/Area**		
	Half Day Use*	Full Day Use	
Covered Picnic Area/Pavilion [includes Kit Carson and Marina II]	\$50	\$75	
Moore Park Picnic Area A or B	\$50	\$75	
Moore Park Picnic Areas A & B [Reserved Together]	\$100	\$150	
Lawn Area, Sports Field or All Other Spaces	\$50	\$75	
Moore Park Gingerbread House	N/A, full day rental only	\$75	+ \$25 refundable key deposit

*Half day = park open to 1 pm or 2 pm to park close

**\$25 of the Use Fee is non-refundable; balance of Use Fee is refundable if cancellation is made no later than 72 hours before reservation date

Special Event Fees

Attendance	Per Event	Per Day/Area			Total (Including Deposit)
	Deposit* (refundable)	Janitorial Fee	Use Fee* Non-Profit Organization	Use Fee** All Others	
151-250 People	\$50	\$25	\$100	\$150	Non-Profit: \$175 All Others: \$225
251-500 People	\$50	\$25	\$125	\$250	Non-Profit: \$200 All Others: \$325
501-1000 People	\$300	\$50	\$150	\$350	Non-Profit: \$500 All Others: \$700
1001-2000 People	\$300	\$50	\$175	\$450	Non-Profit: \$525 All Others: \$800
2001+ People	\$300	\$100	\$200	\$550	Non-Profit: \$600 All Others: \$950
Special Events on public property other than a City Park: \$50 non-refundable Permit Fee					

A \$25.00 refundable key deposit is also required for any City key issued; keys must be returned within 3 business days after event

*Deposit is refunded if the reserved facility/area is left clean, undamaged and all city property has been returned; deposit refunds are processed automatically via check by mail; applicant should receive a refund check within 15 business days after the event

**\$50 of Use Fee is non-refundable; balance of Use Fee is refundable if cancellation is made no later than 72 hours before start of event date

For City Office Use

Reservation/Event Area		Event Date(s)		Event Time Period		Anticipated Attendance	
Permit Type: <input type="checkbox"/> Special Event Permit <input type="checkbox"/> Park Reservation Permit <input type="checkbox"/> Special Event on Public Property							
Permit Fee \$		Use Fee \$		Janitorial Fee \$		Deposit \$	
Key Deposit \$		Total Fees \$		Date Fees Paid		Method of Payment	
Receipt #		Payment Taken By		Fees Paid By/Contact Information		Name/Mailing Address for Deposit Refund	
Deposit Refunded?		Date Refunded		<input type="checkbox"/> Yes		<input type="checkbox"/> No	