



## FACILITY USE APPLICATION

City of Stayton Public Works

311 N. Third Ave.

Stayton, OR 97383

(503) 769-2919

Request to Rent: ☐ Community Center ☐ Jordan Bridge ☐ Pioneer Park Kitchen

\*Please visit [www.staytonoregon.gov](http://www.staytonoregon.gov) to review the City of Stayton's "Facility Use Rules" document.\*

Applicant Name: \_\_\_\_\_ Stayton Resident? : Yes ☐ No ☐

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (email) \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Event Begin Time: \_\_\_\_\_ Event End time: \_\_\_\_\_

**(Be sure that your rental time includes set-up & clean-up time)**

Type of Event: \_\_\_\_\_ Civic ☐ Private ☐ Commercial ☐ # of people to attend: \_\_\_\_\_

Will there be a band/DJ? Yes ☐ No ☐ Will there be food or beverages served? Yes ☐ No ☐

Will there be alcohol? Yes ☐ No ☐ (If YES, please complete separate Application for Alcohol Use)

**MATERIALS AND EQUIPMENT AVAILABLE FOR COMMUNITY CENTER USE: 19 6-Ft. Tables, 2 8-Ft. Tables, 135 Chairs, and a Podium**

**Flat Charge for use of the Tables/Chairs**

# of Tables/Chairs Requested: \_\_\_\_\_

I hereby apply for a City of Stayton Facility Use Permit. I have read, understand and agree to comply with all rules and regulations set forth by the City of Stayton. I further pledge that I am of legal age and will be responsible for the care of the facility during its use. Further, I will be responsible for the repair of damage to equipment or the facility should any occur and for the replacement of any inventory or equipment lost or damaged during the use of the facility for the activity for which I have accepted responsibility. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand City rules and regulations are subject to change without notice.

I agree to indemnify and hold harmless the City of Stayton ("City") from liability for any and all claims, causes, actions, loss, damage or expenses of any kind whatsoever which may be asserted against the City and/or the Applicant or incurred by my agents, contractors, invitees or guests, including attorney's fees and costs, arising out of or resulting from the Applicant's use of the City's facility.

It is agreed that the Applicant shall abide by all federal, state and municipal laws, regulations and code, applying equal opportunity in all respects and prohibiting discrimination of any kind.

Authorized Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Approved by City of Stayton \_\_\_\_\_

Date \_\_\_\_\_

Notice: Oregon law (ORS 105.682, et seq.) provides that the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned facility and/or park rental area and for use of the amenities in the designated facility or park rental area. Other uses of this park or any use of this property outside the facility and/or designated park rental area are not subject to a charge and therefore, the City of Stayton is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge is assessed.

DO NOT WRITE BELOW THIS LINE: CITY USE ONLY

Hourly Rate: \_\_\_\_\_ X \_\_\_\_\_ Hours Total Rental Fee = \$ \_\_\_\_\_

Community Center/PP Kitchen Cleaning Fee \$ \_\_\_\_\_

Community Center Table & Chair Rental \$ \_\_\_\_\_

Jordan Bridge Lights & Signs \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Payment: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initial: \_\_\_\_\_

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