Application Process for Exclusive Use of Recreational Facilities
City of Lincoln City

Phone: (541) 994-2131  Fax: (541) 994-5635  2150 NE Oar Place, Lincoln City, OR 97367

Please note: Reservations are made on a first come, first serve basis. The approval process for Exclusive Use Applications may take up to 7 days from the day the application is received. A permit will be issued and you will have exclusive use of the requested recreation facility only after the entire process is complete. To guarantee your exclusive use, please submit your completed forms with all attachments and payment as early as possible. The City recommends you apply 30 days before you wish to have exclusive use of a City facility. The City of Lincoln City will not consider applications made less than 10 days before the requested usage. Only complete applications will be accepted.

1. Complete Sections 1 and 2, on page 3.
2. Sign and date the “declaration” statement on Page 3.
3. Read and initial the bottom of Page 4.
4. The Director can require that insurance be obtained for an event. If your permit says you need to obtain insurance, attach proof of insurance naming the City of Lincoln City as an additional insured in the amount of $1 million, for the dates/period of use. The Insurance proof must clearly indicate that the City of Lincoln City is an “additional insured” on the policy. The designation “certificate holder” is not acceptable.
5. Calculate fees.
6. Return completed application, with all required attachments and payment, to the Lincoln City Community Center. Payment can be made by check (payable to the City of Lincoln City) or by credit card.
7. Applications are considered by the Community Center Director. The Director has the right to impose reasonable conditions on an exclusive use permit.
8. If application is approved, permit is prepared and you are notified. Conditions on the approval will be listed on the Exclusive Use Permit. If application is denied, you will receive a written explanation for the denial.
9. If you wish to file an appeal of a denial of an exclusive use permit, you will need to file a written notice of appeal with the City Recorder. Your appeal will be heard before the City Council of the City of Lincoln City in accordance with the guidelines set out in Chapter 1.26 (Uniform Administrative Appeals) of the Lincoln City Municipal Code.

Thank you for your interest in and application for exclusive use of City of Lincoln City recreational facilities. If you have any questions, please call 541-994-2131.
City of Lincoln City Exclusive Use Permit
Community Center
Phone: (541) 994-2131 Fax: (541) 994-5635 2150 NE Oak Place, Lincoln City, OR 97367

After thorough review of the application below, ______________________ ’s application for exclusive use of the ______________________ on ______________________ from ______________________ until ______________________ has been: □ APPROVED  □ DENIED  □ APPROVED, WITH CONDITIONS

The conditions on your approval are listed below:

☐ Alterations to adapt the property are needed for this use. Alterations and estimated costs are listed below:

☐ The hours of exclusive use are limited. Your exclusive use is limited to the following day(s) and time(s): ______________________

☐ A deposit in the amount of $______________ is required for ______________________.

☐ You will need to reimburse the City for overtime costs in the amount of $______________.

☐ Insurance is required for this exclusive use.

☐ Other conditions, detailed below:

_____________________________________________________________________________________________________________________________________________________________________________________

If your application has been denied, please find a letter explaining the reasons for the denial attached to this document.

Signed this __________ day of ______________________, 20__________.

Gail Kimberling, Community Center Director

6/9/2014  2014 EU Application
SECTION 1  Applicant Information

Event ____________________________  Contact Name ____________________________  
Email _____________________________  Phone _________________________________ 
Address __________________________  City, State, Zip ____________________________  
Mailing Address (if different) ____________________________________________

SECTION 2  Permit Information

Facility Requested:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINCOLN CITY POOL</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>LG MEETING ROOM</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>With kitchen</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Without kitchen</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>SM MEETING ROOM</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>DORCHESTER PARK</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>REGATTA PARK</td>
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<td>___</td>
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<tr>
<td>SILETZ BAY PARK</td>
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<td>___</td>
</tr>
<tr>
<td>TAFT (51ST) PARK</td>
<td>___</td>
<td>___</td>
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<tr>
<td>NELSCOTT DECK</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>ROCK WALL</td>
<td>___</td>
<td>___</td>
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<tr>
<td>GYM</td>
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<td>___</td>
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<tr>
<td>SKATE PARK</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>BALLELANDS 1. 2. 3.</td>
<td>___</td>
<td>___</td>
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<tr>
<td>With lights</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>No Lights</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Activity Description (i.e. softball, soccer, etc.)

Day(s) of Week _______________________ and Date(s) requested _______________________

Hours requested (must include setup/cleanup time) From: ______________ to: ____________

Do you intend to sell any merchandise or service, including alcohol?  □ No  □ Yes
If “yes” describe ________________________________________________________________

Do you intend to use amplified music during your event?  □ No  □ Yes
If “yes” describe the source (live/videotaped music) and amplification device (PA, stereo etc.)

Anticipated attendance ___________________ Ages in group ________________________

Do you plan to place temporary structure (such as fencing or a stage) on the City property
you intend to use?  □ No  □ Yes
If “yes” describe ______________________________________________________________

DECLARATION

By signing this application, you declare, under the penalty of perjury and false swearing, that you are
authorized to complete this application form on behalf of the entity requesting exclusive use of City
property and that the information you have provided is true, correct and complete. Your signature
below also confirms that you have read and agree to the attached “Agreements and Conditions” and
“Rules and Regulations” for use of City-owned properties including public right-of-ways.

_______________________________________  ______________________
Signature of Authorized Agent  Date Signed
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, its agents, and employees agree to abide by the established regulations relating to facility use, and agree to keep the facility in a clean and orderly condition.

3. Applicant, its agents, and employees agree to obtain any and all other required permits or authorizations from the City or other agencies before the activity takes place.

4. Applicant will comply with any conditions imposed by the City on the Exclusive Use Permit.

5. Applicant agrees to display, or have readily available, the Exclusive Use Permit issued by the City while the authorized activity is taking place.

6. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant’s use of the designated facility. You must carry out garbage exceeding capacity of available trash cans.

7. Applicant is responsible for any damages to the facility caused by Applicant’s use. Applicant acknowledges and accepts they will be billed for time and materials if the facility is not left in the condition in which it was found.

8. The applicant agrees to hold harmless, indemnify, and defend the City of Lincoln City, 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.

9. 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 Community Center Director, when required.

10. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Manager.

11. Any personal property of Applicant kept in or at the facility is at Applicant’s own risk. The City of Lincoln City accepts no responsibility for the security of Applicant’s personal property.

12. 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.

13. 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.

14. Do not drive on or park vehicles on park grounds except in designated parking areas.

15. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.

16. Permits are not transferable unless written consent is given by the City Manager or their designee. Facilities cannot be "loaned out" to other organizations during the times you have reserved them. The Group/Organization named on the permit is the only one authorized for use during the permit period. If you are sharing the facility with another organization, both names need to be on the permit.

17. There will not be refunds for cancellations within 7 days of the date of your event.

By my initials, I declare that I understand the terms listed above: _______ initial

6/9/2014
2014 EU Application
FEATURES OF CITY FACILITIES AVAILABLE FOR EXCLUSIVE USE

**Rock Wall Features:**
24' high and available for rent to groups. Room for 2 climbers at a time, auto-belay system, supervised. Requirements are close-toed shoes and participants must be at least 44” tall. There is also a 13' free-climbing wall.

**Large Meeting Room Features**
Accommodates 150 – 200 people; tables/chairs available; room size approximately 2500 square feet; full kitchen use available; no sound system available

**Small Meeting Room Features**
Accommodates 20-30 people seated; Tables/chairs available; No kitchen facilities

**Pool Features:**
25 Meter pool with two diving boards (one high, one low), 13.5 foot diving well, maintained at approximately 82-84 degrees year round. Small children's pool: maximum depth 3.5 feet/maintained at approximately 92-94 degrees year round. Water slide: Must be able to swim proficiently

**Hot Tub:** Maintained at approximately 102 degrees. Seats 12 persons. Must be 16 years or older to use. No children under 8 years are admitted into the 25 meter pool without an adult 21 years or older unless approved by Lifeguards on duty

**Swim diapers ONLY are allowed/no pampers or diapers.**
Swim diapser are available at the front counter for sale

**Kirtsis Ballfield Features:**
Kirtsis Park features 3 ball fields, capable of handling tournaments and leagues. It also has a restroom facility.

**Basketball gym features:**
The gym is located in the Lincoln City Community Center complex at 2150 NE Oak Place in Lincoln City. The gym is available for tournaments and drop-in open gym basketball, volleyball and soccer during non-scheduled times. It has one full size court and two short courts, all featuring a sprung floor.

**Skate Park features:**
The Skate Park is located directly behind Kirtsis ball fields on NE 22 Street. The park has four different areas to skate; a half-pipe, a cradle, a replica of a backyard pool (vertical sides, tight transitions, very challenging), and an area for beginners. Safety gear is highly recommended. **No bikes or razors are allowed. Skate at your own risk.** The park is open from dawn to dusk

**Picnic Shelter Features**

**Siletz Bay Park:** Located just past SW 51st Street in Lincoln City on SW Highway 101, this little park features a wonderful view of the Siletz Bay. The shelter has three picnic tables that seat 8 people each, one table that seats an additional 3 people, and one space for a wheelchair. There is one barbeque on the site. There are eight parking spaces. There is no electricity available.

**Taft Waterfront (SW51ST Street) Park:** Located at the end of SW 51st Street in Lincoln City, this park has four tables each seating 10 people, 2 wheelchair spaces and one barbeque on site. The park is directly adjacent to the beach, crabbing, and fun in the sun. Parking is limited as this is a heavily trafficked tourist area. There is, however, a parking lot on SW 50th Street. No electricity is available.

**Regatta Park:** This picnic shelter has two tables each seating 10 people and one barbeque. The park is located off of NE 14th Street. Turn east on 14th and proceed until you see the signs indicating Regatta Park. There is a roped off swimming area, a boating dock and fishing dock. The park is on Devils Lake. There is also a very large playground area for children. There is no electricity available.

**Dorchester Park:** The park is located west of Highway 101 off of NW 28th Street in Lincoln City. The park has two tables seating 10 people each with two wheelchair spaces and one barbeque. The park also features two tennis courts.

6/9/2014
2014 EU Application
The Lincoln City Parks and Recreation Department maintains numerous facilities – indoors and out, small and large – available year 'round for picnics, birthday and anniversary parties, family reunions, wedding receptions and other events! Your imagination is your only limitation! For reservation information and availability call 541-994-2131 or see www.active.net/active.com/lccc.

** Please note: All facility reservations must be confirmed and paid for five business days in advance of the event!

POOL RENTAL
Planning a party? Lincoln City maintains one 25-meter pool and one small instructional pool, as well as a 12-person spa. The pools are available for rent when no other aquatic activities are scheduled. An extra staff charge will be added for rentals during non-open hours. Pool capacity is 150 swimmers.
- $73.00 per hour for the first 25 swimmers.
- Plus $20.00 per hour for each additional 25 swimmers or use of slide/diving boards/rope swing.

BASKETBALL GYM
Rental of the gym during non-scheduled, operating hours is subject to a two-hour minimum. An additional $25 per hour is required to open and staff the building during off hours. Please note no street shoes are allowed on the gym floor. Only non-marking soles are permitted.
- Non-profit: $46.00 / hour
- Private: $53.00 / hour
- Commercial: $79.00 / hour

INDOOR ROCK CLIMBING WALL
Scale new heights on our 24' indoor rock climbing wall! Great fun for your next party or team-building event! Your rental fee includes staff to assist with safety harnesses and automatic belays.
- Resident discount rate: $33.00/hour
- Regular rate: $40.00/hour
FACILITY RENTALS

MEETING ROOMS
The Lincoln City Community Center has two meeting rooms for rent on a space available basis. The large meeting room has a full kitchen attached. Room rentals are subject to a two-hour minimum. If the rental is during non-operating hours, there will be an additional charge for personnel costs required to open, staff, or close the building. When using the kitchen a refundable $50 cleaning deposit is required. Please submit as a separate check.

*All meeting room patrons will be given a cleaning check-list to complete before their deposit is returned.*

<table>
<thead>
<tr>
<th>LARGE MEETING ROOM</th>
<th>PER HOUR:</th>
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<tbody>
<tr>
<td>Non-profit</td>
<td>$16.00</td>
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<tr>
<td>Private</td>
<td>$21.00</td>
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<tr>
<td>Commercial</td>
<td>$32.00</td>
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<tr>
<td>PER HOUR W/KITCHEN:</td>
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<tr>
<td>$22.50</td>
<td>$29.00</td>
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<tr>
<td></td>
<td>$43.50</td>
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<table>
<thead>
<tr>
<th>SMALL MEETING ROOM</th>
<th>PER HOUR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-profit</td>
<td>$12.00</td>
</tr>
<tr>
<td>Private</td>
<td>$17.00</td>
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<tr>
<td>Commercial</td>
<td>$25.00</td>
</tr>
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</table>

**Additonal Fees**
Before/after hours fee* ......... $30/hour
Audio-Visual Equipment .......... $12/hour
Kitchen/Cleaning Deposit (for rentals >50 people) .......... $50
*Room rentals shall be subject to a two-hour minimum.

PICNIC SHELTERS
The Lincoln City Parks and Recreation Department has four picnic shelters available for rent: Dorchester Park (with tennis court), Siletz Bay Park, Regatta Park, and Taft Waterfront Park. You can also reserve the meeting/picnic deck on the Nelscott Strip. If you're planning a reunion, birthday party, wedding reception or other event, these are great outdoor alternatives! More complete descriptions of these parks and their amenities are available at www.lincolncity.org. All shelters have a two-hour minimum rental time. A Special Event Permit may also be required for some activities.

- **Dorchester Park**: $14.50/hour (includes tennis court)
- **Siletz Bay Park**: $14.50/hour
- **Regatta Park**: $14.50/hour
- **Regatta Stage**: $35.00/hour
- **Nelscott Deck**: $16.00/hour
- **Taft Waterfront Park**: $35.00/hour

LINCOLN CITY SKATEBOARD PARK
The Lincoln City Skateboard Park is located directly behind Kirtsis Ballfield on Northeast 22nd Street. Originally featured in Thrasher magazine, the park now has FOUR different areas to skate with unique features to each area. There is a half-pipe, a cradle, a replica of a backyard pool (vertical sides, tight transitions, very challenging), and an area for beginners. Skate at your own risk. Safety gear is highly recommended. **No bikes or scooters are allowed.** The park is open from dawn to dusk.

The Lincoln City Skateboard Park is also a great place for a special event! The rates are:

- **Non-profit**: $36/hour or $300/day
- **Private**: $42/hour or $450/day
- **Commercial**: $72/hour or $600/day*

*(A special events permit is required for all commercial activities)*

If the park is not left in the condition in which it was found, your group/organization will be billed for time and materials necessary to restore it to good condition.

KIRTSIS PARK
BALL FIELDS
Kirtsis Park features three ball fields off Northeast 22nd Street, adjacent to the Skateboard Park. Individual fields may be rented by the hour or day at the following rates:

- **Non-profit**: $46/hour or $270/day
- **Private**: $42/hour or $300/day
- **Commercial**: $72/hour or $360/day*
- **Field lights**: $30 per night
IMPORTANT INFORMATION REGARDING CERTIFICATES OF LIABILITY (INSURANCE) FOR EVENTS HELD IN/ON CITY OF LINCOLN CITY PROPERTY

If your Exclusive Use Permit states that insurance is required, please obtain insurance as detailed below.

Certificates must name the City of Lincoln City as an “additional insured” for $1 million, and must also name the date, time and location of the event for which the insurance is valid. The designation of the City of Lincoln City 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.

The designation of the City of Lincoln City as an additional insured and information regarding time and location must be clearly stated somewhere on the certificate. If the City is being named as the “certificate holder,” please also be sure that the phrase “certificate holder is named as additional insured,” appears on the certificate.

Certificates that do not meet this requirement will not be accepted as proof of liability for an event.

If you have any questions about this requirement, please contact the Community Center Director at 541-994-2131.
### ACORD CERTIFICATE OF LIABILITY INSURANCE

**FOR SERVICE CALL:**

**Insurance Producer Name:**

**Producer Name:**

**Address:**

**Phone:**

**Insured Name:**

**Address:**

**Phone:**

**COMPANIES AFFORDING COVERAGE**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>Insurance Company Name(s)</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
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<tr>
<td>B</td>
<td></td>
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<tr>
<td>C</td>
<td></td>
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<tr>
<td>D</td>
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**COVERAGE:**

**GENERAL LIABILITY**

<table>
<thead>
<tr>
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<th>Description</th>
<th>Limits</th>
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<tbody>
<tr>
<td>01.01</td>
<td>Commercial General Liability</td>
<td>$2,000,000.00</td>
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<tr>
<td>01.02</td>
<td>Products-Completed Gesch</td>
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<tr>
<td>01.03</td>
<td>Personal &amp; Adverse To Property</td>
<td>$1,000,000.00</td>
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<tr>
<td>01.04</td>
<td>Fire Damage (Agg &amp; Ext)</td>
<td>$1,000,000.00</td>
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<tr>
<td>01.05</td>
<td>Medical Expense (Any one person)</td>
<td>$1,000,000.00</td>
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<tr>
<td>01.06</td>
<td>Property Damage</td>
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**AUTO LIABILITY**

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<tbody>
<tr>
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<tr>
<td>Bodily Injury</td>
<td>$1,000,000.00 (Per person)</td>
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<tr>
<td>Property Damage</td>
<td>$1,000,000.00</td>
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**PROPERTY LIABILITY**

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<tbody>
<tr>
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<tr>
<td>Excess</td>
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**EXCESS LIABILITY**

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**WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY**

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<tr>
<td>Each Accident</td>
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**OTHER**

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<tbody>
<tr>
<td>Liquor Liability</td>
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</table>

### Description of Operations/Location/Use of Vehicles/Special Items

The Certificate Holder below is an Additional Insured with respect to Liability and Liquor, if applicable, arising out of the operations of the named insured for event .

### Certificate Holder

**City of Lincoln City**

**PO Box 50**

**Lincoln City, OR 97367**

### Cancellation

The above described policies will be cancelled before the expiration date thereof, the Insuring Company will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation upon the Company, its agents or representatives.

**Authorized Representative**

[Signature]

ACORD 20.8 (F引起的)

### 2014 EU Application