



# DOWNTOWN PARKS

## Public Use Agreement & Conditions



For Public Events & Assemblies

205 Riverside Drive, Suite F, Klamath Falls, OR 97601

Please submit this completed form via email to: [info@downtownklamathfalls.org](mailto:info@downtownklamathfalls.org)

- Please sign page 2 of agreement, include any attachments and submit 14 business days prior to event
- Public/community event requests are considered on a first come basis and are confirmed after completed agreement has been received and reviewed by the Klamath Falls Downtown Association and City Parks Division

<b>Downtown Park Location:</b> <input type="checkbox"/> Sugarman’s Corner [capacity up to 150 persons] <small>[does not include Veterans Park]</small> <input type="checkbox"/> Klamath Commons [capacity up to 300 persons]		
<b>This information will be published on the KFDA Downtown Events Calendar:</b>		
<b>Event Date(s):</b>	<b>Name of Event:</b>	<b>Actual Event Time Period:</b>
<b>Applicant (Individual or Organization) Name and Mailing Address:</b>		<b>Contact Name, Phone and Email:</b>
<b>Set-up, Tear-down &amp; Clean-up Time Period:</b> _____ to _____		<b>Anticipated Number Attending:</b>
Please provide a brief description of the nature of the event. List any items, products or services to be provided/distributed to attendees:		
Is electricity requested? <input type="checkbox"/> NO <input type="checkbox"/> YES    If yes, please describe purpose:		
Will sound amplification be used? <input type="checkbox"/> NO <input type="checkbox"/> YES    If yes, list type of equipment and purpose:		
Are any street or sidewalk closures proposed? <input type="checkbox"/> NO <input type="checkbox"/> YES    If yes, an Obstruction of Public Way Permit from City Development Services may be required at least 14 days prior to event.    If yes, describe briefly:		
<b>Will any additional items be brought in for use? Check Yes or No and describe:</b>		
→ Canopies, tents, dumpsters, tables, chairs, portable toilets or other items? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide a brief description and proposed placement of items. Use a separate sheet/diagram if necessary. Tents/canopies must be anchored with weights for safety [no ground stakes].		
→ Bounce houses/inflatables? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, liability insurance is required to be provided by either the vendor or applicant. Commercial bounce houses/inflatables are to be set up by a licensed vendor only and require approval. Only dry inflatables are authorized. Personal bounce houses are not authorized. Please provide the name and address of the commercial vendor who will be setting up the bounce house/inflatable:		
→ Will the event include any food trucks, for-profit vendors or other for-profit activities? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe briefly and attach a separate sheet if necessary, listing vendor name(s) and contact information. Prior approval must be obtained at least 14 days prior to the event.		

**Applicant’s signature required on page 2**



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## Conditions for Public Events Held in Downtown Parks

- Downtown Park hours are as follows: April through September open 6:00 a.m. to 10:00 p.m.; October through March open 6:00 a.m. to 8:00 p.m. (City Code 9.005, ORD. 9-16).
- City Code 5.438 does not allow the use of alcohol in Downtown Parks or on public property within the City.
- Smoking, vaping and tobacco use are prohibited in City-owned parks, marinas, cemeteries and natural areas (City Code 5.448).
- No person shall create, assist in creating, continue or permit the continuance of any unreasonably loud, disturbing or unnecessary noise inside the City limits (City Code 5.318).
- No person shall intentionally cause public annoyance or alarm by using abusive language or making an abusive gesture in a public place within the City limits (City Code 5.321; ORD. 6324.1980).
- General park clean-up is the responsibility of the applicant/responsible party. All litter must be picked up during and after the event. Failure to clean the facility after use may result in denial of future use privileges.
- Pets must be leashed at all times.
- Event activities shall not block public access to the park by use of fencing or other barriers across public walkways, sidewalks or roadways. Sidewalks shall remain clear for pedestrian travel. If sidewalk closure is proposed, prior approval must be secured 14 days prior to event.
- No person shall erect signs, markers or inscriptions of any type in a park or upon public property within the City limits.
- No paint, chalk or any other form of markings shall be used on sidewalks, asphalt, lawn areas or any surfaces within City Parks or on public property.
- No salt or ice/snow melt products are allowed to be used on any surfaces within the park or sidewalks surrounding the park.
- No person shall build or maintain a fire. The use of fireworks is not allowed.
- If canopies or inflatables are requested, they must be anchored. No ground stakes allowed. The type of weighted anchors/tie-downs must be pre-approved. Applicant/responsible party shall be responsible for anchors/tie-downs or damages.
- No staples or nails shall be used on any surfaces.
- Electricity use must be coordinated with Klamath Falls Downtown Association. All electrical cords shall be securely covered and routed away from pedestrian travel.
- Failure of the applicant/responsible party to comply with said conditions shall constitute grounds for immediate revocation and/or future use privileges.

**User shall indemnify, defend and hold the City and its officers, agents and employees harmless against all claims and demands, including court costs and attorney fees at trial and on appeal, arising from the use of the City Park or City Public Property by user due to user’s negligence. I hereby certify that the statements submitted on this application 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, be bound to all policies and regulations of the City of Klamath Falls and return the park site to a clean, undamaged and safe condition. I have read, understand and agree to abide by the above Conditions for Public Events Held in Downtown Parks.**

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<b>Signature of Applicant/Responsible Party</b>	<b>Printed Name of Applicant/Responsible Party</b>	<b>Date</b>
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Downtown Park Public Event Location:  Sugarman’s Corner  Klamath Commons

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_