



EVENT RESERVATION/AGREEMENT for STATE CAPITOL STATE PARK GROUNDS

(Event Sponsored by a PRIVATE, NON-PROFIT, or PUBLIC ENTITY)

APPROVAL IS CONTINGENT UPON RECEIPT OF THIS COMPLETED AND SIGNED APPLICATION.

Please read CONDITIONS APPLICANT AGREES TO before completing this form

EVENT/FUNCTION: _____

EVENT DATE: _____ BEGIN: _____ am/pm END: _____ am/pm

Name of Organization or Agency: _____

Contact Person: _____ Phone: _____

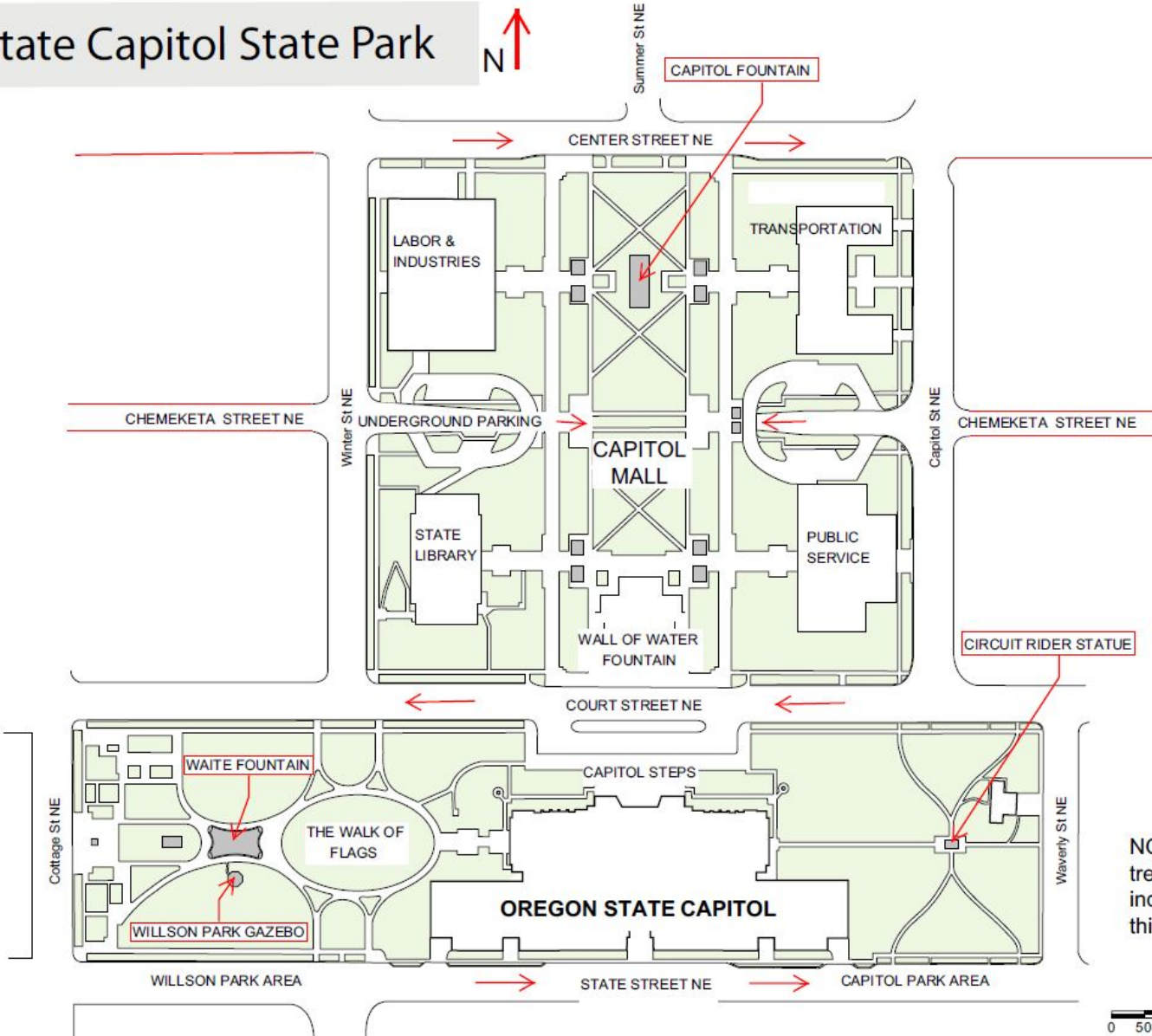
e-mail: _____

Mailing Address: _____ City/State: _____ Zip: _____

The State of Oregon, for events on the State Capitol State Park grounds, managed and approved by the Oregon Parks and Recreation Department, hereinafter referred to as **STATE**, and _____, hereinafter referred to as **APPLICANT**, agree as follows:

Applicant has requested the following premises: **Please circle area on map**

State Capitol State Park



NOTE: Park trees are not indicated on this map.

ANSWER THESE QUESTIONS - PLEASE PRINT

Detailed description of Applicant's event: _____

Expected number of participants: _____

Will alternative parking arrangements be necessary to accommodate the participants? Explain: _____

Will any monetary transactions occur on-site (This includes food trucks, alcohol sales, and event items.) :
Yes _____ **IF YES, STOP YOU MUST USE SPECIAL USE PERMIT** No _____

Will you be using an amplified sound system? (If yes, it must be at a volume which does not disrupt the work of employees in the Capitol Mall area or nearby neighborhoods.) **A noise variance may need to be obtained from the City of Salem at (503) 588-6256.** Yes _____ No _____

What arrangements have been made for restrooms and drinking water? (Specific requirements can be obtained from the Marion County Health Department.)
(Arrangements must be made for removal of all port-a-potties on grounds by closing of event activities.)

Have you made any provisions for security during the activity? If yes what has been arranged, including who, how many, and other pertinent information : _____

Depending on the size of the activity, first aid and information booths may be necessary. Have any plans been made?
Yes _____ No _____ Please explain: _____

The department may, in its discretion, cancel this AGREEMENT 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.
The department retains the right to enter onto any park land at any time for the purposed of inspection or management.

Any costs to the State, which result from this function, will be billed to Applicant.

Additional Conditions of the permit:

By: _____ Title: _____ Date: _____
Applicant's signature

By: _____ Title: _____ Date: _____
State of Oregon, Parks & Recreation Department

GENERAL RULES and CONDITIONS

- User guarantees non-interference with the business of the state.
- User has approval from any involved state agencies.
- Applicant shall be at least 18 years of age. Applicant assumes 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.
- Applicant shall 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.
- This permit is not valid until signed by all parties.
- Priority for events will be given on a first-come, first-served basis.

USER AGREES TO:

1. Not allow flammable or noxious fuel to be used or placed within 200 feet of any state office building.
2. Not serve nor bring alcoholic beverages on state premises.
3. 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, **no stakes are allowed**.
4. Not place chairs, tables, tents, podiums, etc., on the lawns unless approved in advance. Insurance may be required.
5. Provide, set-up and take-down of tables, chairs and/or event equipment.
6. Provide sufficient garbage/trash containers and pick-up all event debris by close of activity. Overflow garbage/trash are not to be placed next to permanent mall trash containers. Applicant is responsible for overflow trash removal from the premises.
7. Not throw confetti types, rice or birdseed.
8. Not block sidewalks, transit lane, building entrances, fire lane or exits without explicit approval.
9. Obtain a permit from Capitol User Services at (503) 986-1384 if the event involves the Capitol Building or its steps and send a copy to STATE.
10. Understand that background noises may be prevalent since this is a public area.

11. Obtain a permit from the City of Salem if the event involves city streets (temporary closure, blocking parking spaces, etc.) and send a copy to STATE. Sidewalks along all city streets are city of Salem property and may not be blocked without a permit. Salem Parking 503-588-6133, Salem Streets and Sidewalks 503-588-6211
12. Not bring any vehicle in the parks. (Loading and unloading is allowed from the transit lanes on the Capitol Mall Plaza for a brief period of time. If requested, partial blockage of lanes may be approved on special occasions provided there is emergency vehicle access.)
13. Secure electrical cords safely to the ground to prevent accidents.
14. Fountain operations are subject to seasonal operation, typically Memorial Day thru Labor Day. Park management has final decision on fountain operation.
15. Have the designated contact person present during the entire duration of the event.
16. Event applications can be submitted up to twelve (12) months in advance. **Please allow 14 days to process permit applications.** Events submitted less than 14 days in advance may not be approved.

RETURN SIGNED/COMPLETED FORM TO:

Oregon Parks and Recreation Department
Willamette Mission State Park
10991 Wheatland Road NE
Gervais, OR 97026-9710
Phone: 503-393-1172
Fax: 503-393-8863
E-mail: scsp.permits@oregon.gov

Applications can also be dropped off at the Oregon Parks and Recreation Department front desk. If you have questions, please contact the Park Manager at 503-393-1172 ext. 23.

**IN THE EVENT OF AN EMERGENCY,
CALL THE CAPITOL MALL STATE POLICE PATROL OFFICE AT (503) 375-3555.**

Revised 03/05/2019