

# RULES AND REGULATIONS

## BROOKINGS CITY PARKS

898 Elk Drive, Brookings, OR 541-469-1103 Fax 541-469-3650



1. An approved PARK USE APPLICATION PERMIT is required by all groups using city parks for performances or public gatherings. Applications will be considered for approval on a *first-come, first-served* basis. ANNUAL USE EVENTS, such as those sponsored by the Azalea Festival and American Music Festival shall not be displaced.
2. PARK HOURS are 30 minutes before sunrise to 30 minutes after sunset, unless otherwise permitted. All performances or activities shall cease at the stage area *by sunset*.
3. PERMITS/LICENSES: Obtaining necessary permits and/or licenses are the applicant's responsibility. SELLING & SOLICITING must comply with City business regulations.
4. ALCOHOLIC BEVERAGES: Alcoholic beverages as provided under Brookings Municipal Code, Chapter 12.40 are allowed only at permitted events. A diagram showing area where alcohol is being served and consumed will be required with application. Area will have to be cordoned off during event and responsible persons dispensing alcohol will have to be designated. A liquor license is required to sell any type of alcoholic beverage. Licenses are available from the Oregon Liquor Control Commission.
5. CAMPING/PARKING: Camping is **not** allowed in any park area and parking is allowed only in designated areas.
6. AMPLIFIERS/MUSIC: Amplified sound and/or music shall be at a level such that it is *contained* within the immediate area, subject to the City Noise Ordinance.
7. CLEAN-UP/TRASH REMOVAL: **Clean-up and removal of trash is required** after any event.
8. SIGNS may **NOT** be attached to any city street sign posts or trees. TEMPORARY SIGNS may be posted or displayed in the parks with prior Parks Supervisor approval only. All signs **must be removed** within two hours of an events conclusion.
9. PETS must be leashed at all times and their droppings removed.
10. MOTOR VEHICLES, MOTORCYCLES AND STOCK ANIMALS are not allowed within any park, except for the purpose of set-up, tear-down, event security or by permit, as applicable.
11. FIRES may be built only in designated picnic areas. Fires in park areas shall be confined to camp stoves or fireplaces provided for such purposes, such as portable stoves and barbeques. No fire shall be left unattended or be permitted to cause damage to park facilities or areas. Every fire shall be extinguished with no hot coals remaining before its users leave the park area.
12. **NO SMOKING, FIREARMS, FIREWORKS or EXPOSIVES** are permitted in any park.
13. BICYCLES, SKATEBOARDS, SKATES or ROLLER BLADES are not permitted except in designated park areas.
14. RICE/SEEDS: Throwing of rice or seeds of any kind, including bird seed, is prohibited.
15. PARK DAMAGE: Damage to or removal of any park vegetation is prohibited. No park facility structure, equipment or furniture shall be modified or painted in any manner.
16. CONFLICTS IN USE: Uses that are in conflict with uses already approved shall not be allowed. i.e. a food concession at the Azalea Park bandshell/stage area shall not be permitted if approval has already been granted for use of the concession stand for the same date and time.
17. SPECIAL REGULATIONS FOR SPECIFIC PARKS OR PARK AREAS
  - BANKUS PARK:** Approval *must be obtained* from Ray's Market for any activity that will extend into the private parking lot. **No amplified sound** shall be permitted. Use of said park shall be limited to single-day events, unless otherwise approved by the Parks and Recreation Commission.
  - KIDTOWN:** The Kidtown playground area of Azalea Park may not be reserved for private or public events.
  - SOFTBALL/SOCCER FIELDS:** Only City-approved sports groups and associations may reserve the softball/soccer fields.
- Specific parks or park areas may have additional restrictions and limitations as to the types of event and/or number of allowable participants. The Parks Supervisor will notify applicants of any such restrictions or limitations.
18. All applicable federal, state and local laws, regulations and ordinances will be enforced. Violators of these will be required to leave the park and may be subject to other penalties. Failure to comply with the rules and regulations shall result in the immediate revocation of the park use permit. Organizations violating any rule, regulation or condition of the park use permit shall be suspended from the use of all city parks for a period of 12 months.

**THE CITY OF BROOKINGS IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF PERSONAL PROPERTY WITHIN PARK AREAS. ALL PARK VISITORS USE PARK FACILITIES AND PARK AREAS AT THEIR OWN RISK.**

# CITY PARK RESERVATION PROCEDURES & FEES



1. For large events please plan early. To determine if the park space desired is available please contact the Parks/Visitor Info office in City Hall at 541-469-1103. Complete, sign and return the Park Use Application Permit; your application must be accompanied by the Deposit Fees to guarantee reservation, the remaining User Fees and Proof of Insurance must be submitted 30 days prior to the event. Make checks payable to the City of Brookings or pay by credit card at 541-469-1125. You will be notified upon approval of your application.
2. Any cost or fees for insurance, security officers, parking attendants or other personnel required for the event shall be the applicant's responsibility. All events require insurance. Please refer to page 5 for park insurance requirements.
3. During the event, the applicant or applicant's representative must possess approved Park Use Application Permit (authorization to use area).
4. **Fees:** Fees will be charged based upon the following fee schedule.
5. **Deposits:** A deposit is required for ALL events equal to the amount of the *total fee*. Deposits are refundable upon verification that the park area, facilities, grounds and equipment have been left in good condition and no exceptional clean-up is required.

## STANDARD PARK DAILY USE FEES

Number of People	City/per day		Non-City/per day	
	Resident	Non-Profit	Resident	Non-Profit
0-50	\$ 42	\$ 21	\$ 63	\$ 31.50
51-100	\$ 42	\$ 21	\$ 63	\$ 31.50
100-200	\$ 42	\$ 21	\$ 63	\$ 31.50
201-400	\$ 77	\$ 38.50	\$ 115.50	\$ 57.75
401-600	\$ 154	\$ 77	\$ 231	\$ 115.50
601-1000	\$ 257	\$ 128.50	\$ 385.50	\$ 192.75
Each additional 100	\$ 42	\$ 21	\$ 63	\$ 31.50

  

Bandshell/Stage	\$ 42	\$ 21	\$ 63	\$ 31.50
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## COMMERCIAL PARK DAILY USE FEES

(motion picture, video and still camera activities involving props)		
Number of People	City Resident	Non-City Resident
1-5	\$ 42	\$ 104
6-30	\$ 42	\$ 156
31-60	\$ 42	\$ 312
61-100	\$ 42	\$ 417
Each additional 100	\$ 42	\$ 53

### FACILITIES:

	Fee	
Concession Stand w/Restrooms*	\$ 78	Key required
Concession Restrooms ONLY	\$ 25	Key required

### Fee

Folding Picnic Tables**	\$ 20 ea/per event
Key Replacement	\$ 25

**\*CONCESSION STAND w/Restrooms:** Electricity, water, stove, and sink provided. User provides all other materials/supplies.

**\*\*FOLDING PICNIC TABLES:** City personnel will deliver picnic table trailer before event, applicants are responsible for moving, set up and placement of tables. After event picnic tables must be cleaned, in good condition, collapsed, placed back in trailer, and trailer locked and secured. Tables may be rented for off-site events with prior Parks Supervisor approval only.

**KEYS** for the Concession Stand and Concession Restrooms must be picked up during normal business hours (9am-4:30pm, Monday through Friday) at the Parks/Visitor Info office prior to the event, or by prior arrangement at the Police Department. After your event, keys may be returned to the Police Department at any time or during business hours to the Parks/Visitor Info office. \$25.00 will be deducted from your deposit for keys not returned within 48 hours.

### CANCELLATION POLICY:

#### 7-14 days before event

- 75% of the daily use fee refunded
- full deposit refunded

#### Within 7 days of the event

- Refund of deposit only

**NOTE: ALL FEES, DEPOSITS, AND INSURANCE DOCUMENTS ARE DUE THIRTY (30) DAYS PRIOR TO THE EVENT.**

***THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.***

Please contact Parks/Visitor Info office at 541-469-1103 for questions or assistance.



# PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY USE ONLY:		Rec'd Date:	By:	
Department	By	Date	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date and deliver to the next Dept. Please note any comments on pg 4 under "Comments" and **RETURN TO LAURI** Distributed: \_\_\_\_\_

Event Date(s): \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Time: From \_\_\_ am/pm to \_\_\_ am/pm Day(s)(circle) M/T/W/R/F/Sat/Sun

No. of participants (each day): \_\_\_\_\_ Nature/Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

email: \_\_\_\_\_ Return deposit to: \_\_\_\_\_

### PARK/LOCATION: (Check all that apply)

- Azalea
- Bud Cross
- Easy Manor
- Bankus
- Skate Park
- Chetco Point
- Stout
- Tennis Courts
- Oasis

### AZALEA PARK AREA: (Check all that apply)

- Gazebo
- Bandshell/Stage
- Concession Stand (CS)
- Lawn area
- Kidtown Picnic Area
- Restrooms only (at CS)
- Other (Please Specify): \_\_\_\_\_

### Check Yes or No to each of the following:

- Will you be renting picnic tables?  Yes  No Qty: \_\_\_\_\_ Delivery \_\_\_\_\_
- Is this event free?  Yes  No If no, how will funds be secured/protected? \_\_\_\_\_
- Will amplification equipment be used?  Yes  No If yes, noise level must be contained within the immediate area.  
Describe purpose/type: \_\_\_\_\_
- Will alcohol be served?  Yes\*  No Will alcohol be sold?  Yes\*  No If yes, must obtain Liquor License  
\*Additional requirements – see page 8 of application
- Will merchandise be sold?  Yes  No By whom/ Describe purpose/type: \_\_\_\_\_
- Do you want to place temporary signs?  Yes  No (Requires prior Park Supervisor approval – see page 1)  
Describe quantity, location, type: \_\_\_\_\_

## LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

### THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed all pages of the application. **APPLICANT: It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.**

Applicant Name (PRINT): \_\_\_\_\_

Applicant SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**City Use Only:** Paid: \_\_\_\_\_ Applicant Notified: \_\_\_\_\_ Parks Notified: \_\_\_\_\_

# PARK USE FEE/REQUIREMENT WORKSHEET



***THIS PAGE FOR CITY USE ONLY:***

Use	# of people	City Resident	Non Profit	User Fees	Deposit Fees	Restrictions/Comments
Park		Y / N	Y / N	\$	\$	
Bandshell/Stage		Y / N	Y / N	\$	\$	
Concession Stand w/restrooms - \$78.00				\$	\$	
Concession Restrooms ONLY - \$25.00				\$	\$	
Picnic Tables: Qty _____ @ \$20 each				\$	\$	
<b>TOTAL</b>				<b>\$</b>	<b>\$</b>	
Check #						
City Receipt #						

**Other Requirements**      **Additional Information/Comments**

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Map	<input type="checkbox"/> On-site visit required.	Date: _____ Time: _____ am/pm
<input type="checkbox"/> City Business License			
<input type="checkbox"/> Liquor License - Required to sell alcoholic beverages (Must obtain license through the Oregon Liquor Control Commission)			
<input type="checkbox"/> Proof of Insurance			
<input type="checkbox"/> Security	No. of Officers: _____	Comments: _____	
<input type="checkbox"/> Temporary Signs	Park Supervisor Approval:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____			

Department Comments: _____

Security Deposit refund submitted on: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Deposit not returned/reason: \_\_\_\_\_

Event cancelled on: \_\_\_\_\_ Fee returned:  in full     partial    Amount refunded: \$ \_\_\_\_\_

Reason for refund: \_\_\_\_\_

# PARK USE INSURANCE REQUIREMENTS



## GENERAL

The City of Brookings requires all applicants to provide insurance and proof of insurance coverage for all events held at City parks and on other public properties.

An application must be approved and the applicant must provide the City with liability insurance coverage extending over the term of the permit. The certificate or policy of insurance must evidence the liability insurance at rates specified below by the City.

The City will monitor compliance and maintain a file of insurance coverage for City Park and other City-owned property use.

The City Manager may amend the requirements for certain events as deemed appropriate or necessary.

## INSURANCE COVERAGE

1. Insurance coverage must meet the following requirements

- a. It must contain Comprehensive General Liability Coverage. Comprehensive General Liability coverage, includes (but is not limited to) coverage sometimes called *Premises/Operations Liability (M&C); Products and Completed Operations Liability*; and *Contractual Liability*.
- b. The insurance coverage shall have limits of not less than \$1,000,000 - Combined single limit for each accident or occurrence.
- c. It must name the City of Brookings and its commissions, members, officers, agents, and employees as an additional insured and promise the City twenty (20) days advance notice of any change or cancellation. The following wording on the certificate is recommended:

*“The City of Brookings shall be named an additional insured, under the above-numbered insurance policy as respects the Park Use Application Permit issued by the City of Brookings.”*

*“The City of Brookings shall be given twenty (20) days notice of any change, cancellation, expiration, or renewal of the policy.”*

- d. The policy period must include the date(s) of the planned activity.

2. Certificates of Insurance may also be presented as an “Accord.” Unless the applicant’s insurance policy has a ‘rider’ with the language in subsection (c) above, these two changes initiated by the insurance agent need to be made in the “Accord” form of the certificate:

- a. The following wording at the top of the form should be deleted in its entirety:

*“This certificate is issued as a matter of information only and confers no rights upon the certificate holder.”*

- b. This wording, at the bottom of the form:

*“Should any of the above described policies be canceled or reduced as to coverage before the expiration date thereof, the issuing company will mail a written, twenty (20) day notice to the below named certificate holder/City of Brookings as an additional insured.”*

Any changes in the certificate needs to be initiated by your insurance agent.

You may purchase one day event insurance (a rider) through your homeowners insurance, private insurance or the following online insurance agency: [www.theeventhelper.com](http://www.theeventhelper.com), there may be others available as well to compare prices.

# Planning to use or rent a municipal facility?



## Protect Yourself and Your Guests

The **Event Helper** may be a good option for obtaining the liability coverage required by the public entity. It is a web-based organization specializing in special event coverage. They cover a wide variety of events, offer liquor liability, and provide limits up to \$2,000,000, all at a reasonable cost. The website is easy to navigate and will provide a quote within seconds. A certificate of coverage is emailed directly to the public entity as confirmation of coverage, once the coverage is purchased.

## Get A Free Quote

To get a free quote visit [www.theeventhelper.com](http://www.theeventhelper.com) and follow the steps below.

- Choose event location (Oregon), length of event, total attendees and type of event and click continue.
- Choose liability limits required by the public entity and host or retail liquor if needed. **Note: a quote is provided at this step.**

*If you choose to purchase coverage, you will continue with the following steps.*

1. Choose your date(s) for the event
2. Select other coverage options, if desired
3. Complete the eligibility questions
4. Provide your name and address
5. Provide additional insured information.
6. Agree to the terms and conditions agreement
7. Purchase the coverage

**Note:** You must provide the below information for the additional insured.

Name of Certificate Holder: \_\_\_\_\_

Certificate Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_



citycounty insurance services  
cisoregon.org

**Brookings Municipal Code**  
**Chapter 12.40**

**ALCOHOL REGULATIONS FOR CITY PREMISES**

Sections:

- 12.40.010 Alcohol prohibited on city premises.
- 12.40.020 Alcoholic beverage defined.
- 12.40.030 City premises defined.
- 12.40.040 Permitted uses.
- 12.40.050 Authority to revoke permit.
- 12.40.060 Penalties and fines.

**12.40.010 - Alcohol prohibited on city premises.**

It shall be unlawful for any person to drink, consume, transport, carry, or possess, sell or consume any alcoholic beverage, on city premises except as permitted under BMC 12.40.040. [Ord. 13-O-716 § 2; Ord. 08-O-618 § 2.]

**12.40.020 - Alcoholic beverage defined.**

The term “alcoholic beverage,” as used in this chapter, shall be construed to mean and include any liquid intended for human consumption containing more than one-half of one percent by volume of alcohol. [Ord. 13-O-716 § 2; Ord. 08-O-618 § 3.]

**12.40.030 - City premises defined.**

For the purpose of this chapter, “city premises” shall include city parks, city buildings, city parking lots, and other premises under the control of the city, but shall not include public highways. [Ord. 13-O-716 § 2; Ord. 08-O-618 § 4.]

**12.40.040 - Permitted uses.**

- A. Possession, sale or consumption of alcoholic beverages on city premises may only be authorized through the issuance of a park use permit, event permit, or Capella use permit.
  - 1. Only malt beverages, wine or cider shall be allowed under the aforementioned permits. All such permits must be approved by the chief of police or chief’s designee.
  - 2. The sale of any alcoholic beverage on city premises shall also require a temporary sales license issued by the Oregon Liquor Control Commission (OLCC) and approved by the chief of police or chief’s designee for drinking within a licensed area. All rules and regulations of the Oregon Liquor Control Commission shall be strictly enforced.
  - 3. The possession, sale or consumption of alcoholic beverages shall be conducted only within a well defined boundary as depicted by permittee in an exhibit to be attached to the park use permit, event permit or Capella use permit.
- B. No permit shall be issued authorizing the consumption, sale or possession of alcoholic beverages on any city athletic field, including spectator areas, or within 100 feet of Kidtown in Azalea Park. [Ord. 13-O-716 § 2.]

**12.40.050 - Authority to revoke permit.**

Any officer of the Brookings Police Department shall have the authority to immediately revoke any park use permit, event permit or Capella use permit if said officer determines that:

- A. An activity taking place at the permitted location is creating a danger to public safety.
- B. The event is being conducting in a manner which is creating a nuisance.
- C. Illegal activities are taking place. [Ord. 13-O-716 § 2.]

**12.40.060 - Penalties and fines.**

Pursuant to Chapter 1.05 BMC, General Penalty. [Ord. 13-O-716 § 2; Ord. 08-O-618 § 5. Formerly 12.40.040]

## **SPECIAL EVENT GUIDELINES ALCOHOL PERMIT CONDITIONS**

It is illegal for anyone under the age of 21 to consume alcohol beverages in the State of Oregon. Event Applicants listed on the Park Use or Event Application Permit are legally liable for any consumption and/or possession of alcohol by a minor.

Whether your event is private or open to the public, if the venue location is where alcohol consumption is prohibited except without a Park Use or Event Permit, the City of Brookings requires consumption of alcohol in a controlled cordoned off space.

### **Before approval of a Park Use or Event Application Permit where alcohol will be served or sold applicant must provide:**

A diagram showing area where alcohol will be served and consumed.

Name and phone number of designated person(s) responsible for dispensing/serving alcohol on the Park Use or Event application.

A controlled cordoned off space during event, which can be constructed using several different methods including:

- One six foot (6') free standing chain link fence, clear plastic sheeting, or other material that will easily allow the interior to be visible from the outside. Posters, banners, and other material shall not block visibility.
- Two, four foot (4') free standing fences or other barriers placed six feet (6') apart.
- All entrances and exits must be at least four feet wide and free of any obstruction.
- Fire Marshall will establish maximum occupancy based on proposed square footage.

**A liquor license is required to sell any type of alcoholic beverage. Licenses are available from the Oregon Liquor Control Commission.**