

COOLIDGE MCCLAIN PARK RESERVATION RENTAL PACKET



**300 COOLIDGE STREET
SILVERTON, OREGON**

For Questions Please Call: 503-874-2206



**Public Works Department
306 S. Water Street.
Silverton, Oregon 97381**



**CITY OF SILVERTON
COOLIDGE MCCLAIN PARK
FACILITY FEE SCHEDULE**

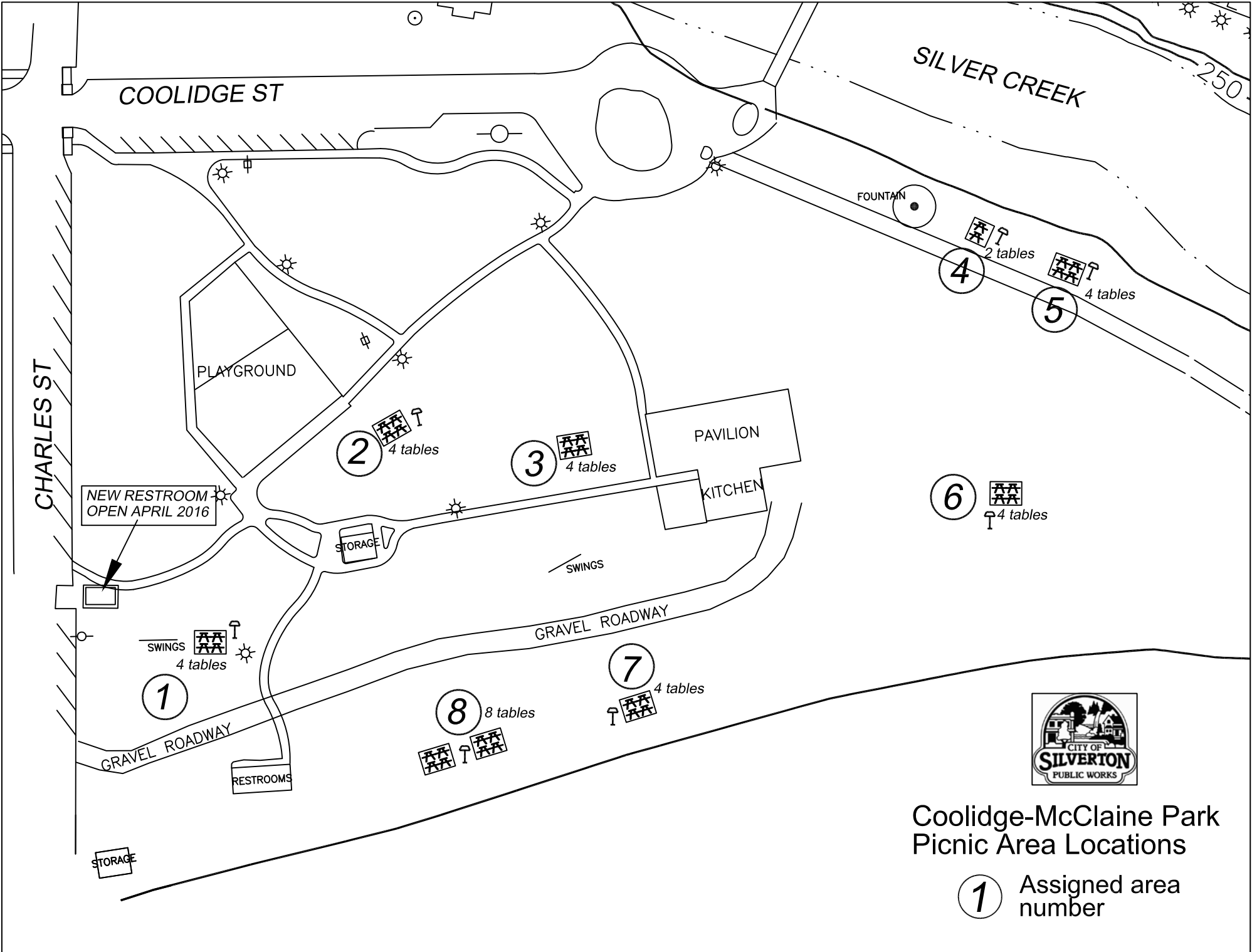
**Coolidge-McClaine Park
300 Coolidge St.
Silverton, Oregon**

Coolidge McClaine Park areas may be reserved by contacting the Public Works Department at 503-874-2206, Monday through Friday from 8:00 AM to 4:00 PM.

Coolidge McClaine Park Rentals

Rental Section	Daily Rate	Refundable Deposit
Outdoor Picnic Sections	No Fee	No Deposit Required
Pavilion Only (No access to kitchen facilities)	\$200.00	\$50.00
Pavilion with Kitchen	\$400.00	\$350.00

Exemptions: For City of Silverton and Silver Falls School District meetings, activities and programs sponsored by the City and School District. All other fee exemptions must be approved by the City, in writing.



Coolidge-McClaine Park Picnic Area Locations

1 Assigned area number



CITY OF SILVERTON

COOLIDGE MCCLAIN PARK FACILITY USE PERMIT

LIFE THREATENING EMERGENCIES: Call 911 PARK ISSUES: M-F, 8-4:30: 503-873-6359 AFTER HOURS/WEEKENDS: 503-991-9795

Applicant Name	Contact #	Email address
Address	City	State & Zip
Name of Event	Date(s) Requested	
Group/Organization Name	Hours of Event (includes set-up & clean-up) Start Time: _____ End Time: _____	
Picnic Section(s) (max. 2 sections) _____ Pavilion _____ Pavilion & Kitchen _____ Alcohol Possession/Consumption _____	Expected Attendance # If greater than 50 persons expected for event, Special Event Application is required in place of this permit.	

PROCESS: A Facility Use Permit will only be issued after the following conditions have been met:

- Facility Use Permit has been completed, signed and submitted to the Silverton Public Works Department
- All required fees have been paid
- Facility Use Agreement Polices are signed
- Certificate of General Liability Insurance has been submitted (if required)
- All required paperwork and fees have been received at least 14 days prior to the event.

FEES: Please see Coolidge McClaine Park Facility Fee Schedule – Make checks payable to: City of Silverton

INSURANCE REQUIREMENTS: For rentals of pavilion and pavilion with kitchen. See Facility Use Agreement for Details.

ALCOHOL POSSESSION & CONSUMPTION: Alcoholic beverages are prohibited in the park unless approved by the City through the Alcohol Permit Application process. Please contact the Public Works Department at 503-874-2206 for information about obtaining an Alcohol Permit Application.

I hereby apply for a City of Silverton Facility Use Permit. I have read, understand and agree to comply with all rules and regulations set forth by the City of Silverton. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair or damage to equipment or the facility, and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice. I hereby agree to reimburse and hold the City of Silverton harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Silverton as a result of the negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City of Silverton against, and hold the City of Silverton harmless from same including attorney fees, arising out of, or connected with, or resulting from the use of the City facility during the period of reservation.

I understand that I can be cited by the Silverton Police Department for providing false or misleading information or for violating permit restrictions and, upon conviction, be punished by a fine not to exceed \$2,500. I further understand that the City Manager can revoke this permit in advance of the scheduled event. In the case that this permit is revoked, any fees paid by me for use of any facilities are non-refundable. (Ord. 99-116).

I further agree that I shall abide by all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant _____ **Date** _____

FOR CITY USE ONLY			
Deposit Total \$ _____	Receipt No. _____	Date Paid: _____	Date Deposit Refunded: _____
Rental Fee: \$ _____	Receipt No. _____	Date Paid: _____	
APPROVED BY:			
Police Chief: _____	Date: _____	Public Works Director: _____	Date: _____
City Manager or Designee: _____			Date: _____



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 for events with less than 50 persons 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 Public Works Department, 503-874-2206, 306 S Water Street, Silverton, Oregon, Monday through Friday, 8:30 a.m. to 4:00 p.m. 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 City's utility drop box, located south of Silverton City Hall, between the flag pole and exit to the city hall 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 (Under 50 persons)

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; or
- The rental of the pavilion with 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, in advance, 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 with or without the 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 vehicle. 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 Public Works Department at 503.874-2206 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