



## WIARD PARK DISTRICT SPECIAL USE POLICY

Approved by Order of the Board of Directors August 2015

### PERMIT QUALIFICATION

1. Special Use Permits are required of groups with expected attendance of more than 150 people. The largest Wiard Park facilities (Wiard Park and Crest Park) are limited to events not exceeding 450 attendees.

2. A Special Use Permit is also required for all events - regardless of attendance - when the user plans to use any park space for organized activities, installation of shade canopies, overnight parking, fundraisers, community events, live music, etc.

3. Dunk tanks, wading pools, inflatable play structures, water slides, climbing walls, and events involving non-service animals are prohibited in all district parks. Permits may also be denied at the discretion of the District Manager for other types of use not described above.

*NOTE: Park users who do not obtain a Special Use Permit for any of the above listed conditions may be denied entry and/or required to cease their activities as directed by park staff or peace officers.*

### FEES

Special Use Fees shall be the same as Regular Use Fees (\$40 for regular groups, \$20 reduced fee for qualified non-profit groups.) Users will receive an emailed invoice for this.

### WASTE CONTAINERS

Special Use Permits for groups exceeding 250 attending shall require the group to provide a 1 yard dumpster service for the day of the event. The user will receive a separate invoice from the District for this service.

### INSURANCE & WAIVERS

Prior to approval of the Special Use Permit, the organization shall provide a **Certificate of Liability Insurance** with minimum coverage amounts at \$1,000,000 per occurrence and \$2,000,000 aggregate and an Endorsement naming Wiard Park, its elected officials, employees, agents and volunteers as additional insured.

Prior to approval of Special Use, the organization's authorized representative shall sign a **Recreational Immunity Acknowledgement** and **Indemnification Statement**.

*Please complete the form on the next page*



## WIARD PARK DISTRICT SPECIAL USE PERMIT

Please complete this form, attach required proof of insurance coverages and submit to Wiard Park District, PO Box 1438, Klamath Falls, OR 97601 or via email to: [wiardpark@gmail.com](mailto:wiardpark@gmail.com)

Event or Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Description of Special Use: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email (for invoicing) \_\_\_\_\_.

### RECREATIONAL IMMUNITY and INDEMNIFICATION STATEMENT

#### Recreational Immunity Acknowledgement

Oregon law (ORS 105.682 et seq.) provides the owner of land (Wiard Park District) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity does not apply if the owner charges a fee for permission to use the land. This fee charged by Wiard Park District is only for the use of the designated facility and/or space for the event, organization, date and time listed above.

#### Indemnification Statement

User shall indemnify, defend and hold the Wiard Park District and its officers, agents and employees harmless against any and all claims and demands, including court costs and reasonable attorney fees at trial and on appeal, arising from the use of the Park for Public Property by user due to user's negligence.

Organization/User Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

\_\_\_ Date Received: \_\_\_/\_\_\_/\_\_\_

\_\_\_ Insurance documents attached

\_\_\_ Invoice paid  
\_\_\_ Approved