

**BROWN PARK & OTHER CITY PROPERTIES --- GASTON, OREGON
Building/Grounds Use --- Request Permit Form**

Event #05- _____

Request Date _____

Event Date(s) _____

Event Name: _____

Renter/Responsible person name: _____

Renter/Responsible person phone & address: _____

Permit must be processed during regular business hours at Gaston City Hall and prior to the event. (Hours: Mon - Fri, 8am - 4pm)

The "Park" or any "City" venue/space/property shall only be used for the purpose as specified in this document between the "Renter" and the "City of Gaston". Failure to comply can result in immediate cessation of the event.
RENTER SIGNATURE _____ **Date** _____

PLEASE REMEMBER that City or school functions/activities will take priority over non-City/non-school activities. If there is a conflict, you may have to cancel or resubmit the Request Permit Form to reschedule your activity.
RENTER INITIAL _____

Permit and Conditions of Use: _____ **RENTER INITIAL** _____
A copy of this Permit must be posted on the site during the event.

CATEGORY

Gaston Sport Organization: _____

Gaston School: _____

Other: _____

Venue requested is:

_____ Brown Park
_____ Other Facilities (name): _____

Capacities:

_____ Approx. Number of Participants

_____ Approx. Number of Spectators

Occurrence: (check one) One time _____ Weekly _____ Monthly _____ Other _____

**BROWN PARK & OTHER CITY PROPERTIES --- GASTON, OREGON
Building/Grounds Use --- Request Permit Form**

Day(s) of the week Mon____ Tue____ Wed____ Thu____ Fri____ Sat____ Sun____

Date/event: _____	Start time: _____	End time: _____
Date/event: _____	Start time: _____	End time: _____
Date/event: _____	Start time: _____	End time: _____
Date/event: _____	Start time: _____	End time: _____
Date/event: _____	Start time: _____	End time: _____

Admission: _____ Yes, admission will be charged. If yes, how much? _____
_____ No admission charge.
_____ Non-profit event (non-profit number _____)
_____ For-profit event

Description / type of event: _____

Renter/Requester of venue/facility/space reservation:

Name: _____
Address: _____
City-State-Zip: _____
Phone, fax: _____

Sponsor of event :

Name: _____
Address: _____
City-State-Zip: _____
Phone, fax: _____

Activity Supervisor #1 : Activity type: _____

Name: _____
Address: _____
City-State-Zip: _____
Phone: _____

Activity Supervisor #2 : Activity type: _____

Name: _____
Address: _____
City-State-Zip: _____
Phone: _____

Property Damage:
Any damage to property is the "Renter(s)" responsibility. Trash pick-up, electrical usage, water usage or other cost to the City will be billed to "Renter". Areas are rented with the equipment at the

BROWN PARK & OTHER CITY PROPERTIES --- GASTON, OREGON

Building/Grounds Use --- Request Permit Form

site. DO NOT MOVE equipment from other sites or install equipment without permission from the City of Gaston. Additional chairs, tables and other equipment will be the responsibility of the "Renter" to provide and remove.

RENTER INITIAL _____

Fee Schedule (\$ USD):

Ground fee: _____
 Custodial fee: _____
 Damage Deposit (refundable) _____
 Additional fees: _____
TOTAL USAGE FEE: \$ _____

Renter:

Fee verification signature, **before** event:
 Date: _____ X _____

Fee verification signature, **after** event:
 Date: _____ X _____

In-kind work/value *see pg4, line 9: _____
 Waived fee: _____
 Deposit received: _____
TOTAL DUE: \$ _____

City: Payment rec'd: _____

Deposit: Deposit for park rental is one half (1/2) of the total usage fee, refundable 10 business days after the event, based on compliance with usage guidelines .

Fees:	2 hours	_____ \$35, One field	_____ \$70 Two fields	_____ \$105 All fields
	5 hours	_____ \$75, One field	_____ \$150 Two fields	_____ \$225 All fields
	All day	_____ \$100, One field	_____ \$200 Two fields	_____ \$300 All fields

Set-up & tear-down instructions: _____

Reason for waived fee: _____

Comments/Special Use Condition: _____

"City" Approved/Initial: _____

Requester Signature & Agreement:

I have read and initialed each required item on this permit form and I agree to assume all responsibility (i.e. financial & insurance coverage, etc.). I have also read and agree to assume responsibility for Brown Park policies (posted in the park) for using City grounds and facilities.

Signature: _____ **Date:** _____

City of Gaston:

Authorized signer: _____ **Date:** _____

BROWN PARK & OTHER CITY PROPERTIES --- GASTON, OREGON Building/Grounds Use --- Request Permit Form

User(s) of Brown Park or other City of Gaston property are responsible to:

(Renter: Initial
each item below.)

1. Adhere to all posted **rules of conduct (see attached)** for Brown Park with the understanding that failure to comply may result in forfeiture of use privileges, fees paid and a possible referral to law enforcement officials for removal from premises and an issue of a trespass warrant. Gaston City policy states "no person on Gaston City property will consume, sell, give or deliver tobacco, drugs or alcoholic beverages to a minor."
2. Provide verification copies of any local municipal required and/or **noise limit permits** (i.e. sound equipment).
3. Provide **security and continuous adult supervision** for all utilized, adjoining and accessible areas to prevent inappropriate, dangerous or damaging activities during use and provide a means of contacting (to include pager/cell phone) the responsible person(s) "on site" during the event.
4. Provide **adequate restroom/toilet facilities** for outside events at the expense of the "renter". Adequate service(s) and location(s) being defined by the City of Gaston prior to the event.
5. **Equipment and furniture:** Provide equipment and furniture needs in excess of what is available with the space as well as arrangements for set-up and tear-down of equipment and furniture **by other than City staff**.
6. Collect and remove all trash/rubbish from the areas utilized, including parking lots "immediately" after the event. **Trash must be removed from City property and not deposited in City trash containers.**
7. Comply with all use/frequency restrictions imposed to reduce damage and allow for area servicing and **turf regeneration**.
8. Provide "accurate" event schedule **prior** to the event with all team, game and event times being defined. **Please notify City of Gaston three (3) business days (72 hours) prior to event.**
9. ***Provide "in-kind" payment/work plans, schedules or agreements for evaluation to the Gaston City Council at regularly scheduled Council meetings at least one (1) month prior to event regarding facilities/grounds use.** (See "Fee Schedule" on page 3.)
10. A designated food service manager will be responsible for all permits, set-up and tear-down of equipment. **Food service manager is responsible** for removing all service containers and trash from the event and City property.
11. Provide **insurance coverage verification copy** with this event **Request Permit Form** naming the City as additionally insured for any injury or losses resulting from the assembly, event or competition. If this is a personal use event, provide the name and phone number of your insurance provider in the space provided immediately below:

Insurance company name: _____
Policy number: _____ Phone number: _____
12. **Report damage(s) promptly** to ensure usability and security. Permission is required for use of nails, tacks, tape, and building of equipment, etc. and for attaching objects to City property.
13. Failure to abide by use guidelines may result in loss of privileges; **forfeiture of fees paid and/or deposit**. Any damages or costs resulting to the facilities/grounds will be the financial responsibility of the renter/requester. **Failure to pay for repair of damages may result in loss of future privileges and legal recourse.**
14. Candles or other sources of **open flame are not allowed** for any cooking, decorations or ceremonies, without first obtaining approval from the City and approval from the fire authority **72 hours prior to the event.**

PARK REGULATIONS

USER PERMITS REQUIRED:

NO ANIMALS ALLOWED:

NO BICYCLES:

TRICYCLES OR SIMILAR TYPE VEHICLES OR MOTORIZED VEHICLES.

NO OPEN FIRES:

BAR-B-QUES ALLOWED IN DESIGNATED AREAS.

ALCOHOLIC BEVERAGES:

PROHIBITED.

CLOSED:

11PM TO 6 AM

NOT RESPONSIBLE:

FOR LOSS OF PERSONAL PROPERTY OR DAMAGE TO VEHICLES.

ALL PERMITS: ARE FEE BASED.

OBTAIN AT GASTON CITY HALL:

**THANK YOU FOR YOUR COOPERATION
CITY OF GASTON
PARKS COMMITTEE**