



Park Rental Permit Manual



Parks Department
500 Hilda Street | Oregon City, OR 97045
Phone (971) 204-4602 | Fax (503) 656-7488

Contents

PARK RENTAL GENERAL INFORMATION	3
What is a Park Rental?	3
When are Park Rental Permits required?	3
Who is the Permittee?	3
Park Rental Permit Considerations	3
APPLYING FOR A PARK RENTAL PERMIT	3
PERMIT APPLICATION REQUIREMENTS	4
FEES	4
EVENT CANCELLATION/REFUNDS	4
SET-UP AND TAKE-DOWN DAYS.....	4
SITE PLAN	4
RESTROOMS.....	5
GARBAGE.....	5
GROUND STAKES.....	5
FENCING	6
LIMITED OR CONTROLLED ACCESS.....	6
MOTORIZED VEHICLES IN THE PARK	6
MUSIC, LOUDSPEAKERS, P.A. SYSTEMS	6
UTILITIES.....	6
ALCOHOL.....	6
SECURITY.....	6
RUNS/WALKS/RACES	7
OTHER PERMITS AND INSPECTIONS	7
BUSINESS LICENSE.....	7
Oregon City Business License.....	7
TEMPORARY RESTAURANT LICENSE	8
Clackamas County Health Department – Temporary Restaurant License.....	8
PARK RENTAL LIABILITY INSURANCE.....	8

PARK RENTAL GENERAL INFORMATION

What is a Park Rental?

- A single activity held on a single date in one location
- A series of activities held on successive days
- A single activity held on the same day of the week for successive weeks

When are Park Rental Permits required?

- A gathering or an event that involves a group of 101+ attendees, or fewer than 101 people if it meets any requirements below
- Admission is controlled by donations, entry fees or tickets (festival type events, concerts, runs, walks, races, contests, etc.)
- Participants are charged an entry fee (vehicles, cyclist, runners, vendors, etc.)
- The event is advertised as a public event, with or without a fee (dog shows, car shows, etc.)
- The event is closed to the public (private catered parties, conventions, group meetings, retreats, weddings, etc.)
- Vendor servicing event (rented items, security, catering) or participating in event (selling or promoting business)
- Sales of any kind of products/services
- Food is being prepared and served for consumption by the public at an event (carnival, fair, concerts or other public gathering)
- Tents, canopies, tables and/or chairs
- Inflatables (bounce house, slide), mechanical rides
- Need for fencing or barricades
- Stage or other structure is built/brought in
- Security is needed to patrol or monitor event
- Need for additional electricity or water other than what is included with a regular shelter reservation
- Signage is necessary to control, direct event
- Amplified sound with PA system or other noise generator for live or recorded music
- Parking is inadequate to accommodate size of event
- Event impacts roadway, sidewalk, pathway, driveway, curb, parking space, or public parking lot
- A certified flagger, police officer or signs are needed to direct traffic.

Who is the Permittee?

The person responsible for the event, whose name is on the application/permit. This is the person ultimately responsible for seeing that all fees are paid, all required documents are submitted, and that all the permit conditions, rules and regulations are complied with.

Park Rental Permit Considerations

The Parks Department allows Park Rentals to be held with an approved Park Rentals Permit Application and in accordance with the City of Oregon City Municipal Code. All Park Rentals on park property will be approved based on several criteria that will allow the event to be successful, while not impacting the overall operation of parks, activity or other events scheduled.

In issuing a permit, the following factors are considered:

- 1) The event is unlikely to cause injury to persons or property, create a disturbance, cause disorderly conduct, encourage, or result in violation of the law
- 2) The event is to be held at a date, time and venue that does not interfere, conflict, or cause potential concerns with other events scheduled in the City
- 3) Whether or not the event will interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area
- 4) The proposed location is adequate for the size and nature of the event
- 5) The event does not unreasonably interfere with intended use of the area, e.g. athletic fields, picnic areas, etc.
- 6) Type of event, date of event, and hours of event
- 7) Compliance with conditions of City of Oregon City Municipal Code
- 8) All permit requirements have been met

APPLYING FOR A PARK RENTAL PERMIT

Applying for a City of Oregon City Parks Park Rental Permit is a two-step process.

1) The initial application is the “who, what, when and where” of your request to reserve a park space for your event. To apply for a Park Rental Permit, all the following must be received by the Parks office:

1. Completed Park Rental Application
2. \$50 Application Fee
3. Site Plan

Applications may be submitted the following ways:

- Email to parksinfo@orccity.org
- Fax to (503) 656-7488
- Mail or hand delivery to the Parks Department
500 Hilda Street, Oregon City, OR 97045
Monday-Friday from 8:00 a.m. and 3:30 p.m.

2) Once the application, fee and site plan are received, the application will be submitted for review. If the application is approved, you will receive notification of approval via email or phone call including fees and required documents to complete Park Rental.

All requirements will be due a minimum of 30 days prior to event. If all requirements are not met by this date, event could be cancelled.

PERMIT APPLICATION REQUIREMENTS

Park Rentals require a permit issued by the city. Additional documents which the city may also require to make an application complete include:

- Certificate of Insurance naming the City of Oregon City as additional insured and Indemnity Agreement releasing the City from liability
- Street closure plan/traffic control plan with Public Works, ODOT and/or Clackamas County approval, if applicable
- Temporary Restaurant License & Food Handler Certificate: For any food service establishment in the street, public right-of-way, and city facility, if applicable

FEES

APPLICATION FEE: The \$50 application fee is due at the time the application is submitted and is required before an application will be processed. This fee is non-refundable and does not apply to the usage fees.

PARK RENTAL PERMIT FEE: Park Rental Permit Fees are for the infrastructure facilities, open space, or group areas necessary to accommodate Park Rentals.

CLEANING/DAMAGE DEPOSIT: The \$500 deposit is fully refundable. However, if cleaning is required or damage has occurred from the event, the Parks Department reserves the right to do the cleaning and repair.

Additional charges may be incurred from turf, irrigation, or stake damage, driving in the park. Repair costs and labor will be deducted from the deposit.

OTHER FEES THAT MAY BE REQUIRED:

- Portable restrooms
- Drop box or rolling cans for garbage
- Locating (irrigation or utility lines)
- Barricades (provided by Parks staff)
- Additional staff time (Parks staff hourly rate)

All fees must be paid no less than 30 days prior to the date of event. If fees are not paid, reservations will not be held. The Parks Department will not maintain waiting lists for park reservations.

Depending on type of event, Oregon City Business License, Metro Business License, Public Works Right-of-Way Permit, Police Department security, or Clackamas County Health Department Temporary Restaurant License may be required, and additional fees incurred.

EVENT CANCELLATION/REFUNDS

The application fee is non-refundable.

If a permit has been issued and an event is cancelled at least 14 days prior to event, a full refund will be given. If the event is cancelled within 14 days of event, covered shelter fees will be retained. A refund of other charges will be refunded; however, if any expenses or charges have been incurred for portable restrooms and drop box, charges will be deducted from the refund.

SET-UP AND TAKE-DOWN DAYS

When scheduling an event, be sure to schedule ample set-up and take-down time. If set-up and take-down requires a full or half day, park usage fees will be applied for each full or half day needed.

SITE PLAN

Permittees who plan to bring equipment, booths, stage, etc. into the park must provide a site plan with submission of application. Any changes to the site plan must be submitted 30 days prior to event.

Permittees applying for runs, walks or races must provide a route map with original application. Site/route plans will be reviewed by the Parks Manager prior to application approval. The Oregon City Parks Department can provide scale maps for this purpose.

The site plan should identify location of the following:

- Food and drink serving area
- Fencing/barriers
- Tents, canopies, booths, stages, bounce houses/slides, rides, or other equipment
- Trailers or vehicles which will remain on site either as displays or as part of the event
- Games and/or activities
- Portable restrooms (determined by Parks Dept.)
- Garbage/dumpsters (determined by Parks Dept.)

Some events may require an on-site meeting with the Parks Staff to discuss site/route plan a minimum of 30 days prior to the scheduled setup date. If this is a requirement for the event, failure to meet with the Parks Staff may result in cancellation of your permit.

The Oregon City Parks Department reserves the right to change the routes of Runs, Walks or Races if it is the opinion of the Parks Staff that turf conditions cannot support the activity. In most locations, roads cannot be closed to traffic and Permittee must provide monitors or other security personnel and measures to assure the safety of the participants. Participants must stay on the roads and paths in the park, and any marking used to designate the route must be removed by the end of the day. (Exception: Route markers which will wash away with water may be left).

RESTROOMS

While most city parks are equipped with restroom facilities, they are generally inadequate for large events. Additional restrooms will be required as listed below:

- 101-200 people - 1 ADA
- 201-500 people - 1 ADA and 1 standard
- 501-1,000 people – 1 ADA and 2 standard
- More than 1,000 – 1 ADA and 3 standard

For events where a vendor donates the portable restrooms, *Addendum A - Vendor List* (Page 6 & 7 of application) must be filled out and returned to the Parks Department. Delivery/pickup dates and location must be coordinated and approved through the Parks Office.

NOTE: If irrigation or turf damage occurs during portable restroom delivery/pickup, the permittee is responsible for the cost to fix any such damage.

See Park Rental Fee Schedule on page 8 for fees.

GARBAGE

General cleanup following event is the responsibility of the permittee. Permittee shall provide drop box or rolling cans for event with 101+ attendees. Since many Park Rentals occur during the weekend, permittee must ensure garbage containers from the event are placed into the dumpster.

No liquid or solids may be dumped into the storm drainage system or any natural body of water. All hazardous chemicals, including but not limited to: lighter fluid, kerosene, disinfectants, and bug sprays cannot be stored within 100 feet of any open body of water, and must be collected or disposed of properly when event is done.

- Garbage and food waste must be bagged up and placed in appropriate dumpster.
- All animal waste must be cleaned up and properly disposed of.
- Do not feed wild animals.
- Wasted alcohol may not be dumped on the ground, storm drainage system, or any natural body of water. Only dump down the toilet or sink receptacle.

Placement of drop box will be arranged by the Oregon City Parks Department. See Park Rental Fee Schedule on page 8 for fees.

GROUND STAKES

Permittees who plan to bring in large tents/canopies, fencing, barriers, bounce houses/slides, rides or other equipment that require staking must follow the guidelines for ground stakes.

- The location of any items that require stakes must be noted on the site plan prior to event
- Stakes must be approved by the Parks Department prior to setup
- Permittees will be required to pay an additional fee for locating irrigation and/or utility lines

FENCING

The location of any and all fencing used in the park must be referenced on the site plan and approved prior to setup. All fencing should be self-supporting. If stakes are put into the ground, locations must be approved by the Parks Department. Permittees will be charged an additional fee for locating irrigation and/or utility lines. Permittee will be responsible for any damages incurred.

When fencing is allowed for Limited Access/Entrance Fees, fencing may be erected a maximum of 24 hours prior to the opening of the event and must be removed within 24 hours following the closing of the event. The event opening and closing does not include setup and takedown days but is limited to the days that the public is attending the event. No fencing will be allowed for more than 5 days total.

No event shall block public access to the park by putting fencing or any other barrier across public walkways or restricting movement from one side of the park to the other via public sidewalks.

If a vendor provides fencing for event, [Addendum A - Vendor List](#) (Page 6 & 7 of application) must be filled out and returned to the Parks Department.

LIMITED OR CONTROLLED ACCESS

All barriers and/or fencing used to secure the area will be supplied by the permittee. Locations of the barriers, fencing and other fixtures must be shown on the site plan and submitted to the Oregon City Parks Department for approval within the timelines established elsewhere in this manual.

- All fencing and barrier placement requires approval of the Fire Department.
- The Oregon City Parks Department requires a minimum of 10 feet of unobstructed entry and 10 feet of unobstructed exit on at least two opposing sides of the event. This entry/exit may be divided into one 5-foot exit with a divider between the exit and the entrance.
- Permittees will be required to pay an additional fee for locating irrigation and/or utilities.

MOTORIZED VEHICLES IN THE PARK

Motorized vehicles, electric bikes and other power operated vehicles are prohibited on park property.

MUSIC, LOUDSPEAKERS, P.A. SYSTEMS

Permission may be granted to have music and/or PA system throughout an event. Permittee is responsible for keeping noise from becoming a nuisance and ensuring the starting and ending of the music, PA system, and other loud noise at the approved times.

UTILITIES

If event requires additional power, this requires approval from the Parks Department. Permittees choosing to use generators instead of accessing park electricity (or in areas without electricity) must coordinate placement of the generator which must be indicated on the event site plan.

ALCOHOL

Alcohol is prohibited in city parks and park sports fields without approval of Alcohol through the Park Rental Permit. Permission may be granted to allow the possession at some city parks.

If a vendor wishes to have alcohol at event, [Addendum B – Park Rental Alcohol Permit](#) (Pg. 8-10 of application) must be filled out and returned to Parks Dept.

SECURITY

Permittee is responsible for providing adequate security for their event. The Oregon City Parks Department reserves the right to require permittee to provide sufficient security to meet permit conditions imposed by the Police Department. It may be required for certain public events in city parks to meet with the Police to discuss security and as a condition of use, may be a requirement to provide such security as required by the Police Department.

For events where security is hired for event, [Addendum A - Vendor List](#) (Page 6 & 7 of application) must be filled out and returned to the Parks Department.

RUNS/WALKS/RACES

ROUTES: Oregon City Parks Department reserves the right to change the routes of Runs/Walks/Races if, at the discretion of Parks Department, i.e., the turf conditions cannot support the event. In most locations, roads cannot be closed to traffic and the permittee must provide monitors for safety of participants.

Participants must stay on the roads and paths in the park. Any marking used to designate the route must be removed by the end of the day (Exception: Route markers which will wash away with water may be left). Failure to remove markings will result in cleaning charge being deducted from Cleaning/Damage Deposit.

Events that utilize city streets require a parade/run/walk permit issued through Public Works Department.

TRAFFIC CONTROL PLAN: You will need to include a Traffic Control Plan if your event is to affect public right-of-way with any one of these conditions (Note: Public right-of-way extends beyond the paved or travel surface of a roadway):

- Restrict or close a roadway (lanes, bike lanes, shoulders, etc.)
- Restrict or close a sidewalk/pathway
- Restrict or close a driveway
- Restrict or close parking spaces
- Restrict or close a public parking lot
- Certified flagger, police officer or signs
- Posting of any signs in the right-of-way

For Traffic Control Plan or Street Closure Plan or more information, please call 971-204-4601 or visit <http://www.orcity.org/publicworks/special-event-permits>.

Application can also be printed and sent or delivered to the following address:

City of Oregon City: Public Works Department
13895 Fir Street
Oregon City, OR 97045

OTHER PERMITS AND INSPECTIONS

It is the responsibility of the permittee to comply with all City, State, and County requirements when staging their event. Below are some other permits and/or inspections which may be required.

BUSINESS LICENSE

Oregon City Business License

An Oregon City Business License must be obtained by the permittee or organization in charge of the event for the following:

- If admission to a Park Rental controlled by donations, entry fees or tickets
- Event where participants (vehicles, cyclists, runners, or vendors) are charged an entry fee
- Any vendor is providing a service
 - Rental items such as tents, canopies, bounce house, blow-up slide, fencing, building stage or other structures
 - Private security
 - Caterer serving food (but not selling food)
- Vendor is participating in an event
 - Selling merchandise
 - Selling food and/or beverages
 - Promote services, merchandise, or commercial brand
 - Solicit donations for organization or cause

All vendors, businesses and individuals conducting business inside the City Limits of Oregon City are required by Municipal Code: OCMC Title 5, Chapter 5.04 to obtain a business license before doing business. In addition, all businesses and individuals operating within the City Limits must comply with the City's Building, Zoning, Fire and Police safety requirements.

For more information on obtaining an Oregon City Business License, call 503-496-1519 or visit <https://www.orcity.org/economicdevelopment/business-licenses>

NOTE: Metro Business License will work in lieu of an Oregon City Business License.

TEMPORARY RESTAURANT LICENSE

Clackamas County Health Department

Individuals or groups planning to prepare and provide food, either for sale or free, in which they will be serving to the public at an event must first obtain a *Temporary Restaurant License*.

If the event is a private event for members by invitation only, no license is required.

For more information, call the Clackamas County Public Health Department at 503-742-5931 or go to the Clackamas County Public Health website at <http://www.clackamas.us/publichealth/restaurantlicensing.html>.

The State of Oregon regulations require that every food worker (volunteer, vendor, or caterer) involved in public food handling and preparation acquire a certified Food Handler's Card.

For more information, call the Clackamas County Health Department at 503-655-8430 or visit the website at <http://www.orfoodhandlers.com/eMain.aspx?State=OREGON>

PARK RENTAL LIABILITY INSURANCE

The permittee must provide proof of liability insurance for injury and property damage for the duration of the event in the amount of \$2,000,000 per occurrence and \$4,000,000 aggregate. The policy shall name the City of Oregon City, its officers and employees as additional insureds. The insurance should include the name of the event and the permittee.

The indemnity Agreement on the application, which is attached to this manual, must be signed and included with the insurance certificate.

Hold Harmless/Recreational Land/Facility Liability

NOTICE: Oregon law (ORS 105.682, et seq.) provides that the City of Oregon City is not liable in contract or tort for injury, death, or property damage that arises out of use of land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. The fee you paid is only for use of the specific areas identified in the application as reserved for accommodating the specific event. These areas may include: reserved park shelter, grassy areas, overflow parking, parking lot, or sports fields. Other use of the property outside the reserved facility/park are not subject to a charge and, therefore, the City of Oregon City is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made

FEE SCHEDULE

Oregon City Parks and Recreation 2023 Master Fee Schedule

Fee Schedule adopted July 1, 2022. (Updated portable restroom pricing Jan. 2024)

Park Rental

Clackamette Park Oregon Trail Interpretive Center	Resident Rate		Non-Resident Rate	
	Without Alcohol	With Alcohol	Without Alcohol	With Alcohol
Park Rental Application Fee	\$50	\$50	\$50	\$50
0-100 people (No portable restroom or drop box required)	\$750	\$800	\$800	\$860
101-200 people (1 ADA restroom and 1 drop box)	\$1,307	\$1,377	\$1,357	\$1,437
201-500 people (1 ADA and 1 standard restroom - 1 drop box)	\$1,572	\$1,662	\$1,622	\$1,722
501-1,000 people (1 ADA and 2 standard restroom - 1 drop box)	\$1,937	\$2,067	\$1,987	\$2,127
More than 1,000 (1 ADA and 3 std RR min - 1 drop box min)	\$2,627	\$2,862	\$2,677	\$2,922

1) Park Rental Application Fee is due at the time of application submission. It is not applied to other rental fees and is non-refundable.

2) Fees include Rental Permit fee, park fees, portable restroom fee, \$100 garbage fee, and \$500 Cleaning Damage Deposit.

3) Permittees may secure portable restrooms for event, with delivery date and placement location coordinated through Parks office.

4) Cleaning/damage deposit is fully refunded 2 weeks after event if no park damage or cleaning is required following event.

5) Events with alcohol are charged a 20% increase of Rental Permit Fee.

6) Review of other park locations may be considered if Clackamette or EOT are not available or other reasons warrant alternate location.

7) All fees must be paid in full a minimum of 30 days prior to event.

2024 Portable Restroom Fees - Direct Vendor Cost

Events with less than 100 people

do not require portable restrooms

1 ADA restroom \$357

1 ADA and 1 Standard \$522

1 ADA and 2 Standard \$687

1 ADA and 3 Standard \$852

Thank you for Choosing an Oregon City Park for your Rental!