



City of Mt. Angel

Facility Use Application

Facility Requested:

Gazebo Ebner Park Fisher Park Humpert Park Community Room

Organization Name: _____

Address: _____

Contact Name: _____ **Phone:** _____

Nature of Use: _____
(examples: meeting, party, wedding)

Date of Event: _____

Setup Date: _____

Hours Needed: _____

Cleanup Date: _____

Check all that apply to your event:

- Park only Ball field only Food will be served
 Park and Ball Field Baseball League Alcohol will be served (additional permit required)
 Gazebo

A certificate of liability for \$500,000 (\$1,000,000 if serving alcohol plus a liquor liability rider), naming the City as additional insured must be provided with registration.

I have read the rules and regulations (from Resolution 1244 and City Fee Schedule) attached to this application and agree to abide by them.

Signed: _____ **Date:** _____

Applicant Information

Rental Fee/Deposit: \$ _____ **Total:** \$ _____ **Paid On:** _____ **Receipt #:** _____

Certificate of Liability Received Key Checked Out: _____
 Liquor Liability Certificate or City Alcohol Permit Received Key Returned On: _____

Deposit Refund Approved by: _____

Deposit Refunded: \$ _____ **Date:** _____ **Check:** _____

Approved by: _____ **Date:** _____

Office Use Only

General City Facility Use Rules (Resolution 1244)

- 1.** All reservations require submission of a Mt. Angel City-owned facility application. The person signing the application must be present at the function and will be responsible for ensuring the use policies and procedures are followed.
- 2.** City business will take precedence over any and all other events.
- 3.** Applicants must be twenty-one (21) years of age or older.
- 4.** Adults must stay on the premises with children. If children are waiting for rides, the Applicant is responsible for remaining until either parents or guardians have collected all children.
- 5.** Application, rental fees and deposit or certificate of insurance for use must be received at least ten (10) business days in advance of the rental date.
- 6.** City-owned facilities shall be used solely for the activities stated within the Rental Application. The Applicant may not assign, nor rent or sublet any part of the premises. The Applicant shall not make any alterations to any City property without expressed written consent of the City Administrator. Upon any violation of these provisions, Applicant shall forfeit all amounts paid, may be subject to Civil Infractions, and will be liable to the City for any damage.
- 7.** Additional fees may be charged if any city staff member(s) must be present in order to facilitate the rental of the City-owned facility. It is the responsibility of the applicant to inform the city prior to the rental.
- 8.** For events where alcohol will not be served the applicant must provide evidence of the City of Mt. Angel named as an insured with a minimum one half million dollar (\$500,000) general liability per occurrence policy.
- 9.** For events where alcohol *will* be served the applicant must provide evidence of the City of Mt. Angel named as an insured with a minimum one million dollar (\$1,000,000) general liability per occurrence policy.
- 10.** Events that expect to have alcohol at or on the premises of a city-owned facility shall have an approved City Alcohol Permit prior to requesting the rental. Approval of an alcohol permit is not a guarantee that the rental of the city-owned facility will be made available. Additional insurance requirements may apply. Fees or deposits for alcohol permits are established by separate resolution and are in addition to fees collected for rental of city-owned facilities.

- 11.** All groups or individuals using City-owned facilities agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility.
- 12.** Cancellations shall be made in writing not less than two (2) days prior to the scheduled event. A ten dollar (\$10.00) service charge will be retained for each cancellation. Fees will be forfeited if an event is cancelled with less than two (2) days notice.
- 13.** The City reserves the right to terminate any Facility Use Permit at any time without cause.
- 14.** The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.
- 15.** As provided by applicable Oregon Revised Statutes, smoking in any City facility is strictly prohibited.
- 16.** Facility hours are indication on the permit. If the facility is not vacated at the agreed upon time, additional rent, and city staff time will be collected.
- 17.** Rental commences as soon as the facility is made available to the user. Therefore, hours must be scheduled in blocks of time that will include time for set-up, the scheduled activity and clean-up. *For example, if the user has reserved the Community Meeting Room for a function on Saturday evening, but has requested access to the building Friday evening for set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the premises is unavailable to other users, and Saturday evening until the premises has been vacated. This policy also applies to reservations for Street Closures and Parks.*
- 18.** Upon clear evidence that the function is to the benefit to the community at large, the City Administrator reserves the right to waive all or part of the fees as listed in this resolution.