



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

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PARK PAVILION RESERVATION NO. 25-

Reservation Date: _____ Name of group/party: _____

Name of person making deposit: _____

Address: _____ Cell/Home: _____

Business: _____

(Please provide an address for deposit return if different from listed above)

Arrival time: _____ Departure Time: _____ (Area must be vacated by sunset unless otherwise indicated)

Rehearsal Date/Time: _____ Wedding Ceremony Time: _____

Anticipated number of people attending the event: _____ Amplified music (large speakers): ____ Yes ____ No

Special considerations/equipment/electricity: _____

Parking/Traffic Plan: _____

Area reserved must have a representative of the group on the site by the time listed above.
Area not occupied by representative by stated arrival time shall be declared open to the public.

**ALL OTHER AREAS OF THE PARK ARE OPEN TO OTHER VISITORS,
AND PROTECTED UNDER ORS 105.682 - RECREATIONAL IMMUNITIES**

Damage/Cleaning Deposit: \$100.00

Entire Park Reservation Fee: \$500.00

*requires City Council Approval; 10 days prior to mtg

Date paid: _____ Amount: _____ Receipt # _____

Date paid: _____ Amount: _____ Receipt # _____

Date submitted: _____ ParkRequested: _____

If the event is canceled less than thirty (30) days from the reservation date, all fees will be retained by the City.

PLEASE BE ADVISED THAT PARKING IS LIMITED - (be sure to read parking information provided with application)
over 20 attendees requires a Parking/Traffic Plan to be submitted

IN CASE OF EMERGENCY DIAL 911, OR CALL PUBLIC WORKS AT 541.659.6144

Applicant's Signature

Date

E-Mail Address (print clearly)

For Office Use Only:

CANCELLATION Date: _____ Name: _____ Phone: _____

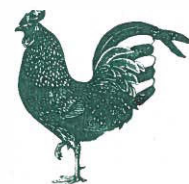
Reason: _____ Taken by: _____

DEPOSIT REFUND: Date: _____ Check #: _____ Amount: _____ Auth: _____



We are an AAEOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



PARK RESERVATION REPORT

(For Public Works Use Only)

RESERVE SIGN INSTALLED: YES ____ NO ____

POWER ON: YES ____ NO ____

CONDITION OF PARK BEFORE EVENT:

RESTROOMS _____

PICNIC AREA _____

POWER _____

PARKING LOT _____

TRASH _____

COMMENTS: _____

EMPLOYEE SIGNATURE

DATE

CONDITION OF PARK AFTER EVENT:

RESTROOMS _____

PICNIC AREA _____

POWER _____

PARKING LOT _____

TRASH _____

VANDALISM - EXPLAIN: _____

OTHER COMMENTS: _____

EMPLOYEE SIGNATURE

DATE

For Office Use Only:

REFUND: YES ____ NO ____ DATE _____ APPROVED BY: _____

**Council Bill
No. 24-2486**

RESOLUTION NO. 24-1429-R

A RESOLUTION REPEALING RESOLUTION 99-963-R AND ESTABLISHING A POLICY AND FEE SCHEDULE FOR RESERVING PUBLIC PARKS UNDER THE JURISDICTION OF THE CITY OF ROGUE RIVER, OREGON.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the City has developed and maintains parks for the benefit of all citizens; and,

WHEREAS, the City receives requests to reserve certain parks and specific areas of parks; and,

WHEREAS, the City Council seeks to adopt a policy that provides public benefit to the community in an open and fair process; and,

WHEREAS, the City Council seeks to adopt a policy that limits potential risk to the citizens of the City of Rogue River.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts a Park Reservation Policy as follows:

City of Rogue River Banner Policy

Section 1. Fees and Requirements. No sooner than January 1 of each year the City of Rogue River shall accept reservations for public parks for the calendar year. The following day fees shall be charged, and policies applied, to individuals or groups reserving a public park (or area within a public park):

AREA REQUESTED	COUNCIL APPROVAL REQUIRED	CERTIFICATION OF LIABILITY INSURANCE REQUIRED REC'D	PAYMENT	DAMAGE/ CLEANING DEPOSIT	PARKING/ TRAFFIC PLAN REQUIRED
CONTRACT USE (Entire Park, Seasonal Use, consecutive use)	YES	YES	TBD UPON CONTRACT	TBD UPON CONTRACT	IF OVER 20 PEOPLE
PAVILION RESERVATIONS					
PALMERTON PARK PAVILION	NO	NO	N/A	\$100.00	IF OVER 20 PEOPLE
ROOSTER PARK PAVILION	NO	NO	NA	\$100.00	IF OVER 20 PEOPLE

AREA REQUESTED	COUNCIL APPROVAL REQUIRED	CERTIFICATION OF LIABILITY INSURANCE REQUIRED REC'D	PAYMENT	DAMAGE/ CLEANING DEPOSIT	PARKING/ TRAFFIC PLAN REQUIRED
ENTIRE PARK RESERVATIONS					
COYOTE EVANS PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
ANNA CLASSICK PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
FLEMING MEMORIAL PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
PLAZA PARK	Only City Sponsored Events				
ROOSTER PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
PALMERTON PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
PONDEROSA PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	YES
CUSTOMER PROVIDED EQUIPMENT (BOUNCE HOUSE, RIDES, SLIP-N-SLIDE)	NO	YES	N/A	No Deposit / Agreement covers	SITE PLAN REQUIRED

Section 2. Additional Requirements.

1. Use of Amplified Sound, Rental of Entire Park, and Sales of Alcohol Require Council Approval.
2. A written request for Council Approval must be submitted a minimum of 10 days prior to the scheduled council meeting.
3. Any uses in a City Park which; permit alcohol, require fees for entrance, reserve entire park, or include sales of any kind require certificate of liability insurance.
4. Certificates of Liability Insurance must provide coverage in the amount of \$2,000,000 per occurrence naming the City of Rogue River as an additional insured.

RESOLUTION NO. 24-1429-R


The adoption of the above Resolution was moved by **HILTY**, seconded by **MOSS**, and roll call being had thereon, resulted as follows:

Howell; aye, Kempa, aye; Hilty; aye, Moss; aye, Gregory; aye, Davis: aye.

Whereupon the Mayor declared the motion to be carried and the Resolution approved.

PASSED this **28th** day of **March 2024**, by the Common Council of the City of Rogue River, Oregon.

SIGNED this **29th** day **March 2024**, by the Mayor of the City of Rogue River, Oregon.


Pam VanArsdale
Mayor

ATTEST:


Diane Oliver
City Recorder