



FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Pending	
Called: <u>mm/dd/yyyy</u>	Faxed: <u>mm/dd/yyyy</u>
Comments: _____	
Amount Due: \$ _____	<input type="checkbox"/> Paid: <u>mm/dd/yyyy</u>

## Lane County Parks Special Use Permit Application

Mail completed form to: Lane County Parks  
3050 N. Delta Highway  
Eugene, OR 97408

Please read the following Conditions carefully and fill out the form in its entirety, including signature. Failure to comply with park rules and the terms of this permit may result in a citation and may affect your future use of a Lane County Park. **This permit does not include parking fees. All vehicles must display a valid parking pass.** If you would like to purchase Group Admission Passes in advance of your event, please call the Parks Office at 541-682-2000. Your site will be available to you after 10:00 am, but may be available sooner upon request.

The approval of this permit is based on representations made on this application. Willful misrepresentations or omissions of information may result in voiding the permit and/or citation. Permit holder agrees to comply with all park rules and to all Conditions of Approval listed below.

Individual/Business/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ (work)

Will be present at the event (*check one*)?      Y      N      \_\_\_\_\_ (home)

   \_\_\_\_\_ (cell)

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

Park Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Planned # in Attendance: \_\_\_\_\_ Event Start and End Time: \_\_\_\_\_

*include set-up, takedown, and clean-up.*

Proposed Activity (**required**):

Please fill out the next page to determine your permit application cost (*up to \$125 max*). After your application has been reviewed, Parks staff will contact you to inform you if your application was approved, denied, or pending due to a need for you to agree to additional Conditions of Approval. Parks staff will also request payment at time of follow-up contact. **Please DO NOT include payment until that time.**

Please check the appropriate box for each question regarding your event and use of the park:

THE FEES BELOW ARE NOT CUMMULATIVE . . .

**YES NO**  
**\$125** YOUR MAXIMUM FEE IS EQUAL TO THE HIGHEST CATEGORY YOU HAVE CHECKED

- Bounce House, Dunk Tanks, Slide(s), or other Inflatable *(requires your own generator AND insurance)*
- Is your event scheduled within the next 5 business days?
- Sale of Beer, Wine, or Liquor *(prohibited without prior written consent. Requires OLCC permit AND insurance)*
- Tents or RV's for overnight use *(not an official campground)*

**\$100**

- Charging admission/registration/parking fee for event participants
- Do you need your site available before 10:00 am?
- Sale of Goods or Services *(prohibited without prior written consent AND may also require insurance)*
- Vehicle(s) on lawn or off parking lot during event *(examples: caterer, equipment, etc.)*

**\$75**

- Stage *(including flatbed truck as a stage)* Size: \_\_\_\_\_
- Use of amplified equipment *(examples: band equipment, DJ equipment, PA Systems, etc.)*

**\$50**

- Overnight use of park *(security the night prior to event, etc.)*
- Use of home stereo equipment *(noise to exceed 50 feet or more from shelter)*
- Open Flame not Occurring in Provided Fire-Pits *(see Additional Conditions of Approval)*
- Vehicle(s) on lawn or off parking lot - loading and unloading only

**\$25**

- Bring in Additional Sanitation (portable toilet) Services
- Solicitations, Marketing, or Advertisements placed at your event *(must be approved prior to placement)*
- Volleyball/Badminton Poles

**\$0**

- Additional Tables and/or chairs. *(within 50 feet)* # of Chairs: \_\_\_\_\_ # of Tables: \_\_\_\_\_
- Event Booth(s) # of Booth(s) \_\_\_\_\_ Size of Booth(s) \_\_\_\_\_
- Tents and/or Awnings *(not for camping and without stakes)* # and Sizes: \_\_\_\_\_
- Use of home stereo equipment *(noise not to exceed 50 feet from shelter)*
- Use of personal full-sized BBQ *(will not be placed on table),* in addition to those provided at the site

I, the undersigned, hereby save, indemnify, and hold harmless Lane County and its divisions, commissioners, officers, agents and employees from any liability or damages incurred by myself or any third party while using park facilities. I also understand that permission to use park facilities carries with it the duty to reimburse the County for any damage to County real or personal property. I also agree to comply with the Lane County Parks Rules, and to the Conditions of Approval listed in this application.

\_\_\_\_\_  
 Applicant Signature Date  
*Your typed name above together with a typed date can serve as your official signature if you submit this form via email*

**\*\*Please Keep a Copy of your Approved Special Use Permit with you During Your Event\*\***

**FOR PARKS USE ONLY**

Contact Date: mm/dd/yyyy

Approved

Denied

Additional Conditions of Approval

Reason for Denial:

[Dashed box for Additional Conditions of Approval]

[Dashed box for Reason for Denial]

Overnight Storage Permitted

Instructions/Conditions:

[Dashed box for Overnight Storage Permitted Instructions/Conditions]

\_\_\_\_\_  
Parks Representative Signature

\_\_\_\_\_  
Date

**PERMIT VALID DATE(S)**

[Green shaded box for Permit Valid Date(s)]