



## **Application process for Special Use Permit**

*Please note: Once the application is submitted in full, it may take up to 20 days for the approval process to be complete. Incomplete applications or applications under 30 days will not be accepted.*

**Events that are over 100 people and affect traffic must contact the Parks Department for a Pre-Event Meeting prior to starting the application process. Call 503-366-8209 or email [aartero@sthelensoregon.gov](mailto:aartero@sthelensoregon.gov) to arrange a meeting.**

- At the top of page 1, indicate the purpose of the application. Check any additional requests.
- Complete sections 1, 2, and 3 of the application.
- Read and sign the Declaration on page 2 of the application.
- Read an initial pages 3, 4, and 5.
- Attach event map (if applicable).
- Attach Street Closure Petition (if applicable).
- Attach Street Use Form (if applicable).
- Attach Volunteers Liabilities checklist (if applicable).
- Attach Parades Event Special Events Liabilities Checklist (if applicable).
- Attach Marathons, Walkathons and Bicycle Events Liabilities Checklist (if applicable).
- Attach Garbage receptacle payment receipts (if applicable).
- Attach Site plan, traffic control plan, and electrical plan (if applicable).
- Attach Certificate of Liability Insurance (naming the City of St. Helens as an additional insured for \$2 million, including the event name, date of event, and location of the event in the description).
- Attach proof of 501C3 non-profit status in order to have ONLY park fee waived. (if applicable)
- **Return completed application and attachments with fee payment and deposit, if applicable, in person to City Hall: City Hall at 265 Strand Street, St. Helens, OR 97051. St. Helens, OR 97051. Or by mail, or email to [aartero@sthelensoregon.gov](mailto:aartero@sthelensoregon.gov)**

## City of St. Helens

## Special Use Permit Application

(Applications must be complete when submitted within 45 days of event. Late submissions are charged a \$50.00 late fee. Permits less than 30 days will not be accepted. **If your event is expecting over 100 people and affects traffic, please contact Angelica Artero [aartero@sthelensoregon.gov](mailto:aartero@sthelensoregon.gov) or 503-366-8209 for a Pre-Event Meeting.**)

### PURPOSE OF APPLICATION (CHECK ALL THAT APPLY):

- ☐ Public Assembly of 50 or more
- ☐ Parade/Run/Walk/Bicycle Ride
- ☐ Use during hours of closure
- ☐ Use of special area
- ☐ Use of electrical connections owned by City
- ☐ Street closure



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### SECTION 1: CONTACT INFORMATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Group name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact name for day of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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### SECTION 2: LOCATION / EVENT INFORMATION

Description of proposed event: \_\_\_\_\_

Area: \_\_\_\_\_

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

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### SECTION 3: PUBLIC ASSEMBLY (please answer all the questions below that are applicable)

1. Describe any physical facilities to be used (e.g. gazebo, street, etc) \_\_\_\_\_

\_\_\_\_\_

2. Please describe assembly points, set up, and parking. \_\_\_\_\_

\_\_\_\_\_

3. Describe number and type of sanitary locations to be used. \_\_\_\_\_

\_\_\_\_\_

**\*GROUPS OVER 100 PEOPLE OR MORE ARE REQUIRED TO RENT PORTABLE TOILETS\***

4. Describe certified company you will be using for security. \_\_\_\_\_

\_\_\_\_\_

5. Describe certified company you will be using to direct traffic. \_\_\_\_\_

\_\_\_\_\_

6. If serving food, describe plan and list food handler's information. \_\_\_\_\_

\_\_\_\_\_

7. Describe plan to clean up and dispose of excess trash. \_\_\_\_\_

\_\_\_\_\_

**\*GROUPS OVER 100 PEOPLE OR MORE ARE REQUIRED TO RENT A DUMPSTER\***

8. Describe medical and emergency plan (first aid location). \_\_\_\_\_

\_\_\_\_\_

**\*IF YOUR EVENT WILL HAVE VENDOR SALES, A SEPARATE AGREEMENT, NEGOTIATED WITH THE CITY ADMINISTRATOR, IS  
REQUIRED. PLEASE CONTACT THE KATHY PAYNE @ 503-366-8217\***

Other comments: \_\_\_\_\_

**DECLARATION:**

By signing this application and initialing the following pages you declare that you have read and agree to these guidelines of City-owned properties including public rights-of-way.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

| PARK USE FEE TYPE                       | PER DAY          | AMOUNT DUE |
|---|------------------|------------|
| CAMPBELL PARK                           | \$35.00          | \$         |
| MCCORMICK PARK                          | \$40.00          | \$         |
| GODFREY PARK                            | \$35.00          | \$         |
| COLUMBIA VIEW PARK                      | \$60.00          | \$         |
| PUBLIC ASSEMBLY (50 people or more)     | \$50.00          | \$         |
| PARADE / RUN / WALK / BICYCLE RIDE      | \$50.00          | \$         |
| USE DURING HOURS OF CLOSURE (dawn/dusk) | \$50.00          | \$         |
| USE OF SPECIAL USE AREA                 | \$50.00          | \$         |
| USE OF ELECTRICAL CONNECTIONS           | \$25.00          | \$         |
| SOUND AMPLIFICATION FEE                 | \$50.00          | \$         |
| LATE FEE                                | \$50.00          | \$         |
| CLEANING DEPOSIT                        | \$450.00         | \$         |
|   | TOTAL AMOUNT DUE | \$         |

**CITY APPROVAL SIGNATURES (STAFF WILL ACQUIRE)**

\_\_\_\_\_  
Fire Marshall Date

\_\_\_\_\_  
Public Works Director Date

\_\_\_\_\_  
Police Chief Date

\_\_\_\_\_  
City Administrator Date

**This permit can be revoked at any time, for noncompliance with the Agreements & Conditions, Rules & Regulations, or for the preservation of the public peace, health, safety, or general welfare.**

## ◆ **AGREEMENTS AND CONDITIONS** ◆

1. Applicant, its agents, and employees shall comply with all applicable federal, state, county, and municipal laws while engaged in the above activity.
2. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated park/area. You must carry out garbage exceeding capacity of available trash cans in park/area.

### **GROUPS OF 100 OR MORE ARE REQUIRED TO RENT A DUMPSTER.**

3. The applicant agrees to hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs including attorney fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the Applicant's activities, except liability arising out of the sole negligence of the City and its employees. Such indemnification shall also cover claims brought against City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
4. It is understood that the organization, group, or individual is adequately insured for the nature and duration of the activity to be undertaken, and that proof of insurance will be provided to the City, when required.
5. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Administrator.
6. This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the terms or conditions of this permit or for the preservation of the public peace, health, safety, or general welfare.
7. The City is not able to provide assistance in moving picnic tables to accommodate your event. If you choose to move tables or your guest(s) choose to move tables, they do so at their own risk.
8. Do not drive on or park vehicles on park grounds except in designated parking areas.
9. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
10. The use of permanent substances on public property is prohibited. To direct traffic or race course, please use chalk or non-permanent substance.
11. Inflatables (e.g. bouncy houses/castles, etc.) are **NOT** allowed on City property.

By my initials, I declare that I understand  
and accept the terms listed above:

\_\_\_\_\_  
Applicant Initials



## RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

### 1. General

- 1.0 The park is open for public recreation from sunrise to sunset. (Except by permit)
- 1.1 No peddling, soliciting, or commercial enterprise is permitted in the park without a permit.
- 1.2 Disorderly conduct, abusive language, noisy disturbances, or disregard of these rules and regulations will be grounds for your immediate removal from the park by police or authorized City officials.
- 1.3 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.4 Children under 10 years of age shall not be left unattended in the park.
- 1.5 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.6 Air rifles, BB guns, bow and arrow, or other guns and dangerous objects may not be used in the park.
- 1.7 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.8 No overnight camping is allowed on park property without a permit.
- 1.9 The mayor, council, and their employees are not responsible for accidents, injuries or loss of property by fire, theft, wind, flood, or other natural acts which are beyond their control. Equipment furnished on the grounds is solely for your convenience and shall be used at your own risk.
- 1.10 The mayor, council and their employees are not responsible for any personal injury to children or adults using playground equipment. Participants use the equipment at their own risk.
- 1.11 You should immediately notify the Parks Department (503-397-3532) or the Police Department (503-397-1521) of hazardous conditions in the park or of conditions that are in violation of these rules and regulations.
- 1.12 Smoking, tobacco, and marijuana use are prohibited within all City parks, on any posted City-owned property, in any City-owned building, and at any City-sponsored event. Prohibited products include, but are not limited to, bidis, cigarettes, cigarillos, cigars, clove cigarettes, electronic cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana, including edibles.

### 2. Automobiles and Motorized Vehicles

- 2.0 Motor vehicles shall be parked only in the designated areas. Motor vehicles parked elsewhere or on the grass will be towed at the owner's expense. Auto repairs are not allowed anywhere at any time on park property.
- 2.1 The speed limit in the park is 10 MPH and must be observed at all times and drivers must be alert for children and pedestrians.

By my initials, I declare that I understand  
and accept the terms listed above:

\_\_\_\_\_  
Applicant Initials

## **RULES AND REGULATIONS, continued**

- 2.2 Bicycles, roller skates, skateboards, and other types of non-motorized vehicles must be used properly, safely, and without the possibility of injury to others.
- 2.3 Disturbing or careless operation of motorcycles, automobiles or other types of motor vehicles will be grounds for removal from the park and/or citation by City Police.

### **3. Park Buildings and Facilities**

- 3.0 Park buildings and facilities are provided for your convenience or pleasure. You have a responsibility to use the facilities with respect for others and to keep them neat and clean. Any irregularities should be reported immediately to park management.
- 3.1 No pets are allowed in the park buildings at any time.

### **4. Animals**

- 4.0 No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridle path.
- 4.1 Pets are permitted in most City parks only if they are on a leash that is six (6) feet or less in length unless in a designated off-leash area. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance in the limits of the park.
- 4.2 All fecal material left by the pet or animal, in the park, must be picked up, placed in a container, and removed from the park.
- 4.3 Violation of these regulations will lead to the removal of both animal and owner.

### **5. Solid Waste Disposal and Fire Protection**

- 5.0 Your garbage and trash must be placed in the proper receptacles.
- 5.1 No person shall bring any non-park generated garbage into the park for the purpose of discarding or disposing of such garbage or other refuse.
- 5.2 No open flames are allowed. Propane BBQs are allowed ONLY. No Briquet's, charcoal grills, or other fire grills. You MUST call the burn line to ensure no burn ban is in effect, if burn ban is in effect, no propane BBQs are allowed. 503-397-4800

### **6. Vegetative Protection**

- 6.0 No person other than a duly authorized City employee in the performance of his or her duty or persons participating in City approved activities shall dig, remove, destroy, injure, mutilate, or cut any trees, plants, shrubs, blooms, flowers, or any portion thereof growing in the park.
- 6.1 Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- 6.2 No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- 6.3 Activities that will damage the grass or flowers such as open fires or unauthorized digging are strictly prohibited.

By my initials, I declare that I understand the terms listed above:

\_\_\_\_\_  
Applicant Initials

# City of St. Helens

## **IMPORTANT INFORMATION REGARDING CERTIFICATES OF LIABILITY INSURANCE FOR EVENTS HELD IN/ON CITY OF ST. HELENS PROPERTY**

All events held on City property that will have 50 or more participants require a Certificate of Liability Insurance naming the City of St. Helens as an additional insured in the amount of \$2 million. Certificates must indicate that the City of St. Helens is an "additional insured" and an Additional Insured Endorsement needs to be attached. The certificate must also name the event, date(s) of the event, and location of the event for which the insurance is for. The designation of the City of St. Helens as a "certificate holder" will not be accepted unless it is also clearly indicated elsewhere on the certificate that the City is an additional insured and an endorsement is attached. If the event is serving alcohol, liquor liability insurance is also required in the amount of \$1 million.

**Certificates that do not meet this requirement will not be accepted.**



## Permit Plan Specifications

- **SITE PLAN**

Site plans, route maps, parking plans, and supporting documents should be submitted in an 8 ½ x 11 or 11x17 standard format. **Do not use ariel photomaps as the base for your primary site plans or route map; such maps, however, may be used to provide supplemental information. (Please contact the City Engineering Department at [engineering@sthelensoregon.gov](mailto:engineering@sthelensoregon.gov) if you need a printed map or electronic pdf.)**

Your site plan or route map must include the names of all the streets and/or areas that are part of the proposed event, including auxiliary parking and production areas. All access routes, removable fencing, barriers, barricades, and exit locations should be clearly identified on your site plan or route map.

If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.

Your site plan or route map should include the location of all event structures including, but not limited to:

- Portable toilets
- Dumpsters
- Water stations
- Shuttle areas
- Staging areas
- First aid locations
- Tents or booths
- Parking
- Command post

- **ELECTRICAL PLAN**

For events with activities in the right-of way using electricity, describe how and where power is being supplied. Electrical service connection provided by the City requires a detailed layout drawn to scale of needs.

- **TRAFFIC PLAN**

If the event is affecting traffic, the applicant must submit a Traffic Control Plan. All staff working in the public right-of-way are required to wear reflective safety vests at all times. The Traffic Control Plan (TCP) must conform with the Manual on Uniform Traffic Control Devices for Streets and Highways as well as the Oregon Temporary Traffic Handbook. Traffic control devices must be paid for by the event organizer. Applicant should clearly describe the roadway impacts and how those impacts will be mitigated, including but not limited to:

- Advance notice signs
- Warning & closure signs
- Equipment
- Staffing
- Detour route
- 12' emergency access lane
- Contact person

- **SAFETY PLAN**

The applicant must submit written plans for public safety. The applicant shall contract for, or otherwise provide, traffic control and crowd control personnel. The applicant shall submit the names and background information for all traffic control and crowd control personnel. All such personnel must meet the following minimum standards in order to be approved: a) Not have any felony convictions or misdemeanor convictions involving moral turpitude; (b) Have received reasonable minimum training in law enforcement, have on-the-job experience in law enforcement, or experience in flagging for traffic control. All said personnel must wear an appropriate identifying uniform and must be on duty during the entire assembly unless a relief schedule has been planned.

## SPECIAL USE PERMIT SANITATION PLAN

If your event expects over 100 people, you are required to rent a dumpster. For events over 100 people they will make garbage can arrangements at your event. **A copy of the rental receipt must be included in your permit application packet.**

You must clean up all garbage, refuse, and other debris resulting from your use of your designated park/ area within 24 hours to receive a refund of your cleaning deposit (if applicable).

If your event expects over 100 people, you are required to rent a portable toilet(s) and hand washing station(s). **A copy of the rental receipt must be included in your permit application packet.**

Please see the chart below to plan for your event:

### How many port-a-potties do you need?

|                     |        | Event length, in hours |    |    |    |    |    |    |    |    |     |
|---------------------|--------|------------------------|----|----|----|----|----|----|----|----|-----|
| Number of attendees |        | 1                      | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  |
|                     | 50     | 1                      | 1  | 1  | 1  | 2  | 2  | 2  | 2  | 2  | 2   |
|                     | 100    | 2                      | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  | 4   |
|                     | 250    | 2                      | 2  | 3  | 3  | 3  | 4  | 4  | 6  | 6  | 8   |
|                     | 500    | 3                      | 4  | 5  | 5  | 5  | 6  | 6  | 7  | 7  | 8   |
|                     | 1,000  | 5                      | 7  | 8  | 8  | 9  | 9  | 10 | 10 | 12 | 12  |
|                     | 2,000  | 8                      | 13 | 15 | 17 | 18 | 19 | 19 | 19 | 20 | 20  |
|                     | 3,000  | 12                     | 19 | 23 | 25 | 28 | 28 | 28 | 30 | 30 | 30  |
|                     | 4,000  | 16                     | 24 | 30 | 34 | 36 | 38 | 38 | 38 | 38 | 38  |
|                     | 5,000  | 19                     | 32 | 38 | 42 | 44 | 46 | 46 | 48 | 48 | 48  |
|                     | 6,000  | 23                     | 38 | 46 | 50 | 54 | 57 | 57 | 60 | 60 | 60  |
|                     | 7,000  | 28                     | 42 | 54 | 60 | 63 | 66 | 66 | 66 | 66 | 66  |
|                     | 8,000  | 32                     | 48 | 60 | 66 | 72 | 72 | 75 | 78 | 78 | 78  |
|                     | 10,000 | 38                     | 60 | 75 | 84 | 88 | 92 | 96 | 96 | 96 | 100 |

(Take into consideration that there should be at least one handicap-accessible restroom for every 20 portable restrooms (a ratio of 5 percent). The path to ADA restrooms must be accessible, clear of curbs, steps or other impediments for people with disabilities.)

# City of St. Helens Parks

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## **PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)**

### Procedures

1. Contact the Parks Office to discuss your request.
2. Complete the attached petition form.
3. Attach a map showing the area where the street/s will be closed.
4. You, as the petitioner must contact all of the property owners, business owners, and tenants that will be affected by the street closure. You must provide a list of all persons contacted and whether or not they concur with the street closure. Attach additional pages as necessary.
5. Proof of insurance may be required, naming the City of St. Helens as an additional insured. Liability coverage shall be at a minimum of \$2 million.
6. Please submit your request at least 45 days in advance.

## **PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)**

Street Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Beginning Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Time to begin closure: \_\_\_\_\_ Time to end closure: \_\_\_\_\_

Street Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Beginning Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Time to begin closure: \_\_\_\_\_ Time to end closure: \_\_\_\_\_

Street Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Beginning Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Time to begin closure: \_\_\_\_\_ Time to end closure: \_\_\_\_\_

Street Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Beginning Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Time to begin closure: \_\_\_\_\_ Time to end closure: \_\_\_\_\_

**Petitioner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **CITY APPROVAL SIGNATURES (STAFF WILL ACQUIRE)**

\_\_\_\_\_  
**Fire Marshal** **Date**

\_\_\_\_\_  
**Public Works Supervisor** **Date**

\_\_\_\_\_  
**Engineering** **Date**

\_\_\_\_\_  
**City Administrator** **Date**

\_\_\_\_\_  
**Police Chief** **Date**

# CITY STREET CLOSURE CONSENT FORM

***Applicant must take this form to each affected business for consent signatures.***

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ Time(s) \_\_\_\_\_

Street(s) to be closed for event \_\_\_\_\_

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

|  |
|--|
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |

|  |
|--|
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |
| Business name _____<br><input type="checkbox"/> I/We consent to street closure<br><input type="checkbox"/> I/We DO NOT consent to street closure<br>Signature _____<br>Printed name _____<br>Date signed _____ |



# STREET USE FORM

If you are hosting an event such as a parade, run walk, etc., please use this form to list the name of each street that your event will travel along. This list will be used to help us communicate traffic safety information. Please list each street name you will be using, even if your participants will only be using the sidewalk.

## STREET NAMES

[illegible]



## Parks Department

### WAIVER OF PARK FEES FOR NON-PROFIT ORGANIZATIONS

Nonprofit organizations may request a Waiver of Park Fees for events planned on City property/parks. The waiver applies to **park fees only** and does not apply to any additional fees required (public assembly, etc.).

To request a waiver, please submit proof of your organization's nonprofit status [501(3)(c) or an IRS letter of exemption from federal income tax for churches].

Please also submit a letter on your organization's letterhead requesting the waiver. Both should be submitted with your completed application.

## LIABILITIES CHECKLIST

### Volunteers

|   | YES | NO | N/A |
|---|-----|----|-----|
| <b>Are volunteers qualified to perform the tasks they are assigned?</b>   |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Are volunteers trained to perform their assigned tasks in a safe manner?</b>   |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Will volunteers be supervised to ensure they are performing their tasks safely?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Will volunteers be driving a vehicle for the event? If yes, have you checked their motor vehicle records?</b>                      |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>If volunteers are driving their own vehicles during the event, have you required proof of their personal automobile insurance?</b> |     |    |     |
| <b>Are their limits of insurance adequate?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>If volunteers are driving public entity vehicles, do they have appropriate licenses?</b>   |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Are volunteers trained to operate the types of vehicles being provided?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Are you requiring volunteers to sign waivers and releases of liability prior to working on your behalf?</b>                        |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Do you have persons participating in high-risk activities (such as sports or rodeo activities)?</b>                                |     |    |     |
| <b>Additional comments:</b>   |     |    |     |
|   |     |    |     |

## SPECIAL EVENTS LIABILITIES CHECKLIST

### Parades Event

|   | YES | NO | N/A |
|---|-----|----|-----|
| <b>Sponsoring organization provides city with a certificate of insurance naming city as insured with minimum limits of \$1,000,000 per occurrence/aggregate?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Ensure that organizations conducting high risk activities such as vehicle demonstrations are covered by insurance and have signed waivers of liability.</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Is a cooling tent available for persons who have had overexposure to the sun or heat?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Do marching bands and other walking groups provide water and assistance to their members?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Participant selection based upon established criteria relating to time, place, and safety. Content of group's speech is not considered as a criteria (First Amendment violation).</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Road closure, traffic control coordinated through police, public works, or the Oregon Department of Transportation (if applicable)?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>EMS/Fire Service: Access has been preplanned to access parade venue and closed streets?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Are parade entry/exhibit standards developed, posted, and enforced? Including:</b> <ul style="list-style-type: none"> <li>• Maximum height, width, length;</li> <li>• No firearms;</li> <li>• No smoking or drinking on parade float;</li> <li>• No water balloons or water sprayed on parade viewers;</li> <li>• Candy is handed out, not thrown from float;</li> <li>• Float trailers with exposed wheels - prohibited.</li> </ul> |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Parade chart used to list and position each entry. Unregistered or "casual" parade entries are removed?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
|   |     |    |     |

|  |  |  |  |
|--|--|--|--|
| <b>Parade coordinator or designee inspects each parade entry for hazards and removes non-conforming entries?</b>   |  |  |  |
| <i>Comments:</i>   |  |  |  |
| <b>Horses and other animals:</b> <ul style="list-style-type: none"> <li>• Horse entries separated from loud music or noise producing groups;</li> <li>• Locate horse staging area away from other parade attendees and noise;</li> <li>• Designate a coordinator who will bring animals and riders/wagons into parade at appropriate time;</li> <li>• Provide a manure management system.</li> </ul> |  |  |  |
| <i>Comments:</i>   |  |  |  |
| <b>Maintenance and Inspection –</b> <ul style="list-style-type: none"> <li>• <b>Inspect route, document and repair hazards such as broken sidewalks, loose meter lids, curbing, water gate valves, etc;</b></li> <li>• <b>Flag or barricade hazards that cannot be repaired prior to event.</b></li> </ul>   |  |  |  |
| <i>Comments:</i>   |  |  |  |
| Additional comments:   |  |  |  |

This checklist is to be used as a general overview of potential exposures. It is not practical to design a checklist for every conceivable risk. Therefore, event coordinators should not rely on the questions in this checklist as the only issues that need to be addressed. Additional forethought and planning may be necessary to identify, analyze, and deal with other loss exposures.

## SPECIAL EVENTS LIABILITIES CHECKLIST

### Marathons, Walkathons and Bicycle Events

|   | YES | NO | N/A |
|---|-----|----|-----|
| <b>All participants sign liability waivers to participate?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Minor children's waivers signed by parent/guardian?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Route map published prior to the event?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Route map given to participants?</b>   |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Event course inspected before race; repairs made as needed?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Event course clearly marked for participants?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Traffic and road closure plan written and mapped?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Road closures/barricades checked before and during event?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Emergency medical and other services available?</b>  |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Event sponsor provides city with hold harmless indemnification defense agreement in favor of the city?</b> |     |    |     |
| <i>Comments:</i>  |     |    |     |
| <b>Has event sponsor provided a certificate of insurance with city named as insured?</b>                      |     |    |     |
| <i>Comments:</i>  |     |    |     |
| Additional comments:  |     |    |     |

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## Park Amenities

| Park:              | Covered area: | Drinking Fountain: | Dog off-leash area: | Tables: | Playground: | Restrooms: | Ball fields: |
|--------------------|---------------|--------------------|---------------------|---------|-------------|------------|--------------|
| Campbell Park      | X             | X                  |                     | X       | X           | X          | X            |
| McCormick Park     | X             | X                  | X                   | X       | X           | X          | X            |
| Godfrey Park       | X             | X                  |                     | X       | X           |            |              |
| Columbia View Park | X             | X                  |                     | X       | X           | X          |              |

### **Campbell Park:**

9.1 ACRES, WEST OF N. VERNONIA RD. AND MCMICHAEL ST. INTERSECTION  
Handicap accessible restrooms with wall drinking fountain, two covered picnic shelters, two lighted ball fields with bleacher seating and dugouts, a concession stand, an equipment storage shed, four tennis courts, playground equipment, four half-court basketball courts enclosed with a fence, picnic tables, and park benches.



### **McCormick Park:**

70.33 ACRES, BETWEEN OLD PORTLAND RD., SOUTH 18TH, AND DUBOIS LN.  
Large covered picnic gazebo with water and power, sand volleyball court, a skateboard park, a BMX track, 1.5-mile fitness trail that leads from the shower restroom area to the skate park, 1 mile of nature trails, two lighted softball fields, handicap accessible restrooms including outside-wall drinking fountains, playground, picnic tables, two horseshoe courts, pets off-leash picnic area, benches.



### **Godfrey Park:**

3.5 ACRES, N. 4TH ST. OFF COLUMBIA BLVD  
Drinking fountain, gravel trail that leads through to 2<sup>nd</sup> street, a covered picnic shelter, playground equipment, four horseshoe courts, horse statue bike rack, volleyball polls and net, picnic tables, and park benches.



### **Columbia View Park:**

.9 ACRES, BETWEEN STRAND ST. AND THE COLUMBIA RIVER  
Handicap accessible restrooms with showers, play ground with splash pad, picnic tables, and benches.