

RULES AND REGULATIONS

BROOKINGS CITY PARKS

898 Elk Drive, Brookings, OR (541) 469-1103 Fax (541) 469-3650



1. An approved PARK USE APPLICATION PERMIT is required by all groups using city parks for performances or public gatherings. Applications will be considered for approval on a *first-come, first-served* basis. ANNUAL USES, such as those sponsored by the Azalea Festival and American Music Festival shall not be displaced.
2. PARK HOURS are 30 minutes before sunrise to 30 minutes after sunset, unless otherwise permitted. All performances or activities shall cease at the stage area **by sunset**.
3. PERMITS/LICENSES: Obtaining necessary permits and/or licenses is the *applicant's responsibility*. SELLING & SOLICITING must comply with City business regulations.
4. ALCOHOLIC BEVERAGES: It is **unlawful** for any person to drink, consume, transport, carry, or possess any alcoholic beverage, except in the original package with the seal unbroken, *on any public premises*.
5. CAMPING/PARKING: Camping is **not** allowed in any park area and **parking is allowed only in designated areas**.
6. AMPLIFIERS/MUSIC: Amplified sound and/or music **shall be at a level such that it is contained** within the immediate area, subject to the City Noise Ordinance.
7. CLEAN-UP/TRASH REMOVAL: **Clean-up and removal of trash is required** after *any event*.
8. SIGNS may **NOT** be attached to *any* city street sign posts or trees. TEMPORARY SIGNS may be posted or displayed in the parks with prior **City Manager approval** only. All signs *must be removed* within two hours of an event's conclusion.
9. PETS must be **leashed** at all times and their droppings *removed*.
10. MOTOR VEHICLES, MOTORCYCLES AND STOCK ANIMALS are **not allowed** within any park, except for the purpose of set-up, tear-down, event security or by permit, *as applicable*.
11. FIRES may be built only in **designated picnic areas**. Fires in park areas *shall be confined* to camp stoves or fireplaces provided for such purposes, such as portable stoves and barbeques. No fire shall be left unattended or be permitted to cause damage to park facilities or areas. Every fire shall be extinguished with **no hot coals remaining** before its users leave the park area.
12. FIREARMS, FIREWORKS or EXPOSIVES are **not permitted** in the park.
13. BICYCLES, SKATEBOARDS, SKATES or ROLLER BLADES are **not permitted** except in *designated* park areas.
14. RICE/SEEDS: Throwing of rice or seeds *of any kind*, including bird seed, is **prohibited**.
15. PARK DAMAGE: Damage to, or removal of, any park vegetation is **prohibited**. No park facility structure, equipment or furniture shall be modified or painted *in any manner*.
16. CONFLICTS IN USE: Uses that are in conflict with uses already approved shall **not** be allowed. For example, a food concession at the Azalea Park bandshell/stage area shall not be permitted if approval has already been granted for use of the Concession Stand for the *same date and time*.
17. SPECIAL REGULATIONS FOR SPECIFIC PARKS OR PARK AREAS:
 - BANKUS PARK. Approval *must be obtained* from Ray's Market for any activity that will extend into the private parking lot. **No amplified sound** shall be permitted. Use of said park shall be **limited** to single-day events, *unless otherwise approved* by the Parks and Recreation Commission.
 - KIDTOWN: The Kidtown playground area of Azalea Park may **not** be reserved for private or public events.
 - SOFTBALL/SOCCER FIELDS: Only **City-approved** sports groups and associations may reserve the softball/soccer fields.Specific parks or park areas may have *additional restrictions and limitations* as to the types of event and/or number of allowable participants. The City Manager will notify applicants of any such restrictions or limitations.
18. All applicable federal, state and local laws, regulations and ordinances will be enforced. Violators of these will be required to leave the park and may be subject to other penalties. Failure to comply with the rules and regulations shall result in the immediate revocation of the park use permit. Organizations violating any rule, regulation or condition of the park use permit shall be suspended from the use of all city parks for a period of 12 months.

THE CITY OF BROOKINGS IS NOT RESPONSIBLE FOR DAMAGE TO, OR THEFT OF, PERSONAL PROPERTY WITHIN PARK AREAS. ALL PARK VISITORS USE PARK FACILITIES AND PARK AREAS AT THEIR OWN RISK.

CITY PARK RESERVATION PROCEDURES & FEES



1. Fill in, sign and return the Park Use Application Permit to the City Manager's Office at least 14 days prior to the event. Your application must be accompanied by your total User Fees, Deposit Fees and Proof of Insurance to guarantee reservation. Make checks payable to the City of Brookings. You will be notified upon approval of your application.
2. Any cost or fees for insurance, security officers, parking attendants or other special personnel required for the event shall be the applicant's responsibility. All events require insurance. Please refer to page 5 for park insurance requirements.
3. The applicant or applicant's representative must be at the reserved location at least one-half hour before the scheduled event time with a copy of the approved Park Use Application Permit (this is the authorization to use the park). If the area is not occupied by a representative at that time, the area will be deemed open to the public.
4. **Fees:** Fees will be charged based upon the following fee schedule.
5. **Deposits:** A deposit is required for ALL events equal to the amount of the *total fee*. Deposits are refundable upon verification that the park area, facilities, grounds and equipment have been left in good condition and no exceptional clean-up is required.

STANDARD PARK DAILY USE FEES

Number of People	City/per day		Non-City/per day	
	Resident	Non-Profit	Resident	Non-Profit
0-50	\$ 40	\$20	\$ 40	\$20
51-100	\$ 40	\$20	\$ 50	\$25
100-200	\$ 40	\$20	\$ 75	\$37
201-400	\$ 75	\$37	\$150	\$75
401-600	\$150	\$75	\$300	\$150
601-1000	\$250	\$125	\$500	\$250
Each additional 100	\$ 40	\$20	\$ 50	\$25
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Bandshell/Stage	\$ 40	\$20	\$ 50	\$25

COMMERCIAL PARK DAILY USE FEES

(motion picture, video and still camera activities involving props)

Number of People	City	Non-City
	Resident	Resident
1-5	\$ 40	\$100
6-30	\$ 40	\$150
31-60	\$ 40	\$300
61-100	\$ 40	\$400
Each additional 100	\$ 40	\$ 50

OTHER FEES:

	Fee	
Concession Stand w/Restrooms*	\$75	Key required
Concession Restrooms ONLY	\$25	Key required

Fee

Folding Picnic Tables**	\$20 ea/per event
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***CONCESSION STAND w/Restrooms:** Electricity, water, refrigerator, and sink provided. User provides all other needs.

****FOLDING PICNIC TABLES:** Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant. City personnel will deliver and pick-up tables before and after an event with a minimum rental of 10 tables. Tables may be rented for off-site non-profit events with prior City Manager approval only. Tables are to be returned clean and in good condition.

KEYS for the Concession Stand and Concession Restrooms must be picked up during normal business hours (9am-4:30pm, Monday through Friday) at the City Manager's office prior to the event or, by prior arrangement, at the Police Department. \$25.00 will be deducted from your deposit for keys not returned within 24 hours.

CANCELLATION POLICY:

7-14 days before event

- 75% of the daily use fee refunded
- full deposit refunded

Within 7 days of the event

- Refund of deposit only

NOTE: ALL FEES AND DEPOSITS ARE DUE AND PAYABLE AT LEAST FOURTEEN (14) DAYS PRIOR TO THE EVENT.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

Please contact the City Manager's office: (541) 469-1103 for questions or assistance.



PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY USE ONLY:		Rec'd Date:	By:	
Department	By	Date	Approved	Comment
Parks/Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Admin Services			Y / N	Y / N
City Manager			Y / N	Y / N

Please sign, date and deliver to the next dept. on the list. Please note any comments on page 4 under "Comments - City Use Only." RETURN TO

Event Date(s): ___/___/___ to ___/___/___ Time: From ___ am/pm to ___ am/pm Day(s)(circle) M/T/W/R/F/Sat/Sun

No. of participants (each day): _____ Nature/Name of Event: _____

Contact Person: _____ Day Phone: _____ Other: _____

Organization: _____

Mailing Address: _____

PARK/LOCATION: (Check all that apply)

AZALEA PARK AREA: (Check all that apply)

- Azalea
- Stout
- Bankus
- Gazebo
- Bandshell/Stage
- Concession Stand (CS)
- Bud Cross
- Easy Manor
- Lawn area
- Kidtown Picnic Area
- Restrooms only (at CS)
- Chetco Point
- Tennis Courts
- Other (Please Specify): _____

Check Yes or No to each of the following:

- Will you be renting picnic tables? Yes No Qty: _____ Is Site Map included? Yes No
- Is this event free? Yes No If no, how will funds be secured/protected? _____
- Will amplification equipment be used? Yes No If yes, noise level shall be contained within the immediate area.
- Describe purpose/type: _____
- Will there be dancing? Yes No
- Will merchandise be sold? Yes No If yes, by whom? _____
- Describe purpose/type: _____
- Do you want to place temporary signs? Yes No (Requires prior City Manager approval - see page 1)
- Describe quantity, location, type: _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed pages 4 and 5 of the application.

Signature of person completing this application: _____ Date: _____

Print name of person completing this application: _____

City Use Only: Paid: _____ Applicant Notified: _____ Copy to Parks Dept: _____

PARK USE FEE/REQUIREMENT WORKSHEET



THIS PAGE FOR CITY USE ONLY:

Use	User Fees	Deposit Fees	Restrictions/Comments
Park	\$	\$	
Bandshell/Stage	\$	\$	
Concession Stand w/restrooms +\$25 NR deposit	\$	\$	
Concession Restrooms ONLY+\$25 NR deposit	\$	\$	
Picnic Tables: Qty _____ @ \$20 each	\$	\$	
TOTAL	\$	\$	
Check #			
City Receipt #			

APPLICANT: Please review the following: Some or all of the following may apply. *It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.*

Other Requirements Additional Information/Comments

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Map	<input type="checkbox"/> On-site visit required. Date: _____ Time: _____ am/pm
<input type="checkbox"/> City Business License		
<input type="checkbox"/> Proof of Insurance		
<input type="checkbox"/> Security	No. of Officers: _____	Comments: _____
<input type="checkbox"/> Temporary Signs	City Manager Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments: _____		

Department Comments: _____

Approval Copies to:

<input type="checkbox"/> Parks Department	<input type="checkbox"/> Police Department	<input type="checkbox"/> Fire Department
<input type="checkbox"/> Applicant	<input type="checkbox"/> File	

Security Deposit request submitted on: _____ Amount: \$ _____

Deposit not returned/reason: _____

Event cancelled on: _____ Fee returned: in full partial Amount refunded: \$ _____

Reason for refund: _____

PARK USE INSURANCE REQUIREMENTS



GENERAL

The City of Brookings requires all applicants to provide insurance and proof of insurance coverage for all events held at City parks and on other public properties.

An application must be approved and the applicant must provide the City with liability insurance coverage extending over the term of the permit. The certificate or policy of insurance must evidence the liability insurance at rates specified below by the City.

The City will monitor compliance and maintain a file of insurance coverage for City Park and other City-owned property use.

The City Manager may amend the requirements for certain events as deemed appropriate or necessary.

INSURANCE COVERAGE

1. Insurance coverage must meet the following requirements

- a. It must contain Comprehensive General Liability Coverage. Comprehensive General Liability coverage, includes (but is not limited to) coverage sometimes called *Premises/Operations Liability (M&C); Products and Completed Operations Liability; and Contractual Liability.*
- b. The insurance coverage shall have limits of not less than \$500,000 - Combined single limit for each accident or occurrence.
- c. It must name the City of Brookings and its commissions, members, officers, agents, and employees as an additional insured and promise the City twenty (20) days advance notice of any change or cancellation. The following wording on the certificate is recommended:

“The City of Brookings shall be named an additional insured, under the above-numbered insurance policy as respects the Park Use Application Permit issued by the City of Brookings.”

“The City of Brookings shall be given twenty (20) days notice of any change, cancellation, expiration, or renewal of the policy.”

- d. The policy period must include the date(s) of the planned activity.

2. Certificates of Insurance may also be presented as an “Accord.” Unless the applicant’s insurance policy has a ‘rider’ with the language in subsection (c) above, these two changes initiated by the insurance agent need to be made in the “Accord” form of the certificate:

- a. The following wording at the top of the form should be deleted in its entirety:

“This certificate is issued as a matter of information only and confers no rights upon the certificate holder.”

- b. This wording, at the bottom of the form:

“Should any of the above described policies be canceled or reduced as to coverage before the expiration date thereof, the issuing company will mail a written, twenty (20) day notice to the below named certificate holder/City of Brookings as an additional insured.”

Any changes in the certificate need to be initiated by your insurance agent.