



PARK USE PERMIT APPLICATION

Phone: (541) 994-2131

2150 NE Oar Place, Lincoln City, OR 97367

The City recommends you apply 30 days before you wish to have the exclusive use of a City facility. The City of Lincoln City cannot guarantee applications made less than 14 days before the requested usage. Only complete applications will be accepted.

Application Check List

- 1) Complete and sign the Park Exclusive Use Permit Application Including:**
 - (a) Contact information
 - (b) Event time arrival and departure
 - (c) Which facility requested
 - (d) Answer yes/no questions
 - (e) Estimated Attendance
 - (f) Application Signature/date of signing

- 2) For clarification of conditions of rental:**
 - (a) Please refer to the information at the bottom of the rental fee page and the Agreement and Conditions page.
 - (b) Initial rental fee page in two places.

- 3) Agreements and Conditions Page:**
 - (a) Initial in two places.

- 4) Permits are considered upon receipt of completed application and application fee:**
 - (a) All applications are considered on a first come basis.
 - (i) This is based on receipt of completed permit application and application fee.

- 5) If your rental requires insurance:**
 - (a) Please see the last page of the application for insurance requirements.

- 6) The \$10 application fee is due at time of application:**
 - (a) The fee can be paid at the Community Center front desk or by calling the desk at 541.994.2131.

If the application is denied, you will receive a written explanation for the denial. If you wish to file an appeal of a denial of an exclusive use permit, you will need to file a written notice of appeal with the City Recorder. Your appeal will be heard before the City Council of the City of Lincoln City in accordance with the guidelines set out in Chapter 1.26 (Uniform Administrative Appeals) of the Lincoln City Municipal Code.

PARK PERMIT APPLICATION

Main Contact:	Phone:
Company(if applicable):	Non-Profit EIN:
Address:	City/State/Zip:
Email:	Fax:

Event Description:	
Event Date(s):	Type: <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing
Day: <input type="checkbox"/> Su <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa	Repeats: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily
Start time: _____ am/pm (including Set-up)	End Time: _____ am/pm (including Clean-up)

Parks:	
<input type="checkbox"/> COMMUNITY CENTER PARK <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> DORCHESTER PARK PICNIC SHELTER <input type="checkbox"/> DORCHESTER PARK COURT <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> ED JOHANN PLAZA <input type="checkbox"/> JOSEPHINE YOUNG MEMORIAL PARK <input type="checkbox"/> NELSCOTT DECK <input type="checkbox"/> REGATTA PARK PICNIC SHELTER <input type="checkbox"/> KIRTISIS BALL PARK <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> with lights <input type="checkbox"/> without lights	<input type="checkbox"/> REGATTA PARK STAGE <input type="checkbox"/> SANDPOINT PARK <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> SILETZ BAY PARK <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> SKATE PARK <input type="checkbox"/> TAFT 51 ST BAYFRONT PICNIC SHELTER <input type="checkbox"/> SCHOONER CREEK DISCOVERY PARK <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> WECOMA PARK <input type="checkbox"/> 1 <input type="checkbox"/> 2

<table style="width: 100%;"> <tr> <th style="text-align: left;">Yes</th> <th style="text-align: left;">No</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Is this event open to the public?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Will Alcohol be served?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Will there be 50 or more participants?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Is this event open to the public?		<input type="checkbox"/>	<input type="checkbox"/>	Will Alcohol be served?		<input type="checkbox"/>	<input type="checkbox"/>	Will there be 50 or more participants?		<input type="checkbox"/>	<input type="checkbox"/>	<table style="width: 100%;"> <tr> <th style="text-align: left;">Yes</th> <th style="text-align: left;">No</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Will admission be charged or items sold?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Will there be amplified Sound?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Estimated Attendance: _____</td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Will admission be charged or items sold?		<input type="checkbox"/>	<input type="checkbox"/>	Will there be amplified Sound?		<input type="checkbox"/>	<input type="checkbox"/>	Estimated Attendance: _____	
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If yes to any of the above questions, a Special Event Permit and/or insurance will be required.																															

A \$10 non-refundable application fee is due at time of application.

Please Note: Reservations should be made a minimum of 14 days in advance and are approved after a completed Permit Application has been submitted and payment has been received.

Applicant Signature: _____ **Date:** _____

FOR STAFF USE ONLY		
Date Submitted: _____	Permit Number #: _____	Expires: _____
Permit process	Confirm	
<input type="checkbox"/> Application Fee Received # _____	Staff _____	Date: _____
<input type="checkbox"/> Permit Approved	Supervisor _____	Date: _____
<input type="checkbox"/> # of required 3 yd Dumpsters _____	Staff _____	Date: _____
<input type="checkbox"/> # of required ADA port-a-potties _____	Staff _____	Date: _____
<input type="checkbox"/> # of required standard port-a-potties _____	Staff _____	Date: _____
<input type="checkbox"/> Insurance Required, Certificate Received	Staff _____	Date: _____
<input type="checkbox"/> Rental Fee \$ _____ Paid _____	Staff _____	Date: _____
<input type="checkbox"/> Completed Permit	Staff _____	Date: _____
Notes:		

PARK (2 hour minimum rental)	AMMENITIES	NON-PROFIT PER HOUR/DAY	PRIVATE PER HOUR/DAY	COMMERCIAL PER HOUR/DAY
COMMUNITY CENTER PARK North 2150 NE Oar Place	Outdoor Cornhole Court w/2 picnic	\$15/\$120	\$19/\$152	\$29/\$232
COMMUNITY CENTER PARK South 2150 NE Oar Place	Outdoor Basketball Court w/1picnic	\$15/\$120	\$19/\$152	\$29/\$232
DORCHESTER PICNIC SHELTER 2760 NW Neptune Ave.	Small Picnic Shelter	\$15/\$120	\$19/\$152	\$29/\$232
DORCHESTER PARK COURTS (2) 2760 NW Neptune Ave.	Tennis/Pickleball Court	\$15/\$120	\$27/\$216	\$40.50/\$280
ED JOHANN PLAZA NW 18 th St & Hwy 101	Benches and Event Space	\$15/\$120	\$19/\$152	\$29/\$232
JOSEPHINE YOUNG MEMORIAL PARK 821 SW 65 th St.	8 Picnic Tables (price per table)	\$15/\$120	\$19/\$152	\$29/\$232
KIRTSIS BALL PARK 2205 NE 22 nd St.	(3 Fields) K1, K2, K3 Price per field	\$47/\$416	\$59/\$472	\$88.50/\$708
LIGHT USE FEE at Kirtsis Park	Per night	\$38	\$38	\$38
NELSCOTT DECK /SCOTT PLAZA SW 32 nd & Hwy 101	Tables and Event Space	\$17/\$136	\$21/\$168	\$32/\$256
REGATTA PARK PICNIC SHELTER 2700 NE 14 th St.	Picnic Shelter w/2 Tables/Barbecue	\$15/\$120	\$19/\$152	\$29/\$232
REGATTA PARK STAGE 2700 NE 14 th St.	Stage	\$36/\$208	\$45/\$360	\$68/\$544
SANDPOINT PARK West End of NE Loop Dr.	3 Picnic Tables (price per table)	\$15/\$120	\$19/\$152	\$29/\$232
TAFT BAYFRONT PARK PICNIC SHELTER West end of SW 51 st St.	Picnic Shelter tables & barbecue pit	\$36/\$208	\$45/\$360	\$68/\$544
SCHOONER CREEK DISCOVERY PARK 1545 SE 50 th St.	COMING SOON!	\$47/\$416	\$59/\$472	\$88.50/\$708
SILETZ BAY PARK 5289 SW Hwy 101	2 Picnic Tables (price per table)	\$15/\$120	\$19/\$152	\$29/\$232
SKATE PARK 2205 NE 22 nd St.		\$47/\$333	\$52/\$416	\$78/\$624
WECOMA PARK 3200 NW Jetty Ave.	2 Picnic Tables (price per table)	\$15/\$120	\$19/\$152	\$29/\$232
ADDITIONAL FEES				
Refundable deposit for rentals with more than 50 participants.		\$54	\$54	\$54

- Permits are subject to a two-hour minimum.
- To receive a full refund, cancellations must be received at least 14 days prior to your booking.
- Set-up and clean-up must take place during your paid rental time.
- The following are not permitted: Temporary structures such as bounce houses.

Extra fees will be charged for late stays, early entries, damage, and/or failure to clean-up.

- Extra time is rounded up in 15-minute increments and fees will be charged to the renter.
- An event with more than 50 participants, amplified music, alcohol, admission charged or items for sale require additional permits.
- Events over 50 attendees require the permit holder to obtain certain amenities: 50-300 attendees require 1 3-yard dumpster, 1 ADA and 1 standard port-a-potty. For every additional 200 attendees, 1 additional 3-yard dumpster, 1 additional ADA and 1 additional standard port-a-potty are required. For events of more than one day, dumpsters need dumped daily and port-a-potties need serviced daily.
- If your event exceeds the # you've listed, additional fees will apply.
- Regatta Park: An event may use the dock with approval from Lincoln City Parks & Recreation, but not have exclusive use or close the dock in any way. If this event is for a water event that may pose extra or unusual water safety hazards (like a boat race or fishing tournament), you must also obtain a "Marine Events" permit from the Oregon State Marine Board: <https://www.oregon.gov/OSMB/info/Pages/Marine-Events.aspx>.
- No charge rentals: Thank you for partnering with us for your event. In exchange for a no charge rental permit, we require that Lincoln City Parks & Recreation be recognized in any advertising for the event, utilizing our logo. A copy of our logo is available upon request.

AGREEMENTS AND CONDITIONS - Please sign and return this page.

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, its agents, and employees agree to abide by the established regulations relating to facility use, and agree to keep the facility in a clean and orderly condition.
3. Applicant, its agents, and employees agree to obtain any and all other required permits or authorizations from the City or other agencies before the activity takes place.
4. Applicant will comply with any conditions imposed by the City on the Exclusive Use Permit.
5. Applicant agrees to display, or have readily available, the Exclusive Use Permit issued by the City while the authorized activity is taking place.
6. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated facility. You must carry out garbage exceeding capacity of available trash cans.
7. Applicant is responsible for any damages to the facility caused by Applicant's use. Applicant acknowledges and accepts they will be billed for time and materials if the facility is not left in the condition in which it was found. **Please Initial: _____**
8. The applicant agrees to hold harmless, indemnify, and defend the City of Lincoln City, 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.
9. 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 Parks & Recreation Department, when required.
10. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Manager.
11. Any personal property of Applicant kept in or at the facility is at Applicant's own risk. The City of Lincoln City accepts no responsibility for the security of Applicant's personal property.
12. 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.
13. The City is not able to provide assistance in moving tables and chairs 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.
14. Do not drive on or park vehicles on park grounds except in designated parking areas.
15. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
16. Permits are not transferable unless written consent is given by the City Manager or their designee. Facilities cannot be "loaned out" to other organizations during the times you have reserved them. The Group/Organization named on the permit is the only one authorized for use during the permit period. If you are sharing the facility with another organization, both names need to be listed on the permit.
17. There will not be refunds for cancellations within 14 days of the date of your permit.

Please sign and return this page.

By my initials, I declare that

I understand the terms listed above: _____

8/1/2024



City of Lincoln City

Phone: (541) 994-2131
2150 NE Oar Place, Lincoln City, OR 97367

IMPORTANT INFORMATION REGARDING CERTIFICATES OF LIABILITY (INSURANCE) FOR EVENTS HELD IN/ON CITY OF LINCOLN CITY PROPERTY

If your Exclusive Use Permit states that insurance is required, please obtain insurance as detailed below.

Certificates must name the City of Lincoln City as an “additional insured: for \$1 million and \$2 million and must also name the date, time and location of the event for which the insurance is valid. The designation of the City of Lincoln City as the “certificate holder” will not be accepted unless it is also clearly indicated elsewhere on the certificate that the City is an additional insured.

The designation of the City of Lincoln City and information regarding time and location must be clearly stated somewhere on the certificate. If the City is being named as the “certificate holder,” please also be sure that the phrase “certificate holder is named as additional insured,” appears on the certificate.

City of Lincoln City its officers and employees
PO Box 50
Lincoln City, OR 97367

Certificates that do not meet this requirement will not be accepted as proof of liability for an event.

If you have any questions about this requirement, please contact Mike Davies 541.996.5360 or mdavies@lincolncity.org.