

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting an Application and)
and Insurance Requirements for the Reserved Use of)
of Park Facilities and Authorizing the Columbia County) ORDER NO. 52- 2010
Forest, Parks and Recreation Director to Sign the)
Associated Rental Agreements for Columbia County)

WHEREAS, pursuant to Ordinance No. 94-9, the Columbia County Forest, Parks and Recreation Department (“Parks Department”) is responsible for the management and oversight of Columbia County’s forest, parks, beaches, docks and other recreational facilities; and

WHEREAS, pursuant to that authority, the Parks Department reserves and rents certain Columbia County park facilities to individuals and organizations; and

WHEREAS, as a condition of reserving and granting permission for the use of certain park facilities, Columbia County requires applicants to complete an application form, submit a deposit, and agree to certain rental conditions, including insurance requirements and a hold harmless agreement; and

WHEREAS, the Columbia County Board of Commissioners (“Board”) has the authority to enter into park rental agreements for the County pursuant to ORS 203.010; and

WHEREAS, the delegation of the Board’s authority to enter into park facility rental agreements to the Columbia County Forest, Parks and Recreation Director (“Parks Director”) would streamline the park facility rental process; and

WHEREAS, the adoption of a standard application form and rental agreement along with an insurance requirements handout would clarify the park facility rental requirements for applicants; and

WHEREAS, and the delegation of the Board’s authority to the Parks Director to enter into park facility rental agreements for Columbia County would streamline the park rental application and reservation process.


NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

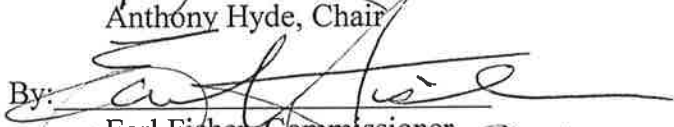
1. The Columbia County Forest, Parks and Recreation Facility Use Application and Agreement, attached hereto as Exhibit “A” and incorporated herein by this reference, is hereby adopted for the Parks Department’s use in reserving and renting park facilities; and

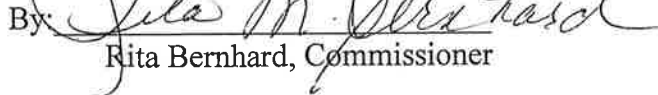
2. The Insurance Requirements, Frequently Asked Questions handout, attached hereto as Exhibit "B" and incorporated herein by this reference is hereby adopted for the Parks Department's use in reserving and renting park facilities.
3. The Parks Director is hereby authorized to sign and enter into the park facilities rental agreement for Columbia County.

DATED this 18th day of August, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Anthony Hyde, Chair

By: 
Earl Fisher, Commissioner

By: 
Rita Bernhard, Commissioner

Approved as to form

By: 
Office of County Counsel

COLUMBIA COUNTY FORESTS, PARKS AND RECREATION

FACILITY USE APPLICATION & AGREEMENT

Return to: Columbia County Forests, Parks and Recreation, 1054 Oregon Street, St. Helens, OR 97051

APPLICATION & PERMIT FOR FACILITY USE	
Full Name:	Organization:
Address:	Phone (h): _____ (w): _____ (c): _____
City: _____ State: _____ Zip Code: _____	E-mail: _____
EVENT INFORMATION	
Type (wedding, organized group camp, etc.)	Estimated Attendance:
Arrival Date and Time:	Departure Date and Time:
Do you plan to serve alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to sell alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when (date and time)? NOTE: Alcohol is not allowed at park facilities without prior approval from the Board of Commissioners. To serve alcohol, you must request and receive a waiver of the no-alcohol park rule from the Board.	Contact Person (day/s of event): Contact Person Phone #:
REQUESTED PARK OR FACILITY _____	REQUESTED AREA(S) RESERVED _____

I certify that the above information is true and accurate.

Applicant Signature: _____ Date: _____, 20__

RENTAL CONDITIONS AGREEMENT

In consideration of permission to use the park facility, the applicant agrees to the following terms and conditions:

1. General
 - a) Reservations will be accepted on a first-come, first-served basis.
 - b) A reservation request will not be accepted and processed without a thoroughly completed application.
 - c) Reservations will be confirmed only after County staff have approved the application.

2. Rental Fee
 - a) Refer to "Facility Reservation Rates" sheet for fees or contact Columbia County Parks for fee information.
 - b) Rental fee is due at the time of reservation.
 - c) Cancellation Terms: The Applicant must notify Columbia County Parks of any reservation cancellation no later than 30 days prior to the rental date in order to be refunded the full rental fee (NOTE: a \$10.00 cancellation fee will be deducted from all refunds.) For cancellation notices that are less than 30 days prior to the rental date, the rental fee for the first day will not be refunded.

3. Insurance Requirement – The Applicant must have liability insurance for the entire event and must provide proof of insurance satisfactory to the County as described in the attached "Insurance Requirements - Frequently Asked Questions."

4. Activities Requiring Board of Commission Approval
 - a) Columbia County park rules prohibit the possession and consumption of alcoholic beverages within Columbia County parks; however, the Applicant may apply to the County Board of Commissioners for a waiver from the no-alcohol park rule or other park rules.
 - b) Proposed activities deemed hazardous by Columbia County park staff will require the approval of the Columbia County Board of Commissioners before being allowed in the requested park site.

5. Compliance With Columbia County Park Rules

- a) Columbia County reserves the right to establish rules for the use and occupancy of park sites and facilities covered by this application.
- b) The Applicant agrees to comply with the established park rules and insure that guests/invitees are made aware of and also comply with the park rules.

6. Hold Harmless Agreement

"I, the undersigned applicant, agree to release, defend, indemnify and hold harmless Columbia County, its officers, agents, and employees, successors and assigns from all claims, suits, actions, liability, damage, loss, cost or expense, including but not limited to attorney fees, that Columbia County, its officers, agents, and employees, successors and assigns may sustain or incur on account of: 1) any damage to or destruction of any property that Columbia County may own or in which it may have an interest; 2) any damage to or destruction of any property belonging to any other person, firm or corporation; and 3) injury to or death of any person or persons as a result of any errors or omissions or other negligent, reckless or intentionally wrongful acts of Applicant, its officers, agents, and employees, members and/or invited guests arising in any manner out of Applicant's use of such facilities."

By signing this application I certify that I have read and understand the terms and conditions of this agreement.

Applicant Signature: _____ Date: _____, 20__

Columbia County
Forests, Parks and Recreation Director: _____ Date: _____, 20__

Notice pursuant to ORS 105.688:

Any fee paid as part of this application is for the reservation of the specific area, at the specific time, and for the specific recreational use identified in this application. Pursuant to ORS 105.682 and ORS 105.688(4), Columbia County is not liable in contract or tort for any personal injury, death or property damage that arises out of the use of the park for any other recreational purposes, during any other time, or in any other area of the park.

OFFICE USE ONLY

Rental Fee: \$ ___/day Deposit Received: \$ _____ Date: _____, 20__

Use Approved: ___ Use Denied: ___ By: _____ Date: _____, 20__

INSURANCE REQUIREMENTS

Frequently Asked Questions (FAQ)

The following are answers to the most frequently asked questions regarding the insurance requirements for events in Columbia County Parks.

Is insurance required for my event?

Yes, if any of the following applies:

- Your event will include 50 or more people;
- The group sanctioning your event is an organized sports group or a business, nonprofit, governmental or commercial entity;
- Alcohol will be served at the event; or
- Your event will require waiver of a Park rule, such as the "No-Alcohol Rule." (NOTE: A waiver of a Park rule requires approval by the Columbia County Board of Commissioners. To ensure that you receive a waiver in time for your event, submit your request for a waiver as soon as possible).

If none of the above applies, insurance is not required for your event.

My event requires insurance. What kind of insurance will I need?

The County requires **general liability insurance** coverage in an amount of not less than \$1,000,000 combined single limit for the entire event. If alcohol will be served at your event, you must also have **liquor liability** coverage.

The County will accept a declaration page of your homeowner's or renter's insurance showing coverage in an amount of not less than \$1,000,000 instead of the general liability insurance described above, if your event:

- Will include less than 50 people, but requires a waiver of a Park rule; and
- Is NOT sanctioned by an organized sports group, or business, nonprofit, governmental or other commercial entity.

Where can I get the required insurance?

There are several options:

- If an organization is sanctioning your event, it may already have a blanket insurance policy that will cover the event. Check with your organization's office.
- Check with your insurance agent about purchasing a special event or commercial insurance policy to provide liability coverage for the duration of your use of the park facility.
- There are also a number of insurance companies that you can find through the internet that provide special event insurance policies, such as but not limited to TULIP (www.ebi-ins.com/tulip) and Gales Creek Insurance Agency (www.eventinsurancenow.com).

Once I get insurance, then what?

You must submit to the Parks Department no later than 30 days prior to your event, a Certificate of Insurance (COI) and an Additional Insured Endorsement (AIE) from the insurance company. The name on the Facility Use Application and Agreement must match the name on the COI and AIE. In addition, the COI and AIE must:

- Name "Columbia County" as the certificate holder;
- Name "Columbia County, its officers, agent, and employees" as additional insureds;
- Include a statement that the County shall be given no less than 30 days written notice of any cancellation; termination, expiration or material modification of the policy;
- Indicate whether the event includes an overnight stay; and
- Indicate whether alcohol will be served.

More questions?

Contact the Forest, Parks and Recreation Department at (503) 397-2353.