

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

AGENDA REQUEST FORM

DATE: \_\_\_\_\_

REQUESTED MEETING DATE: \_\_\_\_\_ LENGTH OF TIME: \_\_\_\_\_

DEPARTMENT DEADLINE: \_\_\_\_\_

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REVIEW FOR LEGAL SUFFICIENCY OBTAINED: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NA

FINANCE REVIEW: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NA

PROJECT REQUEST FORM SUBMITTED: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ NA

AGENDA REQUEST MADE TIMELY: \_\_\_\_\_ YES \_\_\_\_\_ NO (IF NO, DESCRIBE EMERGENCY, BELOW)

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*ITEM REQUEST WILL BE FOR (SELECT ALL THAT APPLY):*

Information Only

Discussion/Action

Executive Session Under

Public Hearing

Report

ORS 192.660(2)(  )

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Brief Description of Topic To Be Discussed:

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Description of Attached Documents:

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Description of Why Agenda Request Made Late (if applicable):

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**PERMIT AND HOLD HARMLESS AGREEMENT**  
for use of Columbia County Facilities

THIS AGREEMENT is by and between **CITY OF ST. HELENS**, hereinafter referred to as "Permittee," and **COLUMBIA COUNTY**, a political subdivision of the State of Oregon, hereinafter referred to as "County," for the use of a County Facility, as follows:

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**Name of Facility:** Courthouse Plaza.  
**Address of Facility:** Columbia County Courthouse, 230 Strand, St. Helens, Oregon  
**Name of Event:** St Helens Fourth of July  
**Description of the Event:** Permittee will have use of the Plaza and adjacent roadways as shown in the diagram attached as Exhibit A.  
**Date and Time of the Event:** 12:01 a.m. July 4, 2025 through 11:59 p.m. July 5, 2025.

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In consideration of the permission given by County for Permittee to use the County Facility for the above-described Event, Permittee agrees to release, indemnify, defend and hold harmless the County, its officers, agents and employees, successors and assigns against all liability, loss, and costs arising from actions, suits, claims, or demands, except when due to the County's sole negligence, arising in any manner out of the use of such facilities by Permittee, its officers, agents, employees, members or invited guests.

In addition, Permittee agrees to provide a certificate of insurance in an amount of not less than \$2,000,000 per occurrence to protect County, its officers, agents, and employees. Permittee shall provide County a certificate or certificates of insurance in the amounts described above which names Columbia County, its officers, agents and employees as additional insureds at least 5 days in advance of the event. Such certificate or certificates shall be accompanied by an additional insured endorsement containing the same language. Permittee shall notify County immediately if any insurance coverage required by this paragraph will be canceled, not renewed or modified in any material way.

This permit is subject to the following conditions:

1. Permittee shall have use of the plaza for the duration of the event.
2. Permittee shall not close the roadways surrounding the Plaza until 10:00 am on July 4, 2025. Permittee shall reopen the roadways no later than 5:00pm on July 5, 2025.
3. Permittee shall keep the County Facility free of all trash and detritus. This includes, but is not limited to:
  - a. Maintaining adequate trash and recycling containers. Such containers shall be equipped with fully closeable lids and shall be fully closed, unless being immediately filled or emptied. All trash shall be placed in the approved containers, and the contents shall be prevented from dropping, shifting, leaking, being blown by the wind or otherwise escaping onto County property.
  - b. Emptying all trash and recycling containers as needed to prevent overflow or excessive odor.

- c. Regular patrolling of the Facility for loose garbage and debris.
- 4. Permittee shall not place any portable restrooms on County property.
- 5. Permittee shall not use any fireworks on the Facility and shall use its best efforts to prevent the use of fireworks by others occupying the Facility.
- 6. Permittee shall comply with any Oregon Health Authority guidance applicable to the events which can be found at oha.gov.
- 7. Permittee shall not block access to the visitor or employee parking lots at the Courthouse. This includes not blocking the roadways used to access those lots.
- 8. Permittee shall remove all equipment, personal property, trash or other debris from County property at its own expense. This shall be completed no later than 11:59 p.m. on July 5, 2025
- 9. Permittee agrees to repair any damage to County property caused by Permittee, its officers, agents, employees and invited guests arising out of the activities under this Permit.

Permittee acknowledges that in the interest of public health, safety or welfare, the County may, at its sole discretion, revoke this permit and/or require removal of equipment or other personal property from County property. Unless otherwise agreed to in writing, this permit does not entitle the permittee to exclusive use of County property, nor does it entitle permittee to sublet or charge a fee for use of County property.

PERMITTEE:  
 City of St. Helens  
 265 Strand Street  
 St. Helens, Oregon 97051

BOARD OF COUNTY COMMISSIONERS FOR  
 COLUMBIA COUNTY, OREGON:

By: \_\_\_\_\_  
 (*Signature of Authorized Representative*)

By: \_\_\_\_\_  
 Chair

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 (*Name of Authorized Representative*)

Date: \_\_\_\_\_