



STATE CAPITOL STATE PARK EVENT RESERVATION APPLICATION

This process is essential to balancing the conduct of government business, public access and expression, and the stewardship of the historic State Capitol State Park. The application enables groups to reserve access to specific locations and amenities for specific times, so that the department can schedule and manage the many activities and visitors of the park.

APPLICATION INSTRUCTIONS:

Event applications can be submitted up to twelve (12) months in advance. **The department may not consider an application received less than fourteen (14) days prior to the commencement date of the activity or use.**

1. Read and understand the below information regarding General Rules and Conditions and Applicant Agreements
2. Fill out application completely, sign and date.
3. Application and all additional requirements may be mailed or emailed to appropriate Park Manager or designee.
Oregon Parks and Recreation Department
725 Summer Street NE, Unit C, Salem, Oregon 97301
Phone: 503-983-3629
E-mail: scsp.permits@oregon.gov
4. This reservation is not valid until signed by all parties.

GENERAL RULES and CONDITIONS:

1. Sales activities and solicitations, except as required by laws protecting rights of free speech, are prohibited on park property without approval by the department.
2. Drone operators in and around Oregon State Parks and the ocean shore must follow all local, state, and federal laws. The department can and will limit or prohibit use near people for safety and conflict reasons.
3. Park hours are 7am-10pm. There is no overnight use authorized for State Capitol State Park.
4. Alcoholic beverages will not be served nor brought on state premises without approval by the department.
5. Noise must be at a volume which does not disrupt the work of employees in the Capitol Mall area or nearby neighborhoods. Understand that background noises may be prevalent since this is a public area. Sound producing, amplifying or reproducing equipment shall not be used without appropriate sound permit through the City of Salem if it applies and advanced approval by department.
6. Equipment such as chairs, tables, tents, podiums, etc., will not be allowed on the lawns unless approved in advance by the department. Items placed on sidewalk shall not block or impede pedestrian use. For events being reserved for multiple days, equipment may only be left overnight with approval by department.
7. Restrooms are available in the Capitol Mall area; however, they are subject to closure at 3:00pm. For events with over 100 participants, 1 ADA chemical toilet per 100 participants is the minimum recommended ratio. Delivery and pick up schedule will need to be approved in advance by department.
8. Vehicles are not allowed in the park with the exception of official state business or if approved in advance. Loading and unloading is only allowed from the west transit lane on the Capitol Mall Plaza for a set period of time. Sidewalks, transit lane, building entrances, fire lane or exits shall not be blocked without appropriate permits if they apply and advance approval by department is required.
9. Fires, candles, open-flame heaters or open flames may not be used on park grounds for any purpose. However, propane-fueled equipment for food preparation may be used if the applicant obtains advance approval and the equipment is located in an area specified by the department.
10. Fountain operations are subject to seasonal operation, typically 10am – 7pm Memorial Day thru Labor Day. The department has final decision on fountain operation.
11. Sprinklers are on a weather controlled operational system and located throughout the landscaped areas. Modifications to the schedule must be approved in advance by the department.
12. Trash receptacles are available at the park. For groups anticipating over 50 attendees, the applicant will need to provide additional/sufficient trash containers and pick-up all event debris by finish time of event. Overflow trash containers are not to be placed next to permanent trash containers. Applicant is responsible for overflow trash removal from the premises. Event attendees may not remove items from permanent trash receptacles for safety reasons.

13. No stakes are allowed. Banners, signs or other items should be free standing, placed on easels, or attached to tables. Awnings or tents shall be ballasted with water or sand.
 14. Decorations such as confetti types, rice or birdseed are not allowed to be dispersed within the park, and chalk or paint of any kind shall not be used on any surface.
 15. Electricity is not available for use on park grounds. The applicant is responsible for providing electricity through the use of a generator and will need to secure electrical cords safely to the ground to prevent accidents.
 16. Smoking is prohibited on park premises.
 17. Domestic animals shall either be confined or kept under physical control on a leash not more than six feet long at all times and waste disposed of properly.
- For a complete list of park rules please visit: <https://www.oregon.gov/oprd/PRP/Pages/PRP-all-rules.aspx>

APPLICANT AGREES:

1. Applicant shall be at least 18 years of age.
2. Events are not considered exclusive and areas reserved are still considered open to the public. Priority for events will be given on a first-come, first-served basis and applicant shall understand that several events could be approved for the same day in different areas.
3. To guarantee non-interference with the business of the state.
4. A designated contact person will be present during the entire duration of the event. In the case of an event-related incident on park grounds, this contact will be responsible for notifying appropriate response personnel, which is to include a designated contact of the department and, if necessary, emergency services.
5. To have approval from any involved City, County, State and Federal agencies prior to submission of this request.
 - a. If the event involves use of drones, you will need file a flight plan with the Salem Municipal Airport due to the FAA controlling the air space within five miles of the airport. You will need to send a copy of the approved flight plan to the department and have confirmation of receipt before operating a drone.
 - i. [Salem Municipal Airport](#): 503-588-6314
 - b. Sidewalks along all city streets are City of Salem property and may not be blocked without a permit. Obtain a permit from the City of Salem if the event involves city streets (temporary closure, blocking parking spaces, etc.) and send a copy of the approved permit to the department.
 - i. [Salem Parking](#): 503-588-6133
 - ii. Salem Streets and Sidewalks: 503-588-6211
 - c. If the event involves use of sound producing, amplifying or reproducing equipment a sound permit may need to be obtained from the City of Salem and a copy sent to the department.
 - i. [City of Salem](#): 503-588-6261
 - d. If additional parking is needed for the event, the Capitol Mall Parking Structure may be an option.
 - i. Parking Specialist: 503-378-5090
 - e. If the event involves the Capitol Building or its steps you will need to obtain a permit from Capitol User Services and send a copy to the department.
 - i. [Capitol Building Use Coordinator](#): 503-986-1384 capitol.events@state.or.us
6. Not to cut, destroy, remove, permit to be cut, or remove any vegetation on park land.
7. To assume full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damages; and for any damage to park property, including natural and cultural resources.
8. To indemnify and hold harmless the State of Oregon; its Parks and Recreation Commission and members thereof; the Oregon Parks and Recreation Department and its officers, agents, and employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.
9. The department may, in its discretion, cancel this reservation, stop the activity or use, or require the applicant to clear that activity or use area of visitors, in the event of any emergency, significant law enforcement problem, or substantial threat to public welfare, safety, or property arising from or affecting this activity, or for breach of agreement conditions, or for reasons deemed appropriate by the department.
10. To terminate the event or use immediately upon receipt of notice from the department that the reservation has been cancelled and shall thereupon be responsible for immediate cleanup and restoration of affected park areas.
11. The department retains the right to enter onto any park land at any time for the purpose of inspection or management.
12. If the department incurs costs resulting from a violation the applicant will be notified and subsequently charged.
13. The department reserves the right to require insurance coverage.

APPLICATION for EVENT RESERVATION for STATE CAPITOL STATE PARK

APPLICANT INFORMATION			
Applicant Name:			
Organization:			
Mailing Address:			
City:	State:	Zip:	
Phone:	Cell:	Fax:	
Email:			
On-Site Responsible Contact if not the applicant or Second Contact:			
Cell:		Email:	
EVENT INFORMATION *Set-up and break-down time should be included in event start/finish time.			
Name of Event:			
Start Date:	Start Time:	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Finish Date:	Finish Time:	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Detailed Description of Event:			
Expected number of participants:			#
Expected number of vehicles:			#
1. Will any sales activities or solicitations occur on-site? <small>*Sales activities and solicitations include, but are not limited to: hawking; peddling; vending; selling goods, wares, merchandise, foods, beverages or services; soliciting donations; placing posters on wall spaces designated for state business; ticketing or reservation transactions; and distributing handbills, except as required by laws protecting rights of free speech.</small>			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP you must use a Special Use Permit.
2. Will your event include the use of drones?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP you must use a Special Use Permit.
3. Will your event require use outside of posted park hours? <small>*Use of the park between the hours of 10pm and 7am includes, but is not limited to: storing of equipment, applicant or designee to provide security for equipment left on-site overnight, any activity as described above as part of the event, etc.</small>			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP you must use a Special Use Permit.
4. Will alcohol be consumed, distributed or served at your event?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STOP you must use a Special Use Permit.
5. Will your event involve use of sound producing, amplifying or reproducing equipment? <small>*A sound permit may be required from the City of Salem.</small> If yes, please explain here and identify on the attached map where it will be located:			<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will your event include set up of equipment to be placed on the lawns? <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Other: _____ <input type="checkbox"/> Pop-up tent <input type="checkbox"/> Podium If yes, please explain, list the quantity for each piece of equipment and identify on the attached map where they will be located:			<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>7. Have arrangements been made for additional restrooms? If yes, please explain, list the delivery and pickup schedule, and identify on the attached map where they will be located:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Will your event require a vehicle to be parked inside the park? Will your event require a vehicle to access the interior of the park for loading/unloading purposes? Will your event require a temporary street closure, blocking parking spaces, etc.? *A permit may be required from the City of Salem.</p> <p>If yes to any of these questions, please explain. List dates and times for loading/unloading or for parking and identify the location(s) on the attached map:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. Will your event include the use of propane-fueled, food preparation equipment? If yes, please explain and identify on the attached map where it will be located:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. Will the operation of fountains have an impact on your event? If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. Will the operation of sprinklers have an impact on your event? If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. Have arrangements been made to provide drinking water, if applicable? *Specific requirements can be obtained from the Marion County Health Department.</p> <p>If yes, please explain and identify on the attached map where it will be located:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>13. Have you made any provisions for security during the activity? If yes, what has been arranged, including who, how many, and other pertinent information:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>14. Depending on the size of the activity, first aid and information booths may be necessary. Have any plans been made? If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

ADDITIONAL REQUIREMENTS (please attach if they apply)	
<input type="checkbox"/> Copy of Sound Permit <input type="checkbox"/> Copy of Traffic and Parking Plan Permit	<input type="checkbox"/> Copy of Capitol Building or Steps Permit <input type="checkbox"/> Site map indicating the specific location of activities

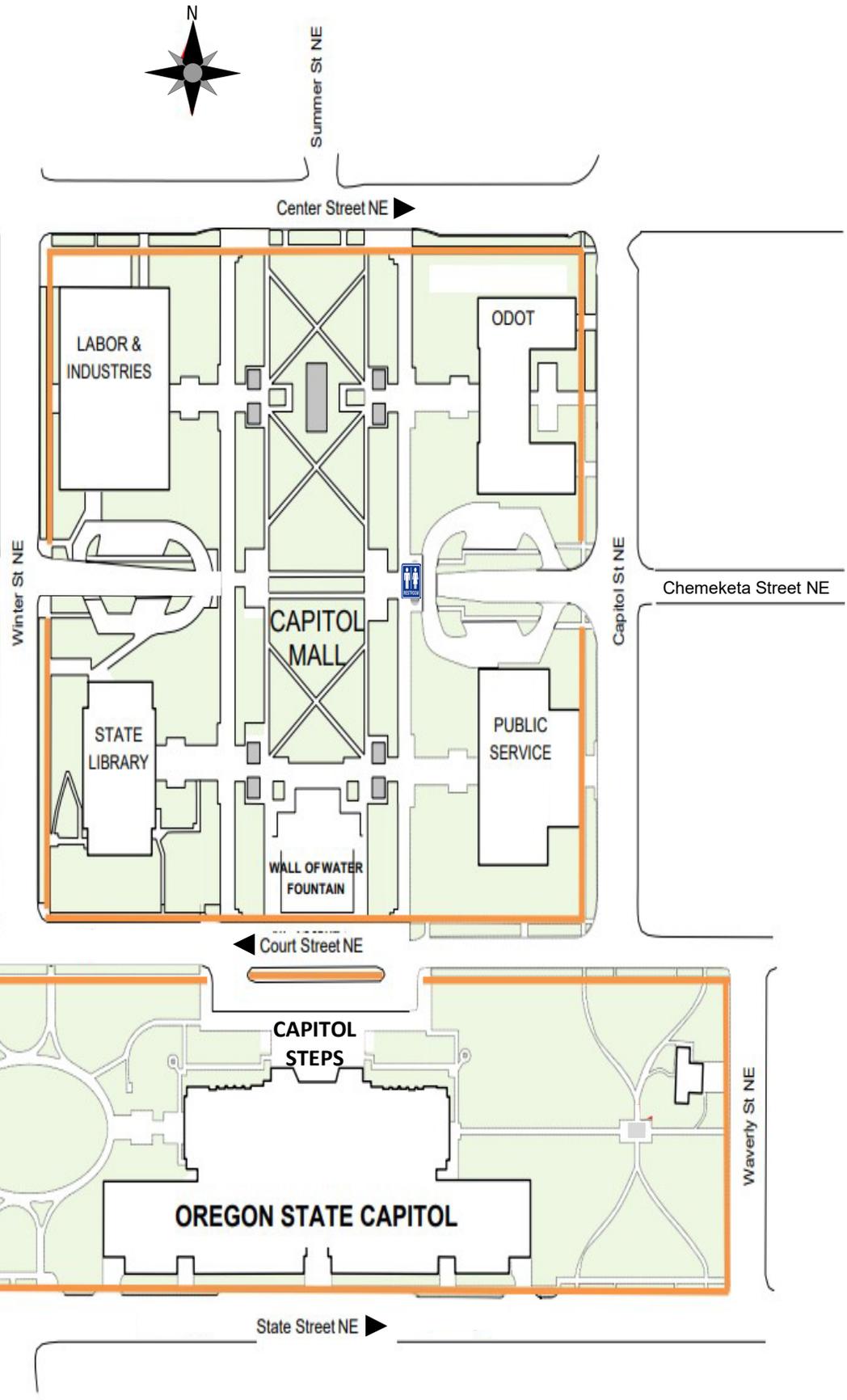
Please circle the area on the map where you wish to hold your event and, using the Key, identify the items requested above if they apply.

KEY

-  Acceptable locations to smoke (city sidewalks surrounding Park)
-  Restrooms
-  Amplified Sound
-  Equipment
-  Chemical Toilet(s)
-  Loading Zone
-  Propane-fueled Equipment
-  Parked Vehicle

Park Rules Quick Reference:

- Smoking is prohibited on park premise
- Pets must be leashed, under owner's physical restraint and waste disposed of properly
- Visitors may not remove items from waste receptacles
- Possession and use of alcohol is prohibited
- Blocking vehicular or pedestrian traffic is prohibited



I have read, understand and shall comply with the application instructions, conditions and agreements for event activities.

Applicant Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY:

Park Manager: _____ Approved: Yes No

Date: _____ Additional Conditions Attached: Yes No

Additional conditions of the reservation:

Empty text area for additional conditions of the reservation.

Map identifying approved location of event use:

Large empty text area for map identifying approved location of event use.

**FOR NON-EMERGENCY CONCERNS DURING THE EVENT,
PLEASE CALL THE CAPITOL MALL STATE POLICE PATROL OFFICE AT (503) 375-3555.**