



City of Irrigon

500 NE Main Avenue
PO Box 428
Irrigon, OR 97844
(541) 922-3047, Fax (541) 922-9322

DATE SUBMITTED _____

APPLICATION FOR USE OF CITY FACILITY

A neighborly community providing safe services, developing innovative partnerships,
focusing on quality and life-giving opportunities.

FACILITY REQUESTED:

- Skate Park
- Children's Park
- Other _____
- Plaza Area
- Conference Room

STAFF RENTAL NOTES

APPLICANT INFORMATION

NAME OF APPLICANT: _____

ORGANIZATION/INDIVIDUAL: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ 2nd PHONE: _____ E-MAIL: _____

EVENT CONTACT PERSON: _____ PHONE: _____

This person will be responsible for the event and must be present and available to staff during entire event

EVENT INFORMATION

TYPE OF EVENT: _____ All Day _____ First 4 Hours _____

Day 1: Date _____ Arrival Time (setup) _____ Event Start _____ Event End _____ Departure (cleanup complete) _____ Total Hrs. _____

Day 2: Date _____ Arrival Time (setup) _____ Event Start _____ Event End _____ Departure (cleanup complete) _____ Total Hrs. _____

Additional Time Requests or Ongoing Use Request (please include dates, day of the week and hours) _____

CLASSIFICATION INFORMATION:

Is the event open to the public? YES NO

Are you a 501(c) non-profit organization? YES NO

Will tickets be sold or admission charged? YES NO

Is the event a fundraiser? YES NO

If yes, please describe _____

FOOD AND DRINK:

Will food/non-alcoholic beverages be served? YES NO

If yes, what kind? _____

No Alcoholic beverages allowed

Will there be music at the event? No D.J. Live Recorded

ADDITIONAL EQUIPMENT: Available equipment varies by facility and may require an additional charge, please see facility information sheet for more details.

Equipment requested: _____

EXPECTED ATTENDANCE:

Total expected attendance: _____

21 and over _____

Age 13 - 20 _____

Children (12 and under) _____

ORGANIZATION TYPE:

Non-Profit: _____

Government: _____

Civic: _____

Private: _____

DEPOSIT/PAYMENT INFORMATION

For Staff Use

Damage Deposit _____ Payment Method _____ Date _____ Receipt# _____

Deposit Refund Instructions _____

Fees Paid _____ Insurance Form Rec'd _____ Deposit Refunded _____

CITY OF IRRIGON
FACILITY USE AGREEMENT

Initials

RESPONSIBILITY OF USERS AND CONDITIONS OF USE

- Permission for use of the facilities will be granted upon the condition that all rules and policies governing the use of said facilities are followed and all necessary fees and deposits are paid. Permission for use may be revoked at any time if user fails to do so.
- The requesting group and its representative signing for the facility are responsible for the conduct of their guests and all damage to the facility during the time of use. Damages to the building, carpeting, floors, etc. may result in forfeiture of deposit. If the deposit does not cover the additional, users will be billed for the outstanding balance.
- Users of recreation facilities shall be responsible for damage or theft of City property during the period of use.
- Any group failing to exercise proper care and responsibility in the maintenance of the facility may be refused use of the facilities in the future.
- The City reserves the right to cancel, reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.
- The requested organization or group representative shall be required to pay a security deposit at the time the permit is submitted. A portion of the deposit is refundable after the use date and will be returned to the applicant within approximately 2 to 4 weeks unless damages, additional maintenance or services are assessed.
- All fees must be paid and necessary forms submitted at least 30 days prior to use. Failure to do so may result in the cancelation of your event.
- Property damage and public liability insurance in the amount of \$500,000-\$1,000,000 may be required for use of any City Facility. The City of Irrigon must be named as additional insured on the certificate (additional endorsement may be required).
- Depending on the nature of your event the City of Irrigon may require additional terms and conditions of use.
- If the police are called to settle disturbances, fights, etc. as a result of the group renting the facility, the group may be charged for police time and the event may be shut down with no refunds.
- If the event exceeds the expected attendance stated on the contract the event may be shut down with no refunds given; if your expected attendance has changed this must be approved by the City (during normal office hours) prior to the event.
- Facility use fees are accurate at the time the rental contract is signed. Facility use fees are periodically reviewed by City Council and any changes to the approved fee schedule will be applied to all rental contracts unless the effective date is less than 30 days prior to an event.

Initials

HOURS OF USE

- The hours of use stated on the rental contract are the ONLY hours groups will be permitted to be in the rental space (this includes setup, cleanup, time needed for caterers or DJs and rehearsal time).
- Any time the group remains in the rental space after the hours of their contract they will be billed and the amount deducted from their rental deposit at 1.5 times the hourly rental rate for the room (rounded up to the 1/2 hr.).
- City facilities and staff will not accept any deliveries on behalf of rental parties.
- Hours of use may be changed up until 30 days prior to your event. A request to change hours less than 30 days prior to an event is not guaranteed and must be approved by the facility coordinator.
- User must remove all equipment, decorations and other belongings from the building at the end of their rental time. No belongings may be left overnight without written permission.
- Please notify City staff when your party arrives and is ready to leave (staffed buildings only).

Initials

FACILITY SAFETY AND SECURITY

- Users are responsible for the security of the facility. Double check all doors and windows are secure inside and out.
- The signed renter of the facility or their designated representative must remain on site at all times during the event. This person also must be available to City staff throughout the event.
- The facility lights must remain on at all times.
- Any security personnel or event staff must wear clothing identifying them as such.
- If security personnel are in attendance they will maintain and monitor all entrances to the facility.
- Smoking is not permitted in any City facility or within 25 feet of any exit, entrance or operable window.
- No persons wearing or carrying any gang attire or bandanas will be allowed to enter event.
- Food and drink are not allowed in any facility lobby area.
- Reserving party is responsible for damages.
- No alcoholic beverages or illegal substances allowed on City property.
- Other than assistive animals (guide dogs), pets are not allowed inside Children's Park. At parks, pets must be kept on a leash and owner remove any animal waste.
- Unless specifically authorized and noted otherwise, reserving party is responsible for set-up and clean up.
- The City of Irrigon areas are tobacco-free. No tobacco use is allowed.
- Other local and state regulations may apply.
- In the case of weather-related cancellations and/or closings of recreation facilities, the City will issue such notice thru standard public information format. In such cases, the reserving party will have the option of receiving a full refund or rescheduling the event. If the reserving party cancels an event, that party is responsible for notifying both the City and the appropriate media. In such cases, the normal cancellation policy will apply.

HOLD HARMLESS AGREEMENT

The applicant shall save, keep and hold harmless the City, its officers, agents and employees and volunteers from all damages. Costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of applicants use of City facilities or equipment including but not limited to, claims for damages for death, personal injury, property damage, which he or any organization of which he is a member, may have or that may hereafter accrue to him or his organization, as a result of the use of these facilities which may be occasioned by any willful or negligent act or omissions of the applicant, any of the applicant's employees agents, volunteers or any subcontractor. The City will not be held liable for any accident, loss, claim, liability, damages and/or injury to persons and property that in any way may be caused by or during applicants use or occupancy of said areas and/or facilities.

PRINT NAME: _____ SIGNATURE: _____

The undersigned who is to be in charge of this function is twenty-one years of age or older

With my initials above and signature below I certify that I am over 21 years old and agree on behalf myself and any organization I am representing that I have read and understand all of the policies laid out on this form and will abide by all of the policies and conditions of use set forth by the City of Irrigon for facility use.

Printed Name: _____ Signature: _____ Date: _____