

## PARK SHELTER RESERVATION INFORMATION

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Thank you for choosing to hold your next event at one of Philomath's beautiful park shelters. This application is required for all park shelter reservations. Please review this information in its entirety to become aware of all park shelter regulations and ensure your compliance. People may use any of the large outside shelters on a first-come, first-served basis as long as another group has not already reserved it. The small neighborhood park shelters are not able to be reserved.

### Available Days and Time Blocks

All park shelters are available for reservations year round and may be reserved up to one year in advance of the event date on a first come, first served basis with the exception of a few annual community events that take precedence. Public restrooms are winterized and closed from October 15<sup>th</sup> – April 15<sup>th</sup>.

The Shelters may be reserved for a flat fee per time block.  
The Time Blocks are:

<b>Block 1</b>	<b>Block 2</b>	<b>Block 3</b>
8:00 a.m. to 11:00 a.m.	12:00 p.m. to 4:00 p.m.	5:00 p.m. to 9:00 p.m.

### Reservation fees

<b>Kugler Shelter</b>	Monday-Friday:	Monday-Friday:	Saturday-Sunday & City	Saturday-Sunday & City
	<b>Resident</b>	<b>Non-Resident</b>	observed holidays:	observed holidays:
			<b>Resident</b>	<b>Non-Resident</b>
Block 1	\$15	\$45	\$50	\$125
Block 2	\$20	\$50	\$50	\$125
Block 3	\$20	\$50	\$50	\$125

<b>Shelter</b>	<b>Resident*</b>	<b>Non-Resident</b>	<b>Blocks</b>
City Park Shelter #2	\$ 0	\$ 25	Block 1, 2 or 3
Marys River Park	\$ 0	\$ 25	

You may reserve the shelter for more than one block but will be charged on a per block basis regardless of whether you use the entire block of time or not.

### Food Concession or Preparation

County health regulations require that a restaurant license be obtained if food is served, sold or given away at any public event. However, a license is not required for private events limited to members and/or invited guests. For more information, please contact the Benton County Health Department at (541) 766-6835.

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Cooking, grilling and barbequing are allowed at all outdoor shelters but NOT permitted within the indoor portion of the Randy Kugler Community Hall. Within the Randy Kugler Community Hall you may only warm, prepare, serve and consume food and drink. Brewing coffee and heating water is permitted.

### **Alcohol**

Philomath Municipal Code 9.10.060(J) prohibits the consumption of alcoholic beverages in city parks, unless a permit has been issued by the Chief of Police (or their designee). With this permit, alcohol may be furnished to the group's invited guests under the following conditions:

- No alcoholic beverages shall be sold without a permit from the Oregon Liquor Control Commission.
- No alcoholic beverages shall be provided to any person who is not an invited guest of the group or to any person under the age of 21 years or to any person who is visibly intoxicated.
- Insurance coverage naming the City of Philomath as an additional insured is required.
- No alcoholic beverages in excess of 14% alcohol.
- The event is not for the express purpose of serving alcohol.
- This permit will become null and void if park reservation is canceled or postponed.
- Permit may be revoked at anytime.

For events requesting an Alcohol Permit, proof of insurance must be provided and approved by City staff prior to issuing an Alcohol Permit. Proof of Insurance shall be provided no less than 14-days in advance of the event. Should the City receive a coverage cancellation notice in advance of the event, the permit will be invalid.

### **For events with alcohol sales:**

- If you are planning to sell alcohol at your event, you will need to provide copies of approved permits and licensing obtained through Oregon Liquor Control Commission. The direct sale of alcohol is prohibited without additional City approval, and Liquor Liability Insurance coverage.
- See the Alcohol Permit for additional requirements.
- See "Insurance Requirements" section listed below.

### **Events with more than 200 attendees**

For all events with more than 200 attendees a comprehensive general liability insurance ("event insurance") policy is required.

- See "Insurance Requirements" section listed below

### **Sound Amplification Equipment -Broadcast Permit**

A Broadcast Permit is required for all sound amplification equipment involving speakers to broadcast music, news, speeches or general entertainment. All amplified equipment must be turned off by 9:00 p.m. Non-amplified music is allowed without a permit.

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## **Canopies, Tents and Equipment**

A site plan is required if tents, canopies, stages or other pieces of large equipment are brought into the park. Due to concerns regarding irrigation lines, underground utilities and turf condition, the City must approve of any stakes, posts, spikes or other objects that will be driven more than 4" into the ground. Park diagrams will be emailed upon approval of site plan..

## **Garbage**

A small number of garbage bins will be provided for your event at no additional cost. For large events, the city may charge extra for additional bins or require you to provide your own trash removal.

## **Insurance Requirements**

Coverage shall be a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate and shall name the City of Philomath as an additional insured.

Proof of insurance must be received at least 14 days prior to the event. To obtain insurance for the event contact a home owner's insurance provider or seek other private insurance

## **Park Shelter General Rules**

All City ordinances and State laws shall be applicable to this event and the following general park rules shall be enforced:

- City parks open at sunrise and close one hour after sundown.
- Dogs must be leashed and under control at all times unless in a designated off-leash area. All dog waste must be picked up and disposed of properly.
- Fires are allowed only in designated barbeque grill structures for cooking purposes.
- No bonfires.
- Motor vehicle speed limit in city parks is 15 miles per hour.
- Motor vehicles and horses shall remain on roadways at all times and are prohibited on bike paths and trails.
- Throwing rice, confetti or bird seed is prohibited.

The following rules will be enforced at the indoor portion of the Randy Kugler Community Hall:

- No smoking. State law prohibits smoking in public buildings.
- No candles or other combustible materials are allowed inside the building.
- No tampering with smoke detectors.
- No pets inside the shelter.
- Events may go until 9:00 p.m., regardless of when the sun goes down.
- User shall complete the cleanup checklist (located on the wall by the front door), turn off all lights and fans, close all windows, lock both exterior doors and return the key to the lockbox.

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### **Cleaning Procedures**

Park shelter cleaning is the responsibility of those using the facilities. Please be courteous to other shelter users by wiping down tables, chairs and counters, cleaning up spills, picking up garbage and leaving the facility clean and ready for the next use. Failure to leave the shelter in good condition will result in withholding of the security deposit, additional charges and/or denial of future use of City facilities.

### **Reservation Fee and Security Deposit**

Payment of your reservation fee and security deposit are required at the time the reservation is made. If you do not make payment in full, your reservation will be removed until payment is received.

Reservations for the Randy Kugler Community Hall require a \$100 security deposit. The deposit will be included at the end of the reservation application and will require a credit/debit card on the Stripe payment site at the end of the reservation request. Information can be held on file so your credit/debit card will only be charged after the event if damages occurred. The deposit will be used towards any needed cleaning or repairs following the event. In the event that cleaning costs and/or actual damages are greater than the deposit collected, the applicant will be responsible to pay any additional charges in full. The fee for a lost key is \$100.00.

### **Cancelations and Rescheduling**

If you cancel your event and notify the City of Philomath in writing at least 30 days prior to the event date a full refund will be issued. If you cancel your event within 30 days of the event date no refund will be issued. The City is not responsible for inclement weather conditions resulting in unsatisfactory or cancelled events and no refund will be given in such cases.

The City reserves the right to cancel any reservation due to unforeseen circumstances or emergency situations, such as flooding, fire, damage to structures, etc. If the reservation is cancelled by the City, the applicant may choose a full refund or request to be rescheduled.