



**CITY OF KLAMATH FALLS
 PARKS & RECREATION DIVISION
 226 S. 5th St. - PO Box 237
 Klamath Falls, OR 97601
 541 883-5351 541 883-5390 (fax)
 FACILITY RESERVATIONS FORM**

Event Date: _____ **Time (from/to):** _____

Park Location and Facility/Area

Approximate # of people _____ **(over 150 requires Special Event Form)**

Contact Person and Organization: _____

Day Phone: _____ **cell:** _____

Full Mailing Address: _____

Email Address: _____

Nature of Event: _____

Will you be using sound amplification? YES NO

If yes: Type of Equipment/Media: _____

Do you intend to use tables or a tent? YES NO

Placement of tents or tables must be coordinated with Park Personnel. A detailed map of intended layout may be required.

Other Requests: _____

Permit Fee: _____ **Use Fee:** _____ **Deposit:** _____

Permit Fee and Use Fee are NONREFUNDABLE. Payment may be made by cash, check, Visa or MasterCard. **Please make checks payable to City of Klamath Falls. Reservation will be confirmed upon receipt of down payment/deposit.** Please do not send cash through the mail. Use Fee is refundable if cancellation is made prior to 72 hours of start of event. All fees must be paid (5) five business days prior to event date.

I hereby certify that I am the representative of the above organization or event organizer, and that the above statements are true to the best of my knowledge. I agree, on behalf of our group, to assume liability of all costs for any misuse or damage to the park area, to be bound to all policies and regulations of the City of Klamath Falls, and return the park site in a clean, undamaged and safe condition. My refundable deposit is made at the discretion of the Parks Division upon inspection of my site, ensuring that it is left in a clean, undamaged and in a safe condition.

Signature: _____

Date: _____

CONDITIONS: Signing below indicates I will adhere to the conditions listed and understand the Recreational Immunity Statement.

The event shall be conducted in accordance with all requirements of the Park and Marina Use Policy as highlighted by specific conditions as follows:

- City Policy does not allow the use of alcohol in City Parks.
- All litter must be picked up during and after the event.
- No vehicles allowed on lawn/landscape without prior permission; unload and load from the curb.
- ADA (disabled) parking spaces must be made available during the event.
- Pets must be leashed at all times. Pets are not allowed in playground or picnic areas.
- No person shall use any device to amplify sound in any park unless a valid permit has been issued by the City Parks Division by signing on the reverse of this form.
- Unless otherwise posted or provided for in this permit, no assembly shall be conducted in a City park during the time between thirty (30) minutes after sunset and thirty (30) minutes before sunrise the next day.
- If tent stakes are put into the ground, the Parks Division must approve stake location. Permittee will be responsible for all damages caused to underground utilities or irrigation systems.
- Events shall not block the public's access to a park by putting fencing or other barriers across public walkways or roadways.
- General park clean-up is the responsibility of the permittee. Failure to clean the facility after use will result in denial of future reservation and use privileges and possible denial of deposit refund.

Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of this permit. Deposits may be with held. Additional charges for damages could be assessed.

RECREATIONAL IMMUNITY STATEMENT

Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity from liability does not apply if the owner (the City) charges for permission to use the land. This fee charged by the City is only for the use of the designated building and/or space for [state event type]

_____ purposes and for use of the [park location and facility area]

_____ related amenities in the designated area. Other uses of this park, or any use of the property outside the designated area, are not subject to a charge and therefore, the 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.

Print Name

Signature of Responsible Party

Date