



Lane County Parks
Special Use Permit Application

Mail completed form with \$20.00
processing fee (non-refundable) to:
Lane County Parks
3050 N Delta Hwy
Eugene, OR 97408

Make check payable to:
LANE COUNTY PARKS

Please read the following carefully and fill out the form completely and then sign it
before mailing it in. Failure to comply with park rules and the terms of this permit may
result in a citation and may affect your future use of the park. All vehicles subject
to year round parking fee. Picnic reservations or Special Use Permits do not include
parking. If you would like to purchase Group Admission Passes in advance please
call the Parks Office at 541-682-2000.

Park Name: _____ Date(s) of Event: _____

Group or Organization: _____

Address: _____

On-site Contact Person: _____ Phone: _____(W)

Will be present at the event: Yes _____ No _____(H)

_____ (C)

Alternate Contact Person: _____

(Must be present at the event)

Proposed Activity: _____

Area(s) of Park to be Used: (Site No. or Letter) _____

Approximate Number of People Attending: _____

Event Start Time: _____ A.M. /P.M. End Time: _____ A.M. /P.M.

(Allow time for set-up, takedown, and clean up. Site will be available to you after 10:00 a.m. on
day of event. ALL vehicles and visitors must leave park by dusk.) There is a \$3.00 parking fee per
vehicle not included in permit or reservation fees.

The final approved permit is based on representations made on this application.
Misrepresentations of fact are grounds for voiding the permit. Permit holder agrees to comply with
the park rules and to all conditions of approval listed below. Permit holder must have their copy of the
Special Use Permit with them during the event.

Permit holder agrees to hold Lane County harmless against all claims for loss or damage resulting
from permit holder's use of premises.

Please leave areas used by your group/organization clean so others may also enjoy the park. Your
group/organization will be charged for repairs and/or excessive clean-up costs attributable to your
use of the park.

We are glad you chose a Lane County Park for your event and we appreciate your cooperation in helping us to maintain and preserve the beauty of our parks.

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Your group's designated contact is required to meet with a Park Representative at least two weeks prior to your event to discuss its staging. Please call **682-2007** to set up an appointment (leave a message as to the best time and phone number to reach you). In most cases you will not have to meet on site, however if a meeting is necessary, it will be on a weekday between 3:00 p.m. and 4:00 p.m. Please note that the Parks Staff are the official representatives of Lane County and make the final on-site decisions concerning the set-up of events in the park.

Please check ALL of the following that apply to your event and your use of the park:

- Vehicle(s) on lawn or off parking lot (for example, Caterer, Equipment Vehicle, etc.) All vehicles must be parked on the paved parking areas. Absolutely no vehicles are allowed on the turf without prior permission or direction.
- Use of amplified equipment (not allowed prior to 10:00 a.m. or after 8:00 p.m.):
 Stereo Band Public Address System
- Overnight use of the park (not allowed in any County Park not designated as a campground, except under certain circumstances, for example, when Security is needed, etc.), if allowed...
 ...will RV's be used? Yes No Tents? Yes No
- Your group/organization will be charging an admission/registration/parking fee in order for your guests/participants to attend this event.
- Sale of Goods or Services (is not allowed in any County Park without prior approval and also may be Subject to U.S. Army Corps of Engineer and L.C. Environmental Health Dept. approval.)
- Sale of Beer, Wine, or Liquor (is not allowed in any County Park without prior approval and also may be Subject to U.S. Army Corps of Engineer and L.C. Environmental Health Dept. approval, and must meet OLCC requirements – licenses, permits, etc.)
- Soliciting or Advertising at your event **or** for your event. (Written material must be approved by Lane County Parks prior to publication or use.)

Placement of all equipment and activities must be coordinated with the Park Rangers prior to setting up:

- Use of your own personal **or** your organizations equipment (please indicate all that apply):
 - Barbecue(s): BBQ trailer or large BBQ in addition to those provided at the site:
No. of BBQ(s): _____
 - Additional Tables and/or Chairs: No. of Chairs: _____ No. of Tables: _____
 - Volleyball Poles
 - Booth(s) - No. Being Used: _____ Size of Booth(s): _____
 - Miniature Golf/Disc Golf
 - Tents and/or Awnings (other than for camping) - No. Being Used: _____
Size: _____
 - Stage (this includes using a flatbed truck for a stage) -- Size: _____
 - Bounce House, Slide, or Other Inflatable (Requires your own generator)
 - Other: _____
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The activities listed below will require a Certificate of Insurance in the amount of \$500,000 general liability plus additional insured. A copy of the proof of insurance must be provided to the Parks Office a minimum of 30 days prior to the date of the event.

- Hazardous activities planned (please indicate all that apply):
- Dunk Tank (At some locations you may be required to provide your own water.)
- Fireworks (Illegal fireworks are strictly prohibited and during high fire danger all fireworks may be prohibited.)
- Rides (Pony Rides, Hot Air Balloon Rides, Motorized Rides, etc.)
- Skydiving
- Weapons (BB Guns, Archery, etc.)

- Bounce House, Slide, or Other Inflatable's

- Other: _____

If your group/event exceeds the recommended number of people this site will accommodate, please describe below how you will address the following issues (use additional paper if needed):

- 1) Safety and Emergency Medical Needs
- 2) Sanitation Including Toilets, Water, Garbage Disposal, and Litter Pick Up
- 3) Traffic and Crowd Control
- 4) Clean Up and Restoration of Damages

1. _____
2. _____
3. _____
4. _____

I, the undersigned, hereby save, indemnify, and hold harmless Lane County and the U.S. Government from any liability or damages incurred by myself or any third party while using park facilities. I also understand that permission to use park facilities carries with it the duty to reimburse the County for any damage to County property. I understand that this agreement does not release the County or its officers, employees, and Board members where gross negligence is established. I also agree to comply with the Lane County Park Rules, and to the conditions of approval listed on the final permit.

(Signature)

(Date)

- Approved Disapproved

(Parks Representative)

(Date)

Lane County Parks, 3050 N Delta Hwy, Eugene, OR 97408 541.682.2000

Recreate With Us... You'll Be Glad You Did!