



CITY FACILITY USE APPLICATION

Event Date: _____

Today's Date: _____

Prior to your event, use the checklist below and submit your completed application to Amy Sowa in the City Manager's Office (contact information at the bottom of this application). It will then go through our system process for final approval.

This form is for events that will take place on City facilities at 225 Fifth Street, Springfield, Oregon (City Hall Lobby, City Hall Fountain Plaza, Museum Parking Lot or Library Parking Lot, and require coordination and specific conditions. Applications will be processed no later than 30 days after submission.

Please Complete Entirely (if you have any questions please see contact information below)		
Name of Event:	Organization Name:	
Event Description (DESCRIBE ACTIVITIES IN DETAIL):		
Date of Event:	Time of Event:	Liquor Served
	Start:	__ yes
	End:	__ no
Location of Event:	Approximate number of people attending:	
Contact Person:	Phone:	
	Cell Phone:	
Business Address:	Email:	

CHECKLIST PROCESS

- ___ Room/Space is available
Contact Amy Sowa at 541-726-4666 or asowa@springfield-or.gov
Meeting rooms should be confirmed and booked prior to the application process as they are reserved on a first-come/first-serve basis.
- ___ Layout/Sketch attached (http://springboard/departments/cmo/dept_cmo.htm)
- ___ Contract Reviewed by Finance (if applicable – caterer, performer, etc.)
Contact Jayne McMahan at 541-726-3708 or jmcmahan@springfield-or.gov
- ___ Insurance Certificate of Liability
Contact Jayne McMahan at 541-726-3708 or jmcmahan@springfield-or.gov
Event applicant shall maintain in force for the duration of the event a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$3,000,000 in the aggregate for bodily injury or property damage. The following language must be included in the "Description of Operations/Location."

"The City of Springfield, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date of Event] at 225 Fifth Street, Springfield, OR 97477".

If alcohol is being served see OLCC License information below for insurance requirements.

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___ Operational Permit(s)

Contact the Fire Marshal's Office at 541-682-5411

Refer to the following website for information on additional permits that may be required:

<https://www.eugene-or.gov/364/Permit-Requirements>

___ OLCC License (link to form)

Contact Robin Holman at 541-726-3662 or rolman@springfield-or.gov

An OLCC License is required at an event where:

- o Alcohol will be sold.
- o Alcohol will be raffled.
- o Alcohol is available (but not being sold), and you are charging or accepting donations for admission, or where payment is required to attend the event.
(If you are not sure you require an OLCC application, contact OLCC at (541) 686-7739. You can obtain your OLCC application at 927 Country Club Rd, Suite 200, Eugene, OR 97401)
- o If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, Event Applicant must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168

___ Application reviewed by Development and Public Works

___ \$25.00 City fee per day payable in advance by cash, check or credit card. Check made payable to City of Springfield.

___ One-to-two weeks to process

___ Lobby Use Fee (**Lobby use only**)

\$35/hour during normal city hall hours.

\$50/hour after normal city hall hours (see "Assistance with Set-up Approved" below for more information on after hours).

___ Assistance with Set-up Approved

Contact Jim Polston at 541-726-3652 or jpolston@springfield-or.gov

___ Electrical needs identified for set-up by City staff and approved (**Special provisions need to be Coordinated with City staff if electrical cords will cross a street or sidewalk.**)

___ Equipment, table or tent set-up by City staff approved

___ After Hours Approval

Required if event is outside the normal city hall hours. Normal city hall hours are:

- o Mondays and Tuesdays: 8:00am-8:00pm
- o Wednesdays and Thursdays: 8:00am-6:00pm
- o Fridays: 8:00am-5:00pm
- o Saturdays: 10:00am-5:00pm

(A fee for security of \$50/hour shall be charged for the time that extends beyond normally scheduled business hours; prior approval for any extension is required). The applicant will be charged the security fee after the event in order to capture actual hours.

___ Traffic Plan – **If part or all of the street, sidewalk, alley, or right-of-way needs to be blocked or traffic re-routed, a Special Event Application is required.**

Contact Nancy Machado at 541-726-3670 or nmachado@springfield-or.gov

___ Parking Approved

Contact Courtney Griesel at 541-736-7132 of cgriesel@springfield-or.gov

Required if the proposed event will be on property designated as Free or Permit Only parking. The applicant must notify the City Manager's Office at least **3 months in advance**. The request may be required to go before the Parking Advisory Committee for consideration. If approved, adequate notice will be provided to permit holders.

___ Submit completed application to:

Amy Sowa in the City Manager's Office: asowa@springfield-or.gov or mail to her attention at 225 5th Street, Springfield, OR.

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HOLD HARMLESS

Applicant shall defend, indemnify and hold harmless, the City of Springfield, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant's activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Springfield.

EVENT APPLICANT:

Name: _____

Signature: _____

Title: _____

Date: _____