

Application Process for Exclusive Use of Athletic Fields City of St. Helens

Please note: The approval process for Exclusive Use Applications MAY TAKE UP TO 45 DAYS from the day the application is received. A permit will be issued and you will have exclusive use of the fields and facilities only after the entire process is complete. To guarantee your exclusive use, please submit your completed forms with all attachments and payment as early in the season as possible. Requests for exclusive use are processed beginning January 1. You may submit your application earlier but it will not be considered until that date. Only complete applications will be accepted.



1. Make a tentative reservation for the space you require and request an Exclusive Use Application from City Hall.
2. Complete Sections 1 and 2, on page 2.
3. Sign and date the "declaration" statement on Page 2.
4. Read and initial the bottom of Pages 3, 4, and 5.
5. Complete the attached summary report (for your organization's prior year) on Page 6.
6. Attach proof of insurance naming the City of St. Helens as an additional insured in the amount of \$1 million, for the dates/period of use. NEW: Insurance proof must clearly indicate that the City of St. Helens is an "additional insured" on the policy. The designation "certificate holder" is not acceptable.
7. Attach a calendar for your events indicating days, dates, hours, and requested fields.
8. Calculate fees. Athletic fields are \$5 per day, per field; use of field lights is an additional \$5 per day, per field. If you need assistance with this step, please call Public Works.
9. Return completed application and attachments with payment **by check** to Public Works.
10. Applications are processed, considered by the Parks Commission at their next regular meeting, and recommended to the City Council for approval. (Parks Commission usually meets on the third Monday of each month.)
11. City Council considers and approves the application at their next regular meeting. (City Council usually meets on the first and third Wednesdays of each month.)
12. Permit is prepared and you are notified.
13. With copy of permit, you may request a concessions stand/restroom key from Public Works.



City Hall
503-397-6272, 265 Strand St., St. Helens, or PO Box 278, St. Helens OR

St. Helens Public Works Department
503-397-3532, 984 Oregon St., St. Helens

Thank you for your interest in and application for exclusive use of St. Helens athletic fields and facilities. If you have any questions, please call Public Works at 503-397-3532.



Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



SECTION 1 Applicant Information

Group/Organization Name _____ Phone _____
 Authorized Agent Name _____ Phone _____
 Address _____ City, State, Zip _____
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field _____
 Activity Description (i.e. softball, soccer, etc.) _____
 Dates _____ to _____
 Days/Hours of Use:
 Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____
 Sunday _____

Do you intend to sell any merchandise or service? No Yes
 If "yes", describe _____

Will you require use of the concessions stand? No Yes

Other Comments/Information _____

FOR OFFICE USE

Application date _____

Insurance

Summary Report

Fee paid

Receipt # _____

Calendar

Parks → Council

Approval dates

Parks _____

Council _____

Permit issued _____

DECLARATION

By signing this application, you declare 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

FEE SCHEDULE

ATHLETIC FIELDS = \$5 PER FIELD DAY, PER FIELD USE OF FIELD LIGHTS, additional = \$5 PER FIELD, PER DAY

Athletic Fields	<input type="checkbox"/> \$5.00 per day X _____ fields X _____ days =	\$
Use of field lights (add'l fee)	<input type="checkbox"/> \$5.00 per day X _____ fields X _____ days =	\$
TOTAL AMOUNT DUE		\$

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 or parks. You must carry out garbage exceeding capacity of available trash cans in park/area. **GROUPS OF 100 OR MORE WILL BE 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 Administrator, 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.

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

RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

1. General.

- 1.1 The park is open for public recreation from Sunrise to Sunset. (Except by permit)
- 1.2 No peddling, soliciting or commercial enterprise is permitted in the park without a permit.
- 1.3 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.
- 1.4 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.5 Children under 10 years of age shall not be left unattended in the park.
- 1.6 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.7 Air rifles, BB guns, bow and arrow or other guns and dangerous objects may not be used in the park.
- 1.8 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.9 No overnight camping is allowed on park property without a permit.
- 1.10 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.
- 1.11 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.
- 1.12 You should immediately notify the Parks Department (503-397-9585) 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.

2. Automobiles and Motorized Vehicles

- 2.1 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.
- 2.2 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.
- 2.3 Bicycles, roller skates, skateboards and other types of non-motorized vehicles must be used properly, safely and without the possibility of injury to others.
- 2.4 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.

By my initials, I declare that I
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initials

3. Park Buildings and Facilities

2.5 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.

2.6 No pets are allowed in the park buildings at any time.

4. Animals

- a. No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridal path.
- b. Pets are permitted in most City parks only if they are on a leash that is five (5) feet or less in length. 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. (Animals are not permitted in Columbia View Park.)
- c. 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.
- d. Violation of these regulations will lead to the removal of both animal and owner.

5. Solid Waste Disposal and Fire Protection

- a. Your garbage and trash must be placed in the proper receptacles.
- b. 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.
- c. Fires are permitted only in designated fire rings or cookers. No open fires are permitted elsewhere on park property.

6. Vegetative Protection

- a. 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.
- b. Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- c. No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- d. 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: _____
initials

City of St. Helens

Annual Summary Report

Exclusive Use Permit Financial Activities for _____
Year

Organization name _____

Authorized agent _____

Contact # _____

Fields/Facilities used _____

Dates of usage _____ to _____

Concession Stand gross sales	\$
Concession Stand expenditures	
Concession Stand net receipts	
Permit Holder park improvement expenditures*	
Permit Holder maintenance activities expenditures**	
Permit Holder use fees (City)	
Permit Holder lighting fees	
Other	

*Permit Holder park improvements (please describe): _____

**Permit Holder maintenance activities expenditures (please describe): _____

<u>TOTAL EXPENDITURES</u>	\$	
<u>TOTAL INCOME</u>	\$	
<u>TOTAL AMOUNT FORWARD TO NEXT SEASON</u>	\$	

Please return this form to the City of St. Helens with your application for and Exclusive Use Permit.

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 (proof of insurance) naming the City of St. Helens as an additional insured.

Certificates must name the City of St. Helens 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 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.

The designation of the City of St. Helens 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 City Hall at 503-397-6272.

12/08

Sample Only

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YY)
6/12/08

PRODUCER
FOR SERVICE CALL:
Insurance Producer Name
Address
Phone

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE	
COMPANY A	<i>Insurance Company Name(s)</i>
COMPANY B	
COMPANY C	
COMPANY D	

INSURED
Insured Name
Address
Phone

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	<i>Policy Number</i>	6/12/08	6/12/09	GENERAL AGGREGATE \$ 2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000.00
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS				FIRE DAMAGE (Any one fire) \$ 300,000.00
					MED EXP (Any one person) \$ N/A
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				REG. STATUTORY LIMITS
	<input type="checkbox"/> INCL				OTHER
	<input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
B	OTHER				
	Liquor Liability				\$1,000,000.00

DESCRIPTION OF OPERATIONS/LOCATIONS/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 on date

CERTIFICATE HOLDER
 City of St. Helens
 PO Box 278
 265 Strand Street
 St. Helens, OR 97051

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING 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 OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
Authorized Signature © ACORD CORPORATION 1988