

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending the Facility Use
Application and Agreement Form and Insurance
Requirements Form for Reservation and Rental of
Columbia County Parks

ORDER No. 84-2017

WHEREAS, in accordance with Ordinance No. 94-9, the Board of County Commissioners adopted Order No. 52-2010, which established the Facility Use Application and Rental Conditions Agreement form for the reservation and rental of Columbia County Parks facilities; and

WHEREAS, Order No. 52-2010 also adopted an Insurance Requirements handout to accompany the Application and Agreement form; and

WHEREAS, to be consistent with changes in park rules and the County's policy on the amount of insurance required for use of County facilities, the Park Facilities Application and Agreement form and the Insurance Requirements form must be updated;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS HEREBY ORDERS:

1. The Facility Use Application and Agreement form and Insurance Requirements form for the reservation and rental of Columbia County Parks facilities is hereby amended, as shown in Exhibit A, attached hereto and incorporated herein by this reference.
2. The Parks Director remains authorized to sign and enter into the park facilities rental agreement for Columbia County.
3. The amendments approved by this Order shall become effective January 1, 2018.

DATED this 6th day of December, 2017

Approved as to form
By: 
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Henry Heimüller, Chair

By: 
Margaret Magruder, Commissioner

By: 
Alex Tardif, Commissioner

EXHIBIT A

Amended text shown in highlighted **bold** for additions and ~~strickthrough~~ for deletions.

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 rule from the Board sign the following Rental Conditions Agreement and comply with the County's insurance requirements.	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 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.~~ **Group Camping Fees (equal to one night's stay) are non-refundable. Wedding packages are non-refundable. A \$10.00 handling fee will be deducted from all refunds.**

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" **at least 60 days prior to your event.**

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.~~

EXHIBIT A

~~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."

7. 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.

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__

OFFICE USE ONLY

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

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

Updated 1/1/18

EXHIBIT A

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 Bows and Arrows 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 at least 60 days in advance of your event date.)

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

My event requires insurance. What kind of insurance will I need? **\$2,000,000**

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 \$2,000,000** 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 **FULIP (www.cbi-ins.com/tulip)** **The Event Helper (www.theeventhelper.com)** and Gales Creek Insurance Agency (www.eventinsurancenow.com).

Once I get insurance, then what?

You must submit to the Parks Department no later than **30-60** 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.