



## CITY OF SILVERTON COOLIDGE MCCLAIN PARK FACILITY USE AGREEMENT POLICIES

### Application Requirements/Fees

1. Any person(s) or organization wishing to reserve specific area(s) in Coolidge/McClaine Park must submit a completed Facility Use Permit. All required fees shall accompany the permit. Checks must be made payable to the City of Silverton.
2. Event Permits are non-transferable.
3. Reservations will be accepted beginning October 1 for the following season. The park is available for rentals May 1st-Sept. 30th. Applications for rental will not be accepted less than 14 days in advance of the event.
4. Rentals and keys will be arranged through the City of Silverton Maintenance Division, 830 McClaine Street, Silverton, Oregon; Monday through Friday 8:30 a.m. to 3:00 p.m. Phone 503-874-2281. Building keys can be picked up no sooner than one day prior to the event and must be returned immediately upon vacating the premises. If it is after hours, keys can be dropped off in the mail slot located on the outside utility drop box at the Silverton City Hall located in the parking lot at 306 S Water Street. A fee will be assessed for non-return of the key, sufficient to cover the cost of re-keying the facility.
5. A separate clean-up/damage deposit check must be submitted at least 30 days in advance of the event. The deposit is in addition to the rental fee and guarantees the reservation. When eligible, deposits will be returned within 30 days after the event.
6. The City reserves the right to set additional conditions for use prior to issuance of the Facility Use Permit.

### Insurance

The City requires the applicant to obtain General Liability Insurance Coverage in the amount of \$500,000 per occurrence in the following situations:

- The rental of the pavilion; and/or
- The rental of the pavilion kitchen.

In such cases, the applicant must provide the City with a Certificate of Insurance naming the **City of Silverton** as an **additional "Named Insured."** The certificate must accompany the signed Facility Use Agreement Policies before a permit will be issued.

### Cancellation

1. The City reserves the right to cancel a Facility Use Permit prior to use and will return the rental fee and clean-up/damage deposit, if the City initiates a cancellation.
2. Any person(s) or organization asked by the City to leave the park during their event because of a violation of the general rules or Silverton Municipal Code, shall forfeit their rental fee and clean-up/damage deposit.
3. A reservation cancellation must be submitted in writing. Cancellations made at least sixty (60) days in advance of the scheduled use date will be fully refunded. Cancellations made less than sixty (60) days before scheduled use will forfeit the rental fee. All fees must be paid in full before the permit is issued.

**Occupancy**

1. The park facilities are available for use from 8:00 a.m. to 8:00 p.m., seven (7) days a week.
2. Rental hours include set-up and clean-up. Facility rentals are scheduled thirty (30) minutes apart, therefore rental hours must include set-up and clean up to avoid overlapping into another event.
3. Rental hours are indicated on the Facility Use Permit. In the event park facilities are not vacated at the agreed upon time, additional rent will be charged in 30 minute increments and deducted from the clean-up/damage deposit.

**General Rules**

1. Loud music and/or noise will not be tolerated unless approved by the City. If noise exceeds reasonable sound limits, the City and Silverton Police Department reserve the right to terminate the Facility Use Permit immediately. Please contact the Maintenance Division at 503.874-2281 for information about obtaining an Amplified Sound Application.
2. Campfires are prohibited.
3. Equipment, supplies or other products belonging to private groups may not be stored in the park pavilion, kitchen facility, or on park grounds prior to, or after, applicant’s function.
4. When renting the park pavilion and/or kitchen, only one vehicle may be driven into the park to deliver materials to the shelter/kitchen on the day of the event. That vehicle must have a visible tag on the dashboard indicating it is the authorized car. All other vehicles associated with the event must be parked in available public parking spaces designated for the park.
5. The applicant shall accept responsibility for any theft or damage to park equipment, inventory, or rented facility used during the rental period.
6. The applicant agrees to NOT leave the kitchen facility unattended.

**Use of Alcohol**

Alcoholic beverages are prohibited in the park unless approved by the City. Please contact the Maintenance Division at 503.874-2281 for information about obtaining an Alcohol Permit Application. A violation of this provision will result in a citation being issued for violation of the Silverton Municipal Code related to “Violation of a City Permit.”

**Clean-Up**

1. The applicant is responsible for all clean-up. Groups must leave the facility clean and remove all personal items immediately following the event. It is the responsibility of the applicant to provide their own cleaning supplies for use in the kitchen facility.
2. No food shall be left in the kitchen facility or on park grounds. The surrounding area must be left clean and trash free; trash is to be bagged and placed in the trash barrel located in your section.
3. Failure to properly clean-up following your event will result in forfeiture of the clean-up/damage deposit.

**I hereby certify that I have read and understand the facility use agreement policies for Coolidge/McClaine Park.**

\_\_\_\_\_   
Applicant Name (printed)

\_\_\_\_\_   
Applicant Signature Date