



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES		
Park Areas for Reservation		
McCormick Park		
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session
Areas 2-4	\$ 15.00	Per 3 hour Session
Campbell Park		
Areas 1-2	\$ 15.00	Per 3 hour Session
Columbia View Park		
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session
Field Areas for Reservation		
McCormick Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session
6th Street Park		
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session
Campbell Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
Recreation Center		
Softball Fields 1-3	\$ 5.00	Per 3 hour Session
Dock moorage fee	\$ 15.00	Per day
Dock electrical connection	\$ 5.00	Per 24 hours
Recreation Center		
Recreation Center Rental	\$ 30.00	Per Hour
Security Deposit (refundable)	\$ 50.00	Refundable security deposit
Community Center		
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event

8.08.030 Permit required.

It shall be unlawful for any person to allow, promote, conduct or cause to be advertised an assembly without a valid public assembly permit when said person believes or has reason to believe that 50 or more persons will attend the event. Criminal or civil liability for failure to comply with the provisions of this chapter shall rest with all persons who are responsible for failing to obtain permits under this provision. (Ord. 3065 § 3, 2008)

8.08.040 Exemptions.

This chapter shall not apply to the following:

- (1) Any regular organized and supervised school district activity or program that takes place on school property;
- (2) Any activity of a municipal corporation or governmental agency; and
- (3) Recognized boating and yachting organization activities specifically exempted in Chapter [8.28](#) SHMC. (Ord. 3065 § 4, 2008)

8.08.050 Permit applications.

- (1) The applicant for a public assembly permit shall provide the information required on the city's public assembly permit application at least 30 days prior to the date the permit is requested to be effective. The application shall be signed by the applicant, include all necessary attachments, and include the nonrefundable permit application fee as set by resolution of the city council. Incomplete applications shall not be processed.
- (2) Prior to submitting the public assembly permit application, the applicant must obtain written approval from the appropriate agencies and/or departments that satisfactory arrangements have been made by the applicant to comply with the standards for issuance pursuant to SHMC [8.08.060](#). No permit shall be issued unless the respective agencies and/or departments have approved the application as to each condition.
- (3) The applicant shall provide any supplemental information requested by any agency and/or department required for the agency and/or department to make a recommendation as to whether the application should be approved or denied. (Ord. 3065 § 5, 2008)

8.08.060 Standards for issuance.

A public assembly permit application may be reviewed and issued by the city administrator after a finding by him that the applicant has complied with the standards for issuance enumerated in this section.

- (1) Fire Protection Standards and Medical Services. The applicant must submit a sketch of the assembly location that includes the location of all fire protection devices and any medical supplies or services that will be available during the event. No permit shall be granted unless the fire chief has approved: (a) fire protection devices and equipment available at, in or near structures where more

than 10 persons may congregate during the event, and (b) the applicant's plans for medical service and/or the availability and location of medical supplies at the assembly. The fire chief may require an assembly to have an ambulance and/or a first aid station staffed by individuals trained in first aid techniques when he/she deems it necessary to protect the public health, safety, and welfare.

(2) Public Safety. The applicant must submit written plans for public safety at the assembly to the chief of police for his approval. The chief of police shall determine the number of traffic control and crowd control personnel reasonably necessary to protect the health, peace, safety and welfare of the public and shall notify the applicant of his determination. The applicant shall contract for, or otherwise provide, traffic control and crowd control personnel to meet the requirements set by the chief of police. The applicant shall submit the names and background information for all traffic control and crowd control personnel to the chief of police for his investigation. All such personnel must meet the following minimum standards in order to be approved as suitable by the chief of police. All public safety personnel must:

- (a) Not have any felony convictions or misdemeanor convictions involving moral turpitude;
- (b) Have received reasonable minimum training in law enforcement, have on-the-job experience in law enforcement, or experience in flagging for traffic control.

All of said policing personnel must wear an appropriate identifying uniform and must be on duty during the entire assembly unless a relief schedule has been planned and approved by the chief of police that maintains the minimum strength requirements set for the assembly. It shall be the duty of the policing personnel to report any violation of the law to the chief of police and to take whatever action that can be reasonably expected of them to enforce the law.

(3) Sanitary Facilities. The applicant must submit a sketch of the assembly location and detailed information showing the type, number and location, or proposed location, of all toilets, washing facilities, water supply facilities, food preparation and food service facilities. The city administrator shall review and approve the proposed sanitation and related facilities to ensure that reasonable minimum standards will be met by the applicant. The applicant must provide the following:

- (a) Containers for refuse and solid waste storage at a minimum ratio of one 30-gallon container for solid waste disposal for each 16 persons or fraction thereof anticipated or one cubic yard of container capacity for each 125 persons or fraction thereof anticipated;
- (b) One permanent or chemical toilet for each 115 persons or fraction thereof anticipated; and
- (c) If food is to be sold at the event, someone overseeing the sale of the food must have a food handler's permit, and if food is purchased from a caterer to be supplied at the event, the caterer must have a food handler's permit. If the food preparation and/or disbursement situation warrants further approval by the appropriate governmental authority, as determined by the city administrator, the applicant shall get such approval in writing.

The approval given by the city administrator may indicate the number, type and location of toilets, washing, and water supply facilities when appropriate. All documents and approvals mentioned herein shall be submitted with the application.

(4) Insurance. The applicant must submit proof of insurance with the application for approval. The insurance policy shall name the city, its officers, employees, and agents as additional insured parties and the policy shall contain liability insurance coverage in the amount of \$1,000,000. The insurance

policy shall protect against loss from liability on account of bodily injury and property damage arising from the event.

(5) Temporary Buildings or Structures. The applicant shall submit plans approved by the planning department and/or building department, whichever is applicable, when any type of structure is required. Preliminary approval may be granted by the planning department and/or building department structures upon specific plans proposed and submitted by the applicant. All such structures shall be in existence five or more days before the assembly for which an application is submitted and shall be subject to inspection by the building department. Should the actual structure fail to meet the standards approved in the proposed plans, such preliminary approval shall be withdrawn, and all permits granted subject to such approval shall be withdrawn.

(6) Parking Facilities. The applicant shall provide the chief of police with a scale drawing showing that adequate parking facilities have been made available within or adjacent to the location for which the permit is requested. Such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably expected to attend said event. If buses are to be used to transport the public to the assembly, it shall be shown that public parking as described above is available at any site within the city from which buses are scheduled to pick up persons to transport them to the assembly.

(7) Multiple Applicants. No public assembly permit application for the same time and location will be granted if an application has already been received for that date and location, unless multiple applicants can reasonably be accommodated. (Ord. 3065 § 6, 2008)

8.08.070 Permit provisions – Restrictions.

(1) Hours of Operation. No assembly shall be conducted in or upon public property during the time between 30 minutes after sunset on the first day, and 30 minutes before sunrise on the next day, unless otherwise specified in the permit.

(2) Intoxicating Liquor. No person sponsoring an assembly, nor any person having control thereof, shall permit anyone to bring intoxicating liquor into, or upon the premises of the assembly, nor permit intoxicating liquor to be consumed on the premises unless specifically allowed in the permit. If intoxicating liquor is to be sold at the assembly, the applicant must apply for and enter into a concession agreement with the city.

(3) Disputes. When a dispute arises between the parties as to the number of persons anticipated to attend the assembly, the decision of the city administrator shall be final and controlling.

(4) Conditions, Rules and Regulations. The applicant, its agents, and employees shall comply with all applicable federal, state, county, and local laws, as well as with any conditions, rules, and regulations included in this chapter and the public assembly application. (Ord. 3065 § 7, 2008)

8.08.080 Characteristics of permit.

(1) Nontransferable. A permit issued pursuant to this chapter shall not be transferred or assigned without the city administrator's consent to the transfer or assignment.

(2) Revocable. A license issued pursuant to this chapter may be revoked as provided in SHMC [8.08.100](#). (Ord. 3065 § 8, 2008)

8.08.090 Inspection.

The chief of police and the city administrator shall have the right to go upon the public premises or public facilities for which the permit has been granted for the purpose of inspection and enforcement of this chapter and all federal, state, and local laws. (Ord. 3065 § 9, 2008)

8.08.100 Revocation of permit.

If any assembly is not being operated in accordance with the rules and regulations set forth herein, the city shall have the right to revoke the permit, and the applicant or other responsible individual shall be subject to such other punishment as the law and this chapter provides. (Ord. 3065 § 10, 2008)

8.08.110 Indemnity.

(1) The applicant shall indemnify and save the city harmless of and from any and all damages or claims of any kind or nature caused directly or indirectly from the applicant's use of the public property for the assembly.

(2) Should the assembly necessitate the deployment of additional personnel by the city, such added expense shall be recoverable from the applicant. (Ord. 3065 § 11, 2008)

8.08.120 Appeal.

Any person aggrieved by the city administrator's decision to deny or revoke their public assembly permit may appeal such action to a hearings officer through the following procedures:

(1) A person appealing the city administrator's action shall, within 10 days of such action and notice, file a written notice of appeal with the city recorder. The written notice shall include: the name and address of the appellant, the nature of the decision being appealed, the reason(s) the original decision is alleged to be incorrect, and the result the appellant desires on appeal.

(2) The city recorder shall fix the time for the appeal to be heard by the hearings officer, place the hearing of the appeal upon the calendar of the hearings officer, and notify the appellant of the time fixed no less than five days prior to that time.

(3) The appellant shall pay a nonrefundable appeals fee to facilitate the appeal.

(4) The appellant shall be entitled to appear personally and by counsel and to present such facts and arguments as may tend to support his appeal.

(5) The hearings officer shall take such action upon the appeal as he sees fit and such action by the hearings officer shall be final.

(6) The action of the city administrator shall be stayed pending the outcome of an appeal properly filed pursuant to this section.

(7) Failure to strictly comply with the applicable appeal requirements, including but not limited to the required elements for the written notice of appeal, time for filing, and payment of the applicable

appeal fee, as listed in the miscellaneous fee schedule, shall constitute jurisdictional defects resulting in the summary dismissal of the appeal.

If the appellant loses on appeal, the appellant will be held financially responsible for the cost to the city of the appeal, including but not limited to the hiring of the hearings officer. (Ord. 3065 § 12, 2008)

8.08.130 Offenses.

The following rules and regulations shall govern and control the use of all public property:

(1) No fire shall be built, lit or maintained within a city park or upon public property except in a camp stove or a fireplace provided, maintained or designated for such purpose; excepting however, that gasoline, alcohol or oil camp stoves may be used in established camp sites or picnic areas where other stoves are provided. No fire shall be left unattended, and all fires shall be extinguished by the user before leaving the park or public property.

(2) No person shall erect signs, markers or inscriptions of any type in a park or upon public property of the city without permission of the city administrator.

(3) No person, while in a city park or upon public property, may operate a concession, either fixed or mobile, or engage in the business of soliciting, selling or peddling any liquids or eatables for human consumption, or distribute circulars, or hawk, peddle or vend any goods, wares or merchandise without permission of the city administrator.

(4) No dogs or other pets shall be allowed in a city park or upon public property unless said animals are confined in a vehicle or kept on a leash. No animals shall be allowed in any city buildings except for the following exemptions:

(a) Service dogs;

(b) Dogs participating in the "Read to Dogs" program at the library; and

(c) Dogs being licensed at City Hall.

(5) No bottles, cans, ashes, waste, paper, garbage or other rubbish shall be left in a city park or upon public property except in the receptacles designated for that purpose.

(6) Automobiles, trailers or other vehicles shall be parked only in designated parking areas.

(7) No person shall set up or use a public address system or use any noise-producing machine, vehicle, device or instrument in a city park or upon public property without the permission of the chief of police as required in SHMC [8.16.050](#) and payment of the amplification fee.

(8) No person shall ride, drive, lead or keep a horse or other animal in a city park or upon public property except upon such roads, trails or areas designated for that purpose.

(9) No person shall ride, drive or operate any motorcycle, motor bike, motor scooter or trail bike in a city park or upon public property except upon such roads, trails or areas designated for that purpose. (Ord. 3065 § 13, 2008)

8.08.140 Penalties.

A violation of any of the provisions of this chapter or the rules, regulations, or restrictions in the permit or permit application shall constitute a Class C misdemeanor. (Ord. 3065 § 14, 2008)

8.08.150 Additional remedy.

Failure to comply with the terms and conditions of this chapter, the permit, or the permit application shall constitute a public nuisance and shall be subject to all criminal, civil and equitable remedies as such. The conviction of any person for a violation of any provision of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable, nor shall the payment of any such fee be a bar to, or prevent any prosecution in, the St. Helens municipal court, of any complaint for the violation of any provision of this chapter. (Ord. 3065 § 15, 2008)



To Whom It May Concern,

It has come to our attention that you or your organization/company is preparing to host an event in St. Helens which requires City permits. Our records indicate that we do not have permits on file for your advertised event.

Any event with an anticipated attendance over 50 people and/or an event that uses a City street, rights-of-way, or parks must apply for a Special Use Permit no later than 45 days before the event is held.

The Special Use Permit application can be found on the City's website at www.sthelensoregon.gov or can be procured by contacting the St. Helens Parks Department.

We look forward to hearing from you in order to ensure a safe and successful event.

Sincerely,

The Parks Department

503-366-8231



Application process for Special Use Permit

Please note: Once the application is submitted in full, it may take up to 20 days for the approval process to be complete. Incomplete applications or applications under 30 days will not be accepted.

Events that are over 100 people and affect traffic must contact the Parks Department for a Pre-Event Meeting prior to starting the application process. Call 503-366-8231 or email mgaelrunmaggi@sthelensoregon.gov to arrange a meeting.

- At the top of page 1, indicate the purpose of the application. Check any additional requests.
- Complete sections 1, 2, and 3 of the application.
- Read and sign the Declaration on page 2 of the application.
- Read an initial pages 3, 4, and 5.
- Attach event map (if applicable).
- Attach Street Closure Petition (if applicable).
- Attach Street Use Form (if applicable).
- Attach Volunteers Liabilities checklist (if applicable).
- Attach Parades Event Special Events Liabilities Checklist (if applicable).
- Attach Marathons, Walkathons and Bicycle Events Liabilities Checklist (if applicable).
- Attach Hudson payment receipts (if applicable).
- Attach Site plan, traffic control plan, and electrical plan (if applicable).
- Attach Certificate of Liability Insurance (naming the City of St. Helens as an additional insured for \$2 million, including the event name, date of event, and location of the event in the description).
- Attach proof of 501C3 non-profit status in order to have ONLY park fee waived. (if applicable)
- **Return completed application and attachments with fee payment and deposit, if applicable, in person to the Parks Department at 1230 Deer Island Rd, St. Helens, OR 97051. Or by mail to City Hall at 265 Strand Street, St. Helens, OR 97051. Or email to mgaelrunmaggi@sthelensoregon.gov.**

City of St. Helens

Special Use Permit Application

(Applications must be complete when submitted within 45 days of event. Late submissions are charged a \$50.00 late fee. Permits less than 30 days will not be accepted. Early submissions get a \$10.00 discount. **If your event is expecting over 100 people and affects traffic, please contact Parks for a Pre-Event Meeting.**)

PURPOSE OF APPLICATION (CHECK ALL THAT APPLY):

- ☐ Public Assembly of 50 or more
- ☐ Parade/Run/Walk/Bicycle Ride
- ☐ Use during hours of closure
- ☐ Use of special area
- ☐ Use of electrical connections owned by City
- ☐ Street closure



SECTION 1: CONTACT INFORMATION

Applicant: _____ Phone: _____

Company/Group name: _____ Email: _____

Contact name for day of event: _____ Phone: _____

Billing Address: _____

SECTION 2: LOCATION / EVENT INFORMATION

Description of proposed event: _____

Area: _____

Start Date: _____ Time: _____ End Date: _____ Time: _____ Estimated attendance: _____

SECTION 3: PUBLIC ASSEMBLY (please answer all the questions below that are applicable)

1. Describe any physical facilities to be used (e.g. gazebo, street, etc) _____

2. Please describe assembly points, set up, and parking. _____

3. Describe number and type of sanitary locations to be used. _____

GROUPS OVER 100 PEOPLE OR MORE ARE REQUIRED TO RENT PORTABLE TOILETS

4. Describe certified company you will be using for security. _____

5. Describe certified company you will be using to direct traffic. _____

6. If serving food, describe plan and list food handler's information. _____

7. Describe plan to clean up and dispose of excess trash. _____

GROUPS OVER 100 PEOPLE OR MORE ARE REQUIRED TO RENT A DUMPSTER

8. Describe medical and emergency plan (first aid location). _____

IF YOUR EVENT WILL HAVE VENDOR SALES, A SEPARATE AGREEMENT, NEGOTIATED WITH THE CITY ADMINISTRATOR, IS REQUIRED. PLEASE CONTACT THE KATHY PAYNE @ 503-366-8217

Other comments: _____

DECLARATION:

By signing this application and initialing the following pages you declare that you have read and agree to these guidelines of City-owned properties including public rights-of-way.

Signature

Date

PARK USE FEE TYPE	PER DAY	AMOUNT DUE
CAMPBELL PARK	\$35.00	\$
MCCORMICK PARK	\$40.00	\$
GODFREY PARK	\$35.00	\$
COLUMBIA VIEW PARK	\$60.00	\$
PUBLIC ASSEMBLY	\$50.00	\$
PARADE / RUN / WALK / BICYCLE RIDE	\$50.00	\$
USE DURING HOURS OF CLOSURE	\$50.00	\$
USE OF SPECIAL USE AREA	\$50.00	\$
USE OF ELECTRICAL CONNECTIONS	\$25.00	\$
SOUND AMPLIFICATION FEE	\$50.00	\$
LATE FEE	\$50.00	\$
CLEANING DEPOSIT	\$450.00	\$
	TOTAL AMOUNT DUE	\$

CITY APPROVAL SIGNATURES (STAFF WILL ACQUIRE)

Fire Marshall	Date
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Public Works Director Date

Police Chief

Date

City Administrator _____ Date _____

This permit can be revoked at any time, for noncompliance with the Agreements & Conditions, Rules & Regulations, or for the preservation of the public peace, health, safety, or general welfare.

AGREEMENTS AND CONDITIONS

1. Applicant, its agents, and employees shall comply with all applicable federal, state, county, and municipal laws while engaged in the above activity.
2. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated park/area. You must carry out garbage exceeding capacity of available trash cans in park/area.

GROUPS OF 100 OR MORE ARE REQUIRED TO RENT A DUMPSTER.

Contact Hudson Garbage 503-397-1534 to make arrangements.

3. The applicant agrees to hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs including attorney fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the Applicant's activities, except liability arising out of the sole negligence of the City and its employees. Such indemnification shall also cover claims brought against City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
4. It is understood that the organization, group, or individual is adequately insured for the nature and duration of the activity to be undertaken, and that proof of insurance will be provided to the City, when required.
5. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Administrator.
6. This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the terms or conditions of this permit or for the preservation of the public peace, health, safety, or general welfare.
7. The City is not able to provide assistance in moving picnic tables to accommodate your event. If you choose to move tables or your guest(s) choose to move tables, they do so at their own risk.
8. Do not drive on or park vehicles on park grounds except in designated parking areas.
9. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
10. The use of permanent substances on public property is prohibited. To direct traffic or race course, please use chalk or non-permanent substance.
11. Inflatables (e.g. bouncy houses/castles, etc.) are **NOT** allowed on City property.

By my initials, I declare that I understand
and accept the terms listed above:

Applicant Initials

RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

1. General

- 1.0 The park is open for public recreation from sunrise to sunset. (Except by permit)
- 1.1 No peddling, soliciting, or commercial enterprise is permitted in the park without a permit.
- 1.2 Disorderly conduct, abusive language, noisy disturbances, or disregard of these rules and regulations will be grounds for your immediate removal from the park by police or authorized City officials.
- 1.3 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.4 Children under 10 years of age shall not be left unattended in the park.
- 1.5 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.6 Air rifles, BB guns, bow and arrow, or other guns and dangerous objects may not be used in the park.
- 1.7 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.8 No overnight camping is allowed on park property without a permit.
- 1.9 The mayor, council, and their employees are not responsible for accidents, injuries or loss of property by fire, theft, wind, flood, or other natural acts which are beyond their control. Equipment furnished on the grounds is solely for your convenience and shall be used at your own risk.
- 1.10 The mayor, council and their employees are not responsible for any personal injury to children or adults using playground equipment. Participants use the equipment at their own risk.
- 1.11 You should immediately notify the Parks Department (503-397-3532) or the Police Department (503-397-1521) of hazardous conditions in the park or of conditions that are in violation of these rules and regulations.
- 1.12 Smoking, tobacco, and marijuana use are prohibited within all City parks, on any posted City-owned property, in any City-owned building, and at any City-sponsored event. Prohibited products include, but are not limited to, bidis, cigarettes, cigarillos, cigars, clove cigarettes, electronic cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana, including edibles.

2. Automobiles and Motorized Vehicles

- 2.0 Motor vehicles shall be parked only in the designated areas. Motor vehicles parked elsewhere or on the grass will be towed at the owner's expense. Auto repairs are not allowed anywhere at any time on park property.
- 2.1 The speed limit in the park is 10 MPH and must be observed at all times and drivers must be alert for children and pedestrians.

By my initials, I declare that I understand
and accept the terms listed above:

Applicant Initials

RULES AND REGULATIONS, continued

- 2.2 Bicycles, roller skates, skateboards, and other types of non-motorized vehicles must be used properly, safely, and without the possibility of injury to others.
- 2.3 Disturbing or careless operation of motorcycles, automobiles or other types of motor vehicles will be grounds for removal from the park and/or citation by City Police.

3. Park Buildings and Facilities

- 3.0 Park buildings and facilities are provided for your convenience or pleasure. You have a responsibility to use the facilities with respect for others and to keep them neat and clean. Any irregularities should be reported immediately to park management.
- 3.1 No pets are allowed in the park buildings at any time.

4. Animals

- 4.0 No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridle path.
- 4.1 Pets are permitted in most City parks only if they are on a leash that is six (6) feet or less in length unless in a designated off-leash area. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance in the limits of the park.
- 4.2 All fecal material left by the pet or animal, in the park, must be picked up, placed in a container, and removed from the park.
- 4.3 Violation of these regulations will lead to the removal of both animal and owner.

5. Solid Waste Disposal and Fire Protection

- 5.0 Your garbage and trash must be placed in the proper receptacles.
- 5.1 No person shall bring any non-park generated garbage into the park for the purpose of discarding or disposing of such garbage or other refuse.
- 5.2 Fires are permitted only in designated fire rings or cookers. No open fires are permitted elsewhere on park property. Call the burn line to check if there is a burn ban at 503-397-4800.

6. Vegetative Protection

- 6.0 No person other than a duly authorized City employee in the performance of his or her duty or persons participating in City approved activities shall dig, remove, destroy, injure, mutilate, or cut any trees, plants, shrubs, blooms, flowers, or any portion thereof growing in the park.
- 6.1 Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- 6.2 No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- 6.3 Activities that will damage the grass or flowers such as open fires or unauthorized digging are strictly prohibited.

By my initials, I declare that I understand the terms listed above:

Applicant Initials

City of St. Helens

IMPORTANT INFORMATION REGARDING CERTIFICATES OF LIABILITY INSURANCE FOR EVENTS HELD IN/ON CITY OF ST. HELENS PROPERTY

All events held on City property that will have 50 or more participants require a Certificate of Liability Insurance naming the City of St. Helens as an additional insured in the amount of \$2 million. Certificates must indicate that the City of St. Helens is an "additional insured" and an Additional Insured Endorsement needs to be attached. The certificate must also name the event, date(s) of the event, and location of the event for which the insurance is for. The designation of the City of St. Helens as a "certificate holder" will not be accepted unless it is also clearly indicated elsewhere on the certificate that the City is an additional insured and an endorsement is attached. If the event is serving alcohol, liquor liability insurance is also required in the amount of \$1 million.

Certificates that do not meet this requirement will not be accepted.

If you have any questions about this requirement, please contact Parks at 503-366-8231.



Permit Plan Specifications

- **SITE PLAN**

Site plans, route maps, parking plans, and supporting documents should be submitted in an 8 ½ x 11 or 11x17 standard format. **Do not use ariel photomaps as the base for your primary site plans or route map; such maps, however, may be used to provide supplemental information. (Please contact the City Engineering Department at engineering@sthelensoregon.gov if you need a printed map or electronic pdf.)**

Your site plan or route map must include the names of all the streets and/or areas that are part of the proposed event, including auxiliary parking and production areas. All access routes, removable fencing, barriers, barricades, and exit locations should be clearly identified on your site plan or route map.

If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.

Your site plan or route map should include the location of all event structures including, but not limited to:

- Portable toilets
- Dumpsters
- Water stations
- Shuttle areas
- Staging areas
- First aid locations
- Tents or booths
- Parking
- Command post

- **ELECTRICAL PLAN**

For events with activities in the right-of way using electricity, describe how and where power is being supplied. Electrical service connection provided by the City requires a detailed layout drawn to scale of needs.

- **TRAFFIC PLAN**

If the event is affecting traffic, the applicant must submit a Traffic Control Plan. All staff working in the public right-of-way are required to wear reflective safety vests at all times. The Traffic Control Plan (TCP) must conform with the Manual on Uniform Traffic Control Devices for Streets and Highways as well as the Oregon Temporary Traffic Handbook. Traffic control devices must be paid for by the event organizer. Applicant should clearly describe the roadway impacts and how those impacts will be mitigated, including but not limited to:

- Advance notice signs
- Warning & closure signs
- Equipment
- Staffing
- Detour route
- 12' emergency access lane
- Contact person

- **SAFETY PLAN**

The applicant must submit written plans for public safety. The applicant shall contract for, or otherwise provide, traffic control and crowd control personnel. The applicant shall submit the names and background information for all traffic control and crowd control personnel. All such personnel must meet the following minimum standards in order to be approved: a) Not have any felony convictions or misdemeanor convictions involving moral turpitude; (b) Have received reasonable minimum training in law enforcement, have on-the-job experience in law enforcement, or experience in flagging for traffic control. All said personnel must wear an appropriate identifying uniform and must be on duty during the entire assembly unless a relief schedule has been planned.

SPECIAL USE PERMIT SANITATION PLAN

If your event expects over 100 people, you are required to rent a dumpster. Contact Hudson Garbage at 503-397-153. For events over 100 people they will make garbage can arrangements at your event. **A copy of the rental receipt must be included in your permit application packet.**

You must clean up all garbage, refuse, and other debris resulting from your use of your designated park/ area within 24 hours to receive a refund of your cleaning deposit (if applicable).

If your event expects over 100 people, you are required to rent a portable toilet(s) and hand washing station(s). Contact Hudson Garbage at 503-397-1534 to make arrangements. **A copy of the rental receipt must be included in your permit application packet.**

Please see the chart below to plan for your event:

How many port-a-potties do you need?

		Event length, in hours									
Number of attendees		1	2	3	4	5	6	7	8	9	10
	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1,000	5	7	8	8	9	9	10	10	12	12
	2,000	8	13	15	17	18	19	19	19	20	20
	3,000	12	19	23	25	28	28	28	30	30	30
	4,000	16	24	30	34	36	38	38	38	38	38
	5,000	19	32	38	42	44	46	46	48	48	48
	6,000	23	38	46	50	54	57	57	60	60	60
	7,000	28	42	54	60	63	66	66	66	66	66
	8,000	32	48	60	66	72	72	75	78	78	78
	10,000	38	60	75	84	88	92	96	96	96	100

(Take into consideration that there should be at least one handicap-accessible restroom for every 20 portable restrooms (a ratio of 5 percent). The path to ADA restrooms must be accessible, clear of curbs, steps or other impediments for people with disabilities.)

City of St. Helens Parks

(503)366-8231

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

Procedures

1. Contact the Parks Office to discuss your request.
2. Complete the attached petition form.
3. Attach a map showing the area where the street/s will be closed.
4. You, as the petitioner must contact all of the property owners, business owners, and tenants that will be affected by the street closure. You must provide a list of all persons contacted and whether or not they concur with the street closure. Attach additional pages as necessary.
5. Proof of insurance may be required, naming the City of St. Helens as an additional insured. Liability coverage shall be at a minimum of \$2 million.
6. Please submit your request at least 45 days in advance.

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

Street Name: _____ Start Date: _____ End Date: _____

Beginning Point: _____ Ending Point: _____

Time to begin closure: _____ Time to end closure: _____

Street Name: _____ Start Date: _____ End Date: _____

Beginning Point: _____ Ending Point: _____

Time to begin closure: _____ Time to end closure: _____

Street Name: _____ Start Date: _____ End Date: _____

Beginning Point: _____ Ending Point: _____

Time to begin closure: _____ Time to end closure: _____

Street Name: _____ Start Date: _____ End Date: _____

Beginning Point: _____ Ending Point: _____

Time to begin closure: _____ Time to end closure: _____

Petitioner signature: _____ **Date:** _____

CITY APPROVAL SIGNATURES (STAFF WILL ACQUIRE)

Fire Marshall **Date**

Public Works Supervisor **Date**

Engineering **Date**

City Administrator **Date**

Police Chief **Date**

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant _____ Phone _____

Name of Event _____ Date(s) of Event _____ Time(s) _____

Street(s) to be closed for event _____

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
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Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

STREET USE FORM

If you are hosting an event such as a parade, run walk, etc., please use this form to list the name of each street that your event will travel along. This list will be used to help us communicate traffic safety information. Please list each street name you will be using, even if your participants will only be using the sidewalk.

STREET NAMES

[illegible]



Parks Department

WAIVER OF PARK FEES FOR NON-PROFIT ORGANIZATIONS

Nonprofit organizations may request a Waiver of Park Fees for events planned on City property/parks. The waiver applies to **park fees only** and does not apply to any additional fees required (public assembly, etc.).

To request a waiver, please submit proof of your organization's nonprofit status [501(3)(c) or an IRS letter of exemption from federal income tax for churches].

Please also submit a letter on your organization's letterhead requesting the waiver. Both should be submitted with your completed application.

The City of St. Helens Parks Department
mgaelrunmaggi@sthelensoregon.gov
503-366-8231

LIABILITIES CHECKLIST

Volunteers

	YES	NO	N/A
Are volunteers qualified to perform the tasks they are assigned?			
<i>Comments:</i>			
Are volunteers trained to perform their assigned tasks in a safe manner?			
<i>Comments:</i>			
Will volunteers be supervised to ensure they are performing their tasks safely?			
<i>Comments:</i>			
Will volunteers be driving a vehicle for the event? If yes, have you checked their motor vehicle records?			
<i>Comments:</i>			
If volunteers are driving their own vehicles during the event, have you required proof of their personal automobile insurance?			
Are their limits of insurance adequate?			
<i>Comments:</i>			
If volunteers are driving public entity vehicles, do they have appropriate licenses?			
<i>Comments:</i>			
Are volunteers trained to operate the types of vehicles being provided?			
<i>Comments:</i>			
Are you requiring volunteers to sign waivers and releases of liability prior to working on your behalf?			
<i>Comments:</i>			
Do you have persons participating in high-risk activities (such as sports or rodeo activities)?			
Additional comments:			

SPECIAL EVENTS LIABILITIES CHECKLIST

Parades Event

	YES	NO	N/A
Sponsoring organization provides city with a certificate of insurance naming city as insured with minimum limits of \$1,000,000 per occurrence/aggregate?			
<i>Comments:</i>			
Ensure that organizations conducting high risk activities such as vehicle demonstrations are covered by insurance and have signed waivers of liability.			
<i>Comments:</i>			
Is a cooling tent available for persons who have had overexposure to the sun or heat?			
<i>Comments:</i>			
Do marching bands and other walking groups provide water and assistance to their members?			
<i>Comments:</i>			
Participant selection based upon established criteria relating to time, place, and safety. Content of group's speech is not considered as a criteria (First Amendment violation).			
<i>Comments:</i>			
Road closure, traffic control coordinated through police, public works, or the Oregon Department of Transportation (if applicable)?			
<i>Comments:</i>			
EMS/Fire Service: Access has been preplanned to access parade venue and closed streets?			
<i>Comments:</i>			
Are parade entry/exhibit standards developed, posted, and enforced? Including: <ul style="list-style-type: none"> • Maximum height, width, length; • No firearms; • No smoking or drinking on parade float; • No water balloons or water sprayed on parade viewers; • Candy is handed out, not thrown from float; • Float trailers with exposed wheels - prohibited. 			
<i>Comments:</i>			
Parade chart used to list and position each entry. Unregistered or "casual" parade entries are removed?			
<i>Comments:</i>			

Parade coordinator or designee inspects each parade entry for hazards and removes non-conforming entries?			
<i>Comments:</i>			
Horses and other animals: <ul style="list-style-type: none"> • Horse entries separated from loud music or noise producing groups; • Locate horse staging area away from other parade attendees and noise; • Designate a coordinator who will bring animals and riders/wagons into parade at appropriate time; • Provide a manure management system. 			
<i>Comments:</i>			
Maintenance and Inspection – <ul style="list-style-type: none"> • Inspect route, document and repair hazards such as broken sidewalks, loose meter lids, curbing, water gate valves, etc; • Flag or barricade hazards that cannot be repaired prior to event. 			
<i>Comments:</i>			
Additional comments:			

This checklist is to be used as a general overview of potential exposures. It is not practical to design a checklist for every conceivable risk. Therefore, event coordinators should not rely on the questions in this checklist as the only issues that need to be addressed. Additional forethought and planning may be necessary to identify, analyze, and deal with other loss exposures.

SPECIAL EVENTS LIABILITIES CHECKLIST

Marathons, Walkathons and Bicycle Events

	YES	NO	N/A
All participants sign liability waivers to participate?			
<i>Comments:</i>			
Minor children's waivers signed by parent/guardian?			
<i>Comments:</i>			
Route map published prior to the event?			
<i>Comments:</i>			
Route map given to participants?			
<i>Comments:</i>			
Event course inspected before race; repairs made as needed?			
<i>Comments:</i>			
Event course clearly marked for participants?			
<i>Comments:</i>			
Traffic and road closure plan written and mapped?			
<i>Comments:</i>			
Road closures/barricades checked before and during event?			
<i>Comments:</i>			
Emergency medical and other services available?			
<i>Comments:</i>			
Event sponsor provides city with hold harmless indemnification defense agreement in favor of the city?			
<i>Comments:</i>			
Has event sponsor provided a certificate of insurance with city named as insured?			
<i>Comments:</i>			
Additional comments:			

This checklist is to be used as a general overview of potential exposures. It is not practical to design a checklist for every conceivable risk. Therefore, event coordinators should not rely on the questions in this checklist as the only issues that need to be addressed. Additional forethought and planning may be necessary to identify, analyze, and deal with other loss exposures.



Park Amenities

Park:	Covered area:	Drinking Fountain:	Dog off-leash area:	Tables:	Playground:	Restrooms:	Ball fields:
Campbell Park	X	X		X	X	X	X
McCormick Park	X	X	X	X	X	X	X
Godfrey Park	X	X		X	X		
Columbia View Park	X	X		X	X	X	

Campbell Park:

9.1 ACRES, WEST OF N. VERNONIA RD. AND MCMICHAEL ST. INTERSECTION
Handicap accessible restrooms with wall drinking fountain, two covered picnic shelters, two lighted ball fields with bleacher seating and dugouts, a concession stand, an equipment storage shed, four tennis courts, playground equipment, four half-court basketball courts enclosed with a fence, picnic tables, and park benches.



McCormick Park:

70.33 ACRES, BETWEEN OLD PORTLAND RD., SOUTH 18TH, AND DUBOIS LN.
Large covered picnic gazebo with water and power, sand volleyball court, a skateboard park, a BMX track, 1.5-mile fitness trail that leads from the shower restroom area to the skate park, 1 mile of nature trails, two lighted softball fields, handicap accessible restrooms including outside-wall drinking fountains, playground, picnic tables, two horseshoe courts, pets off-leash picnic area, benches.



Godfrey Park:

3.5 ACRES, N. 4TH ST. OFF COLUMBIA BLVD
Drinking fountain, gravel trail that leads through to 2nd street, a covered picnic shelter, playground equipment, four horseshoe courts, horse statue bike rack, volleyball polls and net, picnic tables, and park benches.



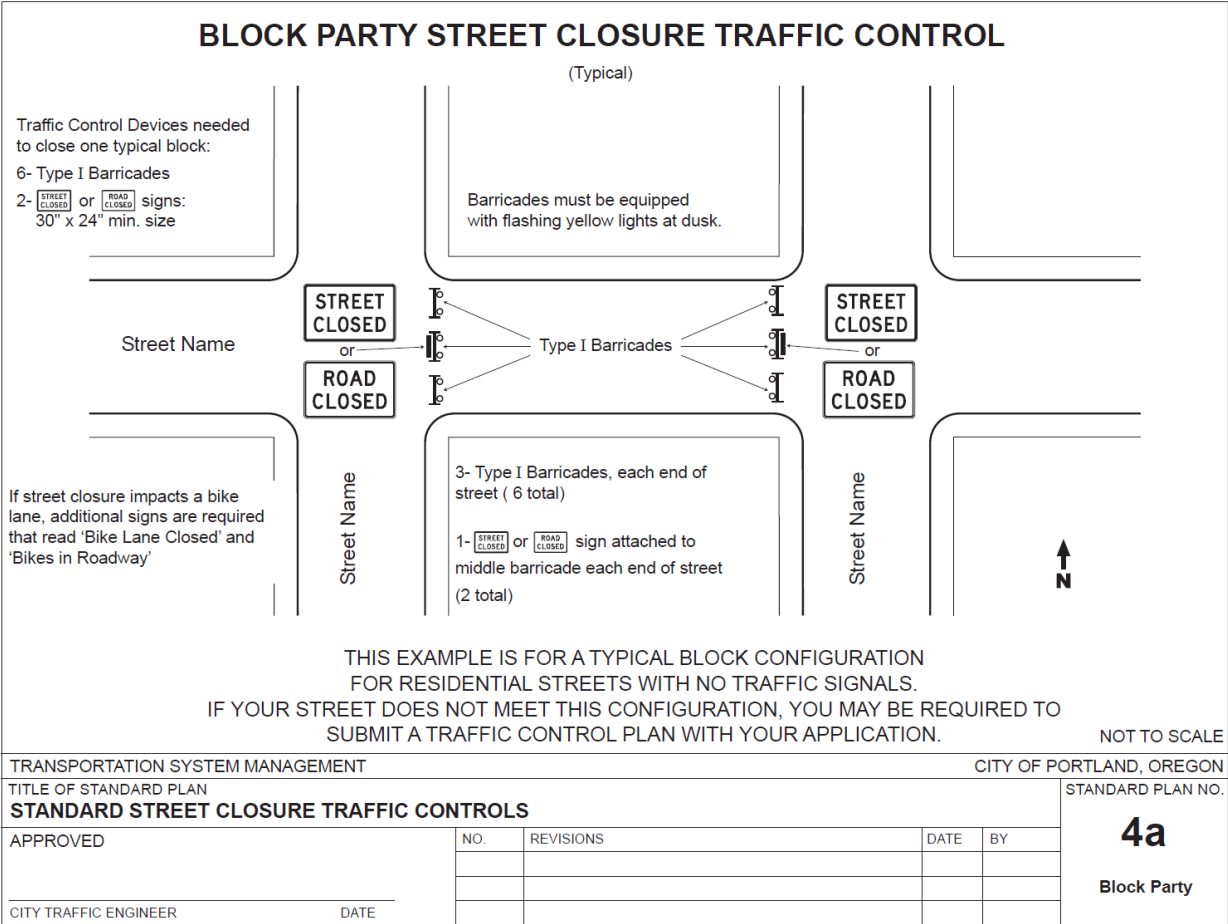
Columbia View Park:

.9 ACRES, BETWEEN STRAND ST. AND THE COLUMBIA RIVER
Handicap accessible restrooms with showers, a gazebo, play equipment, picnic tables, and benches.

Street Closure Traffic Control Plan

They will need Type 1 barricades installed approx. 3 to 4 feet apart. Barricades must be placed outside any marked (and unmarked) crosswalks and behind any extension of the sidewalk so people can still cross the street safely. Street Closed sign fastened to the barricade should be at least 2ft x 3ft.

Sample TCP,



Sample traffic control devices,





Special Use Permit

Your application for a Special Use Permit has been approved by the City of St. Helens as follows:

WHO:
WHAT:
WHEN:
WHERE:
CONTACT:

Please follow all agreements, conditions, rules and regulations attached.

This permit is not transferable to any other group or event.

It is recommended that you post a copy of this permit at the event two days prior to your event to inform others of your right to use the area.

Approved by

Buck Tupper, St. Helens Parks Division

Date of Approval _____

Important Reminders

- Please do not drive on or park vehicles on park grounds except in designated parking areas.
- The City does not provide assistance with moving picnic tables. If you choose to do so, it is at your own risk.
- Please keep our community clean by placing garbage in designated containers. You must carry out garbage exceeding capacity of available trash cans in park/area.
- At the end of your event, remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs. The use of permanent substances on public property is prohibited.
- For any non-emergency issues, you can call Public Works Dispatch at 503-397-1521.

Date
Name
Name
Address
Address

Enclosed, please find the necessary approval from the City of St Helens for the requested event on **DATE.**

If you have any questions, please feel free to contact me at (503)366-8231.

Thank you,
Melisa Gaelrun-Maggi

Enclosures

Cc:

Brian Greenway, Chief of Police

Dave Elder, Public Works Supervisor

Crystal King, Communication Officer

Sheri Ingram, Public Works Office Assistant

Heidi Davis, Building & Administration Secretary

Tad Pedersen, Fire Marshall

Mouhamad Zahar, Public Works Director

Buck Tupper, Facilities Maintenance Supervisor

Tory Shelby, Parks Field Supervisor

Ethan Stirling, Public Works Field Supervisor & Safety Coordinator

Sharon Darroux, Engineering Manager

Christina Sullivan, Community Development Administrative Assistant

Oregon State Police

Brian Pixley, Columbia County Sheriff