

CLACKAMAS COUNTY PARKS SPECIAL USE PERMIT APPLICATION

Thank you for your interest in considering Clackamas County Parks for your event.

A Special Use Permit application form is required for any organized event taking place within the Clackamas County Parks system. Please visit [Clackamas County Parks at www.clackamas.us/parks](http://www.clackamas.us/parks) to see our parks and park amenities as well as download or complete your Special Use Permit application. Clackamas County Parks will issue your Parks Special Use permit and collect the required fees. While we do not have a Special Use Permit application processing fee, there are property use and other fees associated with holding organized events in our parks. Our fee schedule is posted below.

Please read the Special Use Permit application instructions prior to completing a permit application. For additional information about hosting organized events in our Clackamas County Parks, please contact the Clackamas County Parks office at (503) 742-4414 or parksreservations@clackamas.us with any questions or concerns.

SPECIAL USE FEE SCHEDULE

Permit Fee:

- Special Use Permit Application Processing Fee \$ 0

Park Use Fee (for non-reserved park areas):

- **Non-Profit, School or Public Entity Use -**
 - Up to 100 people \$ 125 per day
 - Over 100 People \$ 250 per day
- **Private and Commercial (non film and media event) -**
 - Up to 100 People \$ 200 per day
 - 101 - 250 People \$ 350 per day
 - > 250 People \$ 500 per day

Note: allowable numbers may vary by park/park capacity

Facility/ Cost Recovery Fees:

- Park Staff \$ 47 per hour/person
- Water/Electricity \$ 35 per day
- RV Waste Disposal \$ 15 per dump
- Clean-up Actual Cost
- Traffic Control Actual Cost
- Police/Fire Actual Cost
- Other Costs: Actual Cost
- Note: Deposits may be required based on proposed use(s) of the Park

For more information, please contact:
Clackamas County Parks Department
150 Beavercreek Road, Suite 419 | Oregon City, OR 97045
www.reservations.clackamas.us

Parks Reservations | 503.742.4414 | Email: parksreservations@clackamas.us

SPECIAL USE PERMIT FAQs

1. When do I need to get a special use permit?

Special Use Permits allow access to park land for a wide variety of non-traditional park uses including but not limited to large group activities, activities that require placing structures on park land, activities that would not normally be allowed under the park rules, activities that restrict public access to, or use of, the park by others. The following list gives some common examples of activities that do and don't require a permit.

Examples of activities that **would** require a permit if approved:

- An organized event using a portion of the park not designated for group use or reserved area.
- An activity that will require a structure such as a stage, large event sized tents, bleachers or other structures not normally found in the park.
- An activity that restricts public access to an area of a park such as a running event that takes over a parking lot and park trail or a festival that uses the entire day use area in a park.
- A multi-day cycling event camping in a park day use area.
- A commercial film shoot that requires the public be excluded from a portion of the park or that requires equipment be set up in the park (**see County Film and Media Application**).
- An activity that requires park staff be available to the group, such as dedicated interpretive staff or additional staff to provide services (i.e. maintenance, garbage, utilities, etc.) to facilitate the activity.
- Activities that could pose a safety concern such as black powder events or fireworks displays.
- Activities that have some form of vending associated with them, such as a concession stand or sales of products to participants.
- Short term non-exclusive commercial vending such as a weekend coffee cart or horse rental when the financial transactions are conducted in the park.

Examples of activities that **would not** require a permit:

- Family gatherings or other small events not restricting other park users.
- A wedding or similar event being held in a park with no set up or seating and the public is not being excluded from the area.
- Commercial photography using a hand held camera and no props as long as the activity does not exclude the public from the area.

- A guided trip or instructions given in a park as long as the financial transactions occur outside of the park, for example bird watching or kayak lessons.
- A school field trip using the park in a traditional manner: hiking on the trails, wildlife viewing or traditional recreation, and the group does not require park staff involvement such as an interpretive ranger. **However park reservations are required.**

The above list does not cover all activities that require a permit. It is meant to assist in determining if your activity would need a permit, and if there is any uncertainty regarding the need for a permit please contact the park staff at the location where your activity will be held.

Please Note: Parking fees are required for all events and activities, whether a permit is required or not. Parking fees are NOT included in the Special Use Fee except by special arrangement with Parks Management.

2. How is a Special Use Permit application different than a reserved area fee?

A number of our County Parks have designated facilities for picnic areas, shelters and campsites that can be reserved for group, family or other activities. These sites can be reserved online or through County Parks reservation systems and have established fees. Any other activity (see FAQ #1) that restricts the use of undesignated reserve areas requires a Special Use Permit application.

3. Who do I contact to get a permit or answer questions about a permit?

Special use permit applications and information about park activities are handled by Clackamas County Parks Administration. Please call 503.742.4414 or stop by the Parks Office in Development Services Building, 150 Beaver Creek Rd, Suite 419, Oregon City, OR 97045.

4. What criteria will be used to evaluate my application?

Once a completed application is received it will be evaluated against the following criteria:

- Consistency with local, state, and federal laws** - all activities must comply with the law and rules governing the park land where the activity will occur.
- Compliance with park rules governing special use permits** - the activity must comply with County Ordinance found in Chapter 6 on non-traditional park use
- Disruption of traditional park use** - activities should not totally exclude the public from the park, although exclusive use of some areas of the park can be allowed, and the impact of the activity on areas surrounding the park and neighbors is also considered.
- Impact on public health, safety or welfare** - activities should not put the public or the participants at undue risk, although measures taken by the organizer to mitigate such risk will be considered in the evaluation.
- Impact on natural and cultural resource values** - activities should not adversely impact natural or cultural resources within the park and must comply with any resource management plans, policies, or procedures adopted for the park.
- Applicant's ability to finance, plan and manage the activity** - an evaluation will be made regarding the applicant's ability to fulfill any sanitation, safety, medical care, fire control, security, crowd, noise, and traffic control requirements, as well as any measures required to protection of park resources which are set forth by the park in the conditions of the permit.
- Previous experience in conducting similar activities** - the evaluation will take into consideration any previous experience the applicant has in conducting similar activities in the past.

- h. **Measures proposed to mitigate negative impacts** - if the activity will have negative impacts consideration will be given to measures proposed to lessen or eliminate those impacts.
- i. **Ability to fully meet the terms and conditions of the permit** - the evaluation will consider evidence presented by the applicant regarding their ability to fully meet any requirements placed on them by the terms and conditions of the permit, including past performance conducting other activities in County Parks.
- j. **Positive impact on the local community, environment, or park** - any positive impacts of the activity on the local community through support of tourism and their economy, the environment through restoration and preservation efforts, or park land and facilities through enhancement efforts will be considered when evaluating the permit application.

5. How are applications prioritized?

Applications are considered in the order they are received, however ongoing events that have been conducted on an annual basis at a given date are given priority over new events. It is recommended that applicants make contact with the park staff as early in the process as possible to ensure the date of their activity is available and that the activity will be possible in the proposed area of the park.

6. Am I required to have insurance for my special use activity?

Yes, liability insurance is required for all special use permits. The basic insurance requirement is coverage with limits of not less than \$1,000,000, and for activities or uses that are assessed as having high risk exposure insurance with limits of up to \$4,000,000 may be required. Examples of high risk activities include but are not limited to: public fireworks displays; Civil War reenactments or other black powder events; and construction projects involving heavy equipment.

Note: Insurance coverage for activities and events requiring a special use permit must name Clackamas County as additional insured. The Certificate of Insurance must be received by the Parks Department prior to the activity or event.

**Clackamas County Parks & Forest
APPLICATION TO HOLD A SPECIAL EVENT / ACTIVITY**

Revision date: March 2014

Applicant should complete this section and attach any additional information as appropriate.

APPLICANT INFORMATION

Applicant Name:		Organization:
Mailing Address:		
City:	State:	Zip:
E-Mail Address:		
Phone:	Cell:	Fax:

ON SITE RESPONSIBLE CONTACT

Name:	Cell:
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ACTIVITY PROPOSED

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ACTIVITY LOCATION

Park/Beach	Specific area of use:
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ACTIVITY DATE(S) (Include setup & cleanup days/times)

Start Date:	Start Time:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Finish Date:	Finish Time:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

DESCRIPTION OF ACTIVITIES (attach additional sheets if necessary)

Additional description detail attached.

PERMIT FEES (Please work with park staff to determine total fees)

A) Total property use fees per schedule:	\$ _____
B) Other fees/waivers (requires approval by park staff)	\$ _____
C) Total special use permit fees – line A minus line B (does not include performance bond if required):	\$ _____

ADDITIONAL REQUIREMENTS: (Please attach)

- Site plan indicating the location of activities, construction of facilities, structures, embellishment, and utilities, including staging area.
- Description of parking and security arrangements
- Description of plans for use of amplified sound, alcohol, entry fees and sale of goods and services.
- Plan for timely cleanup and restoration of area use.
- Fee calculation worksheet showing number of participants by day for multi-day events and activities.

** Applicant shall be at least 18 years of age, or 21 years if alcohol is to be served. Applicant assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damages and for any damage to park property, including natural and cultural resources.*

** Applicant shall indemnify and hold harmless Clackamas County, its Parks Advisory Board and members thereof, the Parks Department and its employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.*

APPLICANT SIGNATURE:	DATE:
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(FOR DEPARTMENT COMPLETION ONLY)

DATE APPLICATION RECEIVED: _____ **FEES PAID:** _____ **DATE RECEIVED:** _____

Special Use Fee Calculation:

Park Use Fee: NPO, School or Pub. / Private, Com

No. _____ Amt. \$ _____

Recovery Fee: Item _____ Amt. \$ _____

Total to Line A: \$ _____

Adj. to Line B: \$ _____

Amt. Due (C): \$ _____

DEPOSIT REQUIRED: Yes No Amt. \$ _____

DEPOSIT RECEIVED: _____ **Chk. #** _____

Date