



City of Milton-Freewater
OUTDOOR RECREATIONAL FACILITY USE REQUEST
 501 Lamb Street, PO Box 6, Milton-Freewater, OR 97862

COVID-19 – Effective 2/26/21 – Umatilla County will move from “Extreme Risk” to “High Risk” which allows for use of outdoor recreation facilities. LIMIT to 75 people or less and groups are responsible for social distancing protocols as required by the CDC.

NO ORGANIZED EVENTS ALLOWED WITHOUT PRIOR REQUEST AND APPROVAL AT ANY TIME.

Submit this form to the Public Works Department no later than five days prior to facility use. **Date:** _____

CONTACT INFORMATION:

Organization: _____
Contact Person: _____ **Address:** _____
Daytime Phone: _____
Evening Phone: _____ **E-mail:** _____

FACILITY INFORMATION: (please attach schedules if they are available)

Requested Facility (s) _____
Frequency (day of week, one time, etc.) _____ **(Time)** _____ **to** _____
Starting _____ **Ending** _____
(month/day/year) (month/day/year)

1. It is agreed that the party or parties using the facilities will exercise every care in protecting City property and in the event that damage results from improper supervision, a fair adjustment may be made.
2. All authorized use of City property requires the user to leave the grounds or facilities in a condition equal to or better than when authorized for use.
3. All litter, glass, etc resulting from authorized usage will be removed at the user’s expense immediately following the activity.
4. Any violation or disregard of City policy will result in automatic forfeiture of future use requests.
5. The using agency and/or individual must show proof of liability insurance for the requested activity.
6. All authorized users must comply with all city rules, regulations and charter.
7. The user agrees to obtain, at its own expense, public liability insurance in the sum of not less than (\$500,000) and property damage insurance in the amount of not less than (\$500,000). **The user will provide the City with proof of such insurance at the time of entering into this agreement, and will ensure that the City of Milton-Freewater is named as an additional insured.**
8. Be it further understood that the City of Milton-Freewater assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc that may occur during the user’s tenure of grounds or facilities.
9. Equipment shall be removed from City property within 7-10 calendar days of the last day of use requested as noted above.
10. **Use of facilities for tournament play must be separately applied for and approved on a separate request form for each occurrence.**
11. **Facility user agrees to follow all City, State and Federal regulations and restrictions pertaining to COVID-19. This includes and is not limited to social distancing, mask wearing, limiting of group sizes, extra sanitization, etc.**
12. Users agree to follow parks hours. Winter closed 9 p.m. to 6 a.m. (9/1-3/31 and summer closed 10 p.m. to 5 a.m. 4/1-8/31)
13. Water and restrooms may not be available from mid-October through mid-March/early April.

I hereby have read the above rules and regulations and take full responsibility.

Organization Representative: _____
Print Name Signature
Address: _____ **Phone** _____

Special Equipment/Materials Needed: _____

For Office Use Only:

Comments/Conditions by Management: _____

Approved / Denied (circle one) **By:** _____ **Date:** _____