



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 503-366-8209 or email aartero@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 Garbage receptacle 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 City Hall: City Hall at 265 Strand Street, St. Helens, OR 97051. St. Helens, OR 97051. Or by mail, or email to aartero@sthelensoregon.gov**

(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. **If your event is expecting over 100 people and affects traffic, please contact Angelica Artero aartero@sthelensoregon.gov or 503-366-8209 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: Erin Hass Phone: (503) 366-3914
 Company/Group name: Columbia County Victims Assistance Office Email: erin.hass@columbiacountyor.gov
 Contact name for day of event: Erin Hass Phone: (509) 388-5536
 Billing Address: 230 Strand St. Saint Helens, OR 97051

SECTION 2: LOCATION / EVENT INFORMATION

Description of proposed event: McCormick Park/St. Helens Library
 Area: The march will be in the park and finish at the library where tables will be set up, a dj, and speakers will give their statements.
 Start Date: 10/18/2025 Time: 10:00am End Date: 10/18/2025 Time: 12:00pm Estimated attendance: 50+

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) Trails around McCormick Park.
We will meet in the parking lot area by the park.
2. Please describe assembly points, set up, and parking. We will meet in the parking lot of McCormick Park and walk the trail. Parking will be at McCormick Park and the St. Helens Library. CERT will be assisting
3. Describe number and type of sanitary locations to be used. Bathrooms in the library. Permission was given by Suzanne Bishop.

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. Possible food and drink if donated by one of our local grocery stores. Water, fruit...

7. Describe plan to clean up and dispose of excess trash. There will be garbage cans available

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.

Erin Hass

Digitally signed by Erin Hass
Date: 2025.10.01 14:52:58 -07'00'

10/01/2025

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 people or more)	\$50.00	\$
PARADE / RUN / WALK / BICYCLE RIDE	\$50.00	\$
USE DURING HOURS OF CLOSURE (dawn/dusk)	\$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

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.

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:

EH
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:

EH
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 No open flames are allowed. Propane BBQs are allowed ONLY. No Briquet's, charcoal grills, or other fire grills. You MUST call the burn line to ensure no burn ban is in effect, if burn ban is in effect, no propane BBQs are allowed. 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:

EH

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.



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. 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). **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									
		1	2	3	4	5	6	7	8	9	10
Number of attendees	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

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)			
_____	Date	_____	Date
Fire Marshall		Public Works Supervisor	
_____	Date	_____	Date
Engineering		City Administrator	
_____	Date		
Police Chief			