



PARK RESERVATION REQUEST FORM
GEORGE KITCHEN UPPER PARK

Request Date: _____

Printed Name/Organization: _____

Is this Organization Non-profit? Yes No N/A

Phone Number: _____ Email Address: _____

Nature of Event: _____ Estimated Attendance: _____

Event Date: _____ From: _____ a.m. /p.m. to _____ a.m. /p.m.

CHECK ALL THAT APPLY:

- Gazebo Rental: Yes No
- Power at Site: Yes No
- Overnight Camping: Yes No *Requires Council approval
- Alcohol: Yes No *Requires Council approval
- Amplified Sound Equipment: Yes No *Requires Council approval

For amenities that require City Council approval, please see the City Recorder to have this park reservation request form put on the council meeting agenda. City Council must approve these amenities prior to your reservation date.

I, _____, have reviewed the City of Falls City Park rules for use and general reservation information, and hereby agree to comply strictly with and be legally responsible for all the rules and regulations of the park.

I, _____, indemnify and hold the City of Falls City, its officers, agents, and employees, harmless from and against all claims, liabilities, demands, damages, or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the use of the park, by the responsible organization, group or individuals.

PRINT FULL NAME: _____

SIGN FULL NAME: _____ DATE: _____

FOR CITY STAFF USE ONLY:

APPROVED DENIED DATE: _____

CASH CHECK CHECK #: _____ RECEIPT #: _____

CONFIRMATION GIVEN TO APPLICANT: YES NO

POSTED ON CALENDER: YES NO

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 set up and cleaning.

RESERVATION CHANGES: Once the permit has been filed, no changes in hours will be allowed less than 5 business days prior to the date of the event, except in emergency cases. The City Administrator must approve such exceptions. The city reserves the right to cancel any reserved park or facility events due to unforeseen circumstances. If the reservation is cancelled 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.

CLEANING: Each permittee shall be fully responsible for the physical condition in which the gazebo and park are 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.

VIOLATIONS: Any person (s) or reservation group in violation of any applicable Oregon law or City ordinance pertaining to parks shall be subject to ejection of all parks.

FACILITY COURTESIES:

- Portable stoves and barbeque grills may be used in any area when operated safely
DO NOT DISPOSE OF HOT COALS IN THE PARK
- Do not discharge firearms of any type in the park
- Keep dogs and pets on a leash except in the exercise area. Pick up and dispose of pet waste in trash receptacles
- Deposit all garbage into proper receptacles

PARK FEES:

Established by Resolution No. 2013-06

Gazebo Rental Fee	\$20.00
Booth Space for Individual/Non-profit	\$15.00
Booth Space for Commercial/For Profit	\$60.00

PLEASE NOTE: All fees must be paid in advance. All fees are nonrefundable unless the event is cancelled by the city. The public will not be prohibited from park access during the park rental.