

PARKS, STREETS, AND PUBLIC OPEN SPACES



ADMINISTRATIVE RULES AND REGULATIONS

August 2005

**CITY OF SALEM
Department of Community Services
555 Liberty Street SE, Salem, OR 97301**

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SECTION 1 - INTRODUCTION

- 1.0 The Director of the Department of Community Services establishes these administrative rules and regulations to carry out the authority granted to the Director by the Salem Revised Code regarding public use of City streets, parks, and public open spaces.
 - 1.1 **The Salem Revised Code** (SRC) authorizes the Director of the Department of Community Services to establish administrative rules and regulations that shall ensure safe, convenient, efficient use of public use facilities as well as regulate and administrate public use of City, streets, and public open spaces under the following:
 - 1.1.a SRC Chapter 42 - Business and Occupation
 - 1.1.b SRC Chapter 76 - Streets and Public Ways
 - 1.1.c SRC Chapter 90 - Alcoholic Beverages
 - 1.1.d SRC Chapter 93 - Noise
 - 1.1.e SRC Chapter 94 - Offenses in Parks
 - 1.1.f SRC Chapter 103 - Parades
 - 1.2 **Purpose of the Administrative Rules and Regulations**
 - 1.2.a To facilitate maximum use of public parks, streets, and open spaces by the general public for private and community events.
 - 1.2.b To regulate the use of public parks, streets, and open spaces, thus assuring maximum opportunity for use through the convenience of advance reservations.
 - 1.2.c To provide facilities at minimal or no cost to the general public, but where an exclusive permitted use takes place or special handling is required, to assess the appropriate use and cost recovery fees.
 - 1.2.d To coordinate the public use of facilities with maintenance, construction, and other events or activities.
 - 1.3 **Goal of the Administrative Rules and Regulations**
 - 1.3.a It is the goal of the City of Salem Department of Community Services to contribute to the fulfillment of the leisure needs of the citizens and the aesthetic and livability qualities of the community through creative leadership, facilities, and public open spaces that encourage individual satisfaction and generate community pride.
 - 1.4 **Rights Reserved by the City of Salem**
 - 1.4.a The City reserves the right to limit or deny park, street, or public open space use based on the availability of City resources and the physical condition of the area requested.

- 1.4.b The City reserves the right to cancel any scheduled or reserved park or facility due to unforeseen circumstances or emergency situations.
- 1.4.c The City reserves the right to require a change or to make modifications to an event and its scope as a condition of granting a permit..
- 1.4.d The City reserves the right to close City ballfields at its discretion.
- 1.4.e The City reserves the right to amend insurance and/or liability requirements as determined by the City's Risk Manager as a condition of granting a permit.
- 1.4.f The Director may adopt such additional rules and regulations not inconsistent with the provisions of the Salem Revised Code that the Director determines to be required to carry out the authority granted to the Director by the Salem Revised Code regarding public use of City streets, parks, and public open spaces.

SECTION 2 - DEFINITIONS

- 2.0 Definitions are provided to assist in the clarification of the terms and conditions contained in these rules and regulations.
- 2.1 **Allocation** - The annual or seasonal process of distributing facilities, primarily ballfields and gymnasiums to community user groups.
- 2.2 **Ancillary Permit** - Those permits which are required for facility use in addition to the Parks, Streets, and Public Open Spaces Permit (PSO). Ancillary permits include, but are not limited to, permits for temporary street closures, short-term concession sales, noise variances, use of alcohol, and vehicle access, for example.
- 2.3 **Application Processing Fee** - This non-refundable fee, due at the time of application, covers the administrative costs for processing applications for the use of City parks, streets, and public open spaces.
- 2.4 **Block Party** - The temporary closure of streets for neighborhood based events.
- 2.5 **Change Order** - A change order is a transmittal which identifies a change in the scope of a facility rental.
- 2.6 **Community Event** - A large scope celebration, festival, or exhibition which utilizes a City park, street, and/or public open space and/or combination of the facilities and invites participation by the general citizenry. It is usually a multiple-day event with concessions and sales which may attract large numbers of participants.
- 2.7 **Community/Special Event Review Committee (Committee)** - A group made up of primarily City staff from multiple departments which meets on a regular basis for the purpose of reviewing requests for community use of City parks, streets, and public open spaces. When applicable, the Committee also includes representation from Salem Area Transit, Oregon Department of Transportation, Oregon State Police, and the Salem Downtown Association.
- 2.8 **Community Park** - A public park ranging from 20 to 50 acres in size with a service area of ½ to three miles. It provides for the active and passive recreational needs of several neighborhoods. This category allows for group activities and other recreational opportunities not feasible or desirable in Neighborhood Parks. Offers a combination of scheduled and unorganized recreation activities. Easy access is available by automobile or public transit in addition to pedestrians and bicyclists and in most cases adequate parking is provided.
- 2.9 **Concessions** -The activity of selling food, beverage, or any other retail items.
- 2.10 **Cost Recovery Charges** - A charge to recover the cost of request for, or required items, not provided as part of a permitted use. In most cases, cost recovery charges will be charged back to the user group at the cost for providing the service. Cost recovery charges vary from event to event, however all fees and charges are estimated

prior to the approval of the permit application and agreement. Cost recovery charges may include, but are not limited, to the following:

- Special turf mowings
- Garbage removal
- Utilities
- Traffic Control Officers
- Utility locates / flagging
- Traffic Control Devices
- Turf renovation
- Event supervision
- Inspections
- Moving picnic tables
- Special sweeping
- Facility/Equipment Repairs

- 2.11 **Facility Classification Inventory** - A detailed list of City-owned facilities that can be permitted for use by the public, some of which may be reserved for exclusive use of the Permittee.
- 2.12 **Facility Use Permit Application and Agreement** - A contract between the City of Salem and the facility user for exclusive use of a reservable facility.
- 2.13 **Facility Use/Permit Fee** - A fee established by resolution of Council for use by an individual or organization of a City facility for a public or private event.
- 2.14 **Large Group Use** Utilization of one or more reservable areas with participation in excess of reservable area limits. Not usually open to the general public. Special considerations are given for vehicle access, utility services, garbage/litter, etc.
- 2.15 **Large Urban Park** - Large open spaces preserved for the active and passive parks and recreational needs of the entire community which can accommodate those recreational activities which are not feasible within smaller park classifications and are easily accessible by all transportation modes.
- 2.16 **March/Rally** - A sponsored procession with a set meeting and disbanding area that may be held on streets, parks, and/or sidewalks, is not a Parade, and does not require participant registration. Depending on the scope of the march/rally, a Facility Use Permit Application and Agreement may or may not be necessary.
- 2.17 **Natural Resource Areas** - A designated area which contains significant natural resources, wildlife habitat, and/or land formations that can be preserved for trails and other passive recreational uses and educational benefit.
- 2.18 **Neighborhood Park** - A public park ranging from five to 10 acres in size with a service area of ¼ to ½ mile. Serves as the recreational focus of the neighborhood, offers a balance of active and passive recreation activities to its residents. Emphasizes unscheduled and unorganized recreation for local residents. Safe and convenient access is provided for pedestrians and bicyclists. In most cases, there is not adequate parking for group use.
- 2.19 **Parade** - A parade includes any organized procession, march or display, held on a City street, for the purposes of advertising, exhibition, or demonstration.
- 2.20 **Parks, Streets, and Public Open Spaces Permit Application (PSO)** - The required precursor application to initiate City review for a proposed Category A through F events (Exception, Category E events) held on a City park, street, or public open space.

- 2.21 **Permittee** - The individual and/or organization responsible for initiating a PSO and/or Facility Use Permit Application and Agreement for use of a City park, street, or public open space.
- 2.22 **Public Open Space** - An area not identified in the City's Facility Classification Inventory but upon specific approval of the Director, may be utilized for a public and/or private event.
- 2.23 **Recreation/Public Events Supervisor** - Person designated by the Director to supervise the administration of the application of City ordinances, rules and regulations to use of City parks, streets, and open spaces by the general public for private and community events.
- 2.24 **Reservable Area** - An area which may be reserved for exclusive use by a Permittee.
- 2.25 **Runs/Walks/Cycling** - A sponsored, organized procession involving athletic running or walking or cycling by registered participants.
- 2.26 **Single Day Event** - An event permitted at a single area for one or part of a day including set-up and take down.
- 2.27 **Small Group Use** - Utilization of one designated reservable area. Not open to the general public and participation expected to remain with reservable area limits.
- 2.28 **Special Event** - A celebration, festival, exhibition, not a picnic permitted within a reservable area or areas and not open to the general public.
- 2.29 **Special Fees** - A fee established by resolution of Council which is not a Facility Use/Permit Fee. Special fees may include, but are not limited to, fees designated by the City for Ancillary Permits.
- 2.30 **Special Use Facility** - A facility which provides a location for recreational, cultural, and/or educational activity focused on a single purpose use and accessible by all transportation modes. Special use facilities may include pocket parks, urban plazas, historical and amusement facilities, pools, Pringle Hall, Riverfront Park, the Salem Senior Center, and sports complexes.
- 2.31 **Temporary Street Closure** - The temporary closure of all or a portion of a City street for a permitted event.

SECTION 3 - GENERAL FACILITY USE REGULATIONS

- 3.0 The Director has adopted the following general facility use rules and regulations regarding an application by a group or an individual for use of City parks, streets, and open spaces for private and community events.
- 3.1 **Alcoholic Beverages** - The use of alcoholic beverages is prohibited in City of Salem parks, streets, public open spaces, designated sports fields, and city recreational buildings except under the following conditions:
- 3.1.a At the Wallace Marine Park Softball Complex and for permitted Community Events such as, but not limited to, the Salem Art Fair, Bite of Salem, or Independence Day Celebration, the Director may permit the sale and service of alcoholic beverages (limited to 14% or less of alcohol by volume) by an Oregon Liquor Control Commission (OLCC) authorized concessionaire.
- 3.1.b Authorized concessionaires must obtain a Short-Term Concessionaire Permit from the Department of Community Services.
- 3.1.c When applicable, the authorized concessionaire must obtain an OLCC compliance plan and permit.
- 3.1.d The Director may issue alcohol permits for consumption of alcohol (limited to 14% or less of alcohol by volume) packaged in sizes less than pony kegs as a part of a permitted event at designated and reservable group use areas at Cascades Gateway Park, Minto-Brown Island Park, Bush's Pasture Park, Riverfront Park, Woodmansee Park, Pringle Community Hall, and the Salem Senior Center.
- 3.1.e Operational contractors of Deepwood Estate, Bush Art Barn and Bush House, Salem's Riverfront Carousel, and A.C. Gilbert's Discovery Village, shall use this policy as a minimum standard to permit consumption of alcoholic beverages (limited to 14% or less of alcohol by volume) as a part of a facility reservation at the contractor's premises.
- 3.1.f A fee shall be assessed for each alcohol permit.
- 3.2 **Alternative Transportation** - Event sponsors who hold Category A and B events are strongly encouraged to provide alternative transportation options to and from the event site. This would include coordination with Salem Area Transit, other off-site parking options, and expanded on-site bicycle parking.
- 3.3 **Amplified Sound/Policy** - All persons using City parks, streets, and public open spaces are required to comply with the provisions of SRC Chapter 93 limiting the maximum permissible sound levels and prohibiting noise disturbances.
- 3.3.a A Noise Variance Permit will be required when live or recorded music, public address systems, and/or amplification of any kind is utilized, as follows:

- 1) **Class “A” Noise Variance** - for an event or activity which does not exceed 72 hours in duration.
 - 2) **Class “B” Noise Variance** - for an event or activity or series of related events or activities which are 72 hours or more in duration or are less than 72 hours in duration and in the opinion of the Recreation/Public Events Supervisor, could have an adverse impact on a noise sensitive property or large segment of the community.
- 3.3.b There is a fee for Class A and B Noise Variance Permits. As well, there may be cost recovery fees associated with monitoring and enforcement.
- 3.4 **Animals In Parks** - The Director may permit the use of animals (i.e. dog shows, pony rides) in conjunction with events or uses under conditions determined by the Director to be appropriate for a particular application.
 - 3.5 **Barbeques** - Personal-use barbeques are allowed in City parks. A brochure regarding the use of barbeques may be obtained at the Department of Community Services office, Room 300, Civic Center, 555 Liberty Street SE, or the Parks Operations Division, 1460 20th Street SE, Building #14.
 - 3.6 **Calendar of Events Request Process/Riverfront Park** - The City of Salem utilizes an annual Calendar of Events request process to schedule events in Riverfront Park. Requested events are categorized by complexity and expected attendance. The Director anticipates that three to six large events will be permitted to run at intervals of no less than two to three weeks, from June through October. Smaller events may be scheduled around large events. Following the Calendar of Events process, the City will accept Riverfront Park Use Applications on a “first-come” basis.
 - 3.7 **Charging Admission** - No person shall charge an admission fee to or solicit a donation in lieu of an admission fee or otherwise for use of any area of a park, street, or open space without specific approval from the Director. With donations, it must be clear that this is a donation and the public must not perceive that they are required to donate in order to attend.
 - 3.8 **Chemical Toilets** - Placement of chemical toilets in City parks, streets, and public open spaces is addressed on a case-by-case basis. All requests for placement of chemical toilet must be declared as part of the permit application process.
 - 3.9 **Complaint Resolution Process** - Complaints relating to public use of City parks, streets, and public open spaces, will be directed to the Director. Complaints requiring immediate action will be referred to the appropriate staff person for their review and follow up.
 - 3.10 **Damage/Facility Abuse** - A Permittee shall be fully responsible for the physical condition in which the Permittee leaves the facility. The Permittee will be billed for the cost of repairing any damage or required maintenance plus a 10% surcharge. The most common types of damage are excess litter and debris, damage to underground or above ground utilities, turf renovation due to grease and oil spills as well as vehicle and pedestrian traffic.

Failure of the Permittee to meet this obligation will be cause for cancellation of future facility use privileges and potential legal action. Pre-event meetings are the best way to curtail damage.

3.11 **Dunk Tanks** - The placement and operation of dunk tanks is prohibited within City parks, streets, and public open spaces.

3.12 **Event Planning and On Site Assistance** - Department of Community Services staff are available to answer questions regarding use of City parks, streets, and open spaces for community and/or special events. They are available to assist with the development of site plans, locating utilities, making suggestions on how to reduce turf damage, and for on-site consultation prior to and during set-up and take-down. They are also available to assist with emergencies during the event. A City of Salem Event Supervisor(s) may be assigned to cover major events. The cost of the Event Supervisor shall be paid by the Permittee and will be illustrated on the Community Event Fee Worksheet.

3.13 **Geocaching** - Geocaching, a hunting and adventure game for GPS users, is allowed in City parks and through a Facility Use Permit Application and Agreement issued by the City of Salem, Department of Community Services.

3.14 **Golf** - Golf and related golf activities are prohibited in City parks, greenways, and open spaces.

3.15 **Hot Air Balloon Park Use Policy**

3.15.a **Park/Facility Damage** - Balloonists shall be held responsible for any and all damage to City of Salem park property and facilities as a result of use. Damage to park property and facilities shall be identified through a City of Salem Incident Report and, where necessary, filed with the City's Risk Manager for reconciliation. Balloonists are not authorized to operate support or chase vehicles on turf or sensitive plant areas within City of Salem parks.

3.15.b **Approved Landing and Take-Off Areas** - A Category F Special Use Permit is required for hot balloon take offs and landings. Balloonists shall operate only at designated "Community" and "Large Urban" parks. These parks include:

- 1) Wallace Marine Park
- 2) North River Road Park
- 3) Minto-Brown Island Park
- 4) McKay School Park
- 5) Sprague/Skyline School Park
- 6) Riverfront Park
- 7) Bush's Pasture Park

3.15.c **Neighborhood Parks** - Balloonists may not utilize "Neighborhood" parks unless conditions deem necessary, i.e., inclement weather, equipment failure. Balloonists desiring to utilize Salem-Keizer School District 24J facilities shall receive approval and authorization through the District administration.

- 3.15.d **Scheduling/Communication** - Balloonists will be required to provide the Parks Operations Division with weekly flight schedules in writing in advance to include anticipated flight/landing times and take-off and landing sites for all private and commercial use of City of Salem parks.
- 3.15.e **Park Use Rules & Regulations** - Balloonists shall adhere to these Administrative Rules and Regulations. In addition, balloonists shall:
- 1) Control the launch/landing area to ensure that spectators and other park users are kept at a safe distance.
 - 2) Operate support vehicles within designated driving and parking areas only unless special access has been granted by the Director.
- 3.15.f **Special Considerations** - Except by Special Use Permit, and as approved by the Director, tethered hot air balloon rides and charges for such rides are prohibited in City of Salem parks without the prior written permission of the Director.
- 3.16 **Inflatable Play Structures** - Inflatable play structures are only allowed within City parks, streets, and public open spaces with the prior approval of the Director.
- 3.17 **Metal Detectors** - The use of metal detectors is allowed in City parks and open spaces. No permits are necessary. Excavating is prohibited.
- 3.18 **Model Airplanes** - Model airplanes (line controlled only) may be flown at McNary Field without a permit. A designated flying area west of the terminal has been developed for this purpose. Flying model airplanes, line controlled or otherwise is prohibited in City of Salem parks, streets and open space.
- 3.19 **Model Boats** - Model boats may be operated without a permit only at these designated areas; Civic Center Mirror Pond; and Walter Wirth Lake at Cascades Gateway Park (old swimming area, the southern-most portion of the lake). The operation of model boats is prohibited in other City of Salem parks.
- 3.20 **Model Rockets** - Model rockets may be launched only at Wallace Marine Park with a permit issued by the Director. See page 21, Section 7.8 for additional information.
- 3.21 **Notification** - Event organizers shall notify residential complexes, neighborhood groups and businesses and nonprofit organizations, which are affected by the event as determined by the Recreation/Public Events Supervisor. The notification shall be made not less than fifteen (15) working days before a scheduled event. The notification shall be in writing and include the name and phone number of the sponsoring organization the Recreation/Public Events Supervisor to contact in case of questions and/or concerns. A copy of the written notification shall be sent to the Recreation/Public Event Supervisor with a list of those notified. Failure to provide a copy of the written notification may result in cancellation of the request.
- 3.22 **On-Site Food Preparation** - When on-site food preparation is approved under the terms of a Short-Term Concessionaires Permit or a Street Vendor License, all cooking units must meet all state, county and city health and safety standards. In addition, all units may be inspected on-site by the City of Salem Fire Department or the State Fire Marshal. Permittee will be billed for all turf and other damages incurred through

inappropriate disposal of grease and other waste. The City of Salem requires that the Permittee place protective materials under all cooking areas.

- 3.23 **Overnight Use/Camping** - It is unlawful for any person to set up camp, tents or any temporary shelter or to use recreational vehicles, house trailers, campers, or automobiles for the purpose of camping between sunset and sunrise without the prior approval of the Director.
- 3.24 **Parachute Landings** - Parachute landings are allowed only when scheduled as part of a Community and/or Special Event where a Facility Use Permit has been issued. A Waiver/Release and/or a Certificate of Insurance shall be completed for all parachute landings.
- 3.25 **Park Operating Hours** - The following City of Salem Parks are open for public use on the following schedule:
- | | |
|---------------------------|-----------------------------|
| 3.25.a Large Urban Parks | 5:00 a.m. to 12:00 midnight |
| 3.25.b Community Parks | 5:00 a.m. to 12:00 midnight |
| 3.25.c Neighborhood Parks | 6:00 a.m. to 10:00 p.m. |
- 3.26 **Permittee's Operating Rules** - With prior written approval by the Director, a Permittee may implement rules stricter than City ordinances and these rules and regulations for use of the reserved facility by Community Event participants. Permittee's may include rules such as prohibiting glass bottles and containers, all pets, and coolers, for example. The Director may impose requirements for publication and signs for the Permittee rules.
- 3.27 **Portable Generators** - Portable generators are prohibited in City parks, streets and public opens places except by prior permission of the Director issued as part of the permit for the event.
- 3.28 **Runs/Walks/Cycling** - A permit is required for all organized walking/running/cycling events held on City of Salem property. A complete application for a permit will include a map of the event course and course markings. All courses/routes are subject to review and alteration by the Director.
- 3.29 **Setbacks/Sidewalks** - Booths, tables, signs, vehicles, or canopies are prohibited on the public walkways except by written permission of Director and issued as part of the official permit for the event. Permittee must comply with all laws including SRC 78.240, 76.020, 42.160, 31.1090, and 31.1040.
- 3.30 **Street Vendors in City Parks** - For purposes of these rules and regulations, "Street Vendor" means any person who travels from site to site carrying, conveying, or transporting goods offering and exposing same for sale from a mobile type device such as a pushcart or like conveyance.
- 3.30.a Only Street Vendors who meet the criteria in SRC 31.1020 shall be permitted to operate in a City park. Street Vendors who meet the criteria and requirements of SRC 31.1020 shall complete a Facility Use Permit & Agreement and gain approval from the Director.

- 3.30.b The Director, or designee, reserves the right to determine the exact location or route within each park or right-of-way area adjacent to each park where the Street Vendor may conduct operations under the terms of the Agreement.
- 3.30.c The Street Vendors shall keep the premises, and surrounding premises clean and sanitary at all times. In the event that the vendor fails to keep and perform the preceding, the Director shall have the right to order said work required by this agreement and charge the contractor the cost to perform said work. Cost to perform work shall be cost of direct labor and materials required plus an overhead cost figure.
- 3.30.d Utilities will not be made available to vendors.
- 3.30.e Street Vendors who meet the criteria and requirements of SRC 31.1020 shall complete a Facility Use Permit & Agreement and pay an annual processing fee. Vendors will pay per month of operation and must indicate the months of operation on the Facility Use Permit & Agreement. All fees will be collected in advance.
- 3.30.f Vendors shall operate only at designated "Community" and "Large Urban" parks. These parks include:
- 1) Wallace Marine Park
 - 2) North River Road Park
 - 3) Minto-Brown Island Park
 - 4) McKay School Park
 - 5) Sprague/Skyline School Park
 - 6) Riverfront Park
 - 7) Bush's Pasture Park
 - 8) Orchard Heights Park
 - 9) Marion Square Park
 - 10) Cascades Gateway Park
- 3.30.g Vendors shall be subject to black-out dates and locations at the discretion of the Director or designee. Black-out dates will be provided at the time of the issuance of the Facility Use Permit & Agreement. Black-out locations include, but are not limited to:
- 1) McCulloch Stadium Entrance in Bush's Pasture Park
 - 2) Salem's Riverfront Carousel in Riverfront Park
 - 3) A.C. Gilbert's Discovery Village in Riverfront Park
 - 4) Wallace Marine Sportsfield Complex in Wallace Marine Park
- Vendors may not operate within 300 feet of these facilities.
- 3.30.h Approved vendors are required to carry at all times, and provide upon request, copies of their "Street Vendor License" as issued by the City of Salem Permit Application Center and the "Facility Use Permit and Agreement" as issued by the Department of Community Services.

- 3.31 **Temporary Power Drops** - Temporary electrical power service is prohibited in City parks, streets and public opens paces except by prior written permission of the

Directors. All associated costs, including cost recovery charges, are the responsibility of the Permittee.

3.32 **Tennis Court Use Rules and Regulations** - Users of City-owned tennis courts will abide by the following rules and regulations:

3.32.a Bicycles are not allowed on tennis courts.

3.32.b Roller skates, in-line skates, and skateboards are not allowed on tennis courts.

3.32.c Individuals and/or organizations may not reserve tennis courts without a permit issued through the Department of Community Services.

3.32.d For drop-in use, play is limited to one hour if others are waiting for court time.

3.32.e Individuals are not obligated to accept challenges from others for court time.

3.32.f Individuals wishing to negotiate on the court to play with those waiting are encouraged to do so.

3.32.g Food and beverages are prohibited on tennis courts.

3.32.h Tennis courts users shall not lean or sit on nets.

3.32.i Tennis shoes only on tennis courts.

3.32.j One person cannot hold a court, play has priority over practice.

3.32.k Lighted courts are available at Orchard Heights, Highland, and Bush's Pasture Park. Lights are available on the following schedule:

- 1) Bush's Pasture and Orchard Heights Park
November 1 through April 1 Off at 9:00 p.m.
April 2 through October 31 Off at 11:00 p.m.
- 2) Highland Park
November 1 through April 1 Off at 9:00 p.m.
April 2 through October 31 Off at 10:00 p.m.

3.32.l Court closures may be required for maintenance and/or major repairs. The City will make every effort to announce closures or court schedule changes in advance.

3.33 **Utilities** - Utilities (e.g., electrical and water service), if available, are included in the facility use fee. See, Temporary Power Drops above.

3.34 **Vehicle Access/Events** - Vehicles necessary to the set-up, take-down, and operation of an event may be allowed. Permission to have vehicles in a park may be obtained from the Department of Community Services. Vehicle Access Permits are not valid until fees are paid and are good only for the dates listed on the permit. Trailers are considered vehicles and must have a valid Vehicle Access Permit. The Director reserves the right to limit the size and number of vehicles at any park and/or event.

- 3.35 **Vehicle Parking and Restrictions** - Riverfront Park is available for downtown and Carousel employee and volunteer parking by permit only on a year round basis. Vehicles may be required to vacate park parking during scheduled community and/or special events at Riverfront Park. Salem Police or Community Enforcement Officers may issue parking citations to vehicles without a valid vehicle access permit displayed on the windshield.

SECTION 4 - DETERMINATION CRITERIA FOR PERMITTED USE

- 4.0 City of Salem parks, streets, and public open spaces may be utilized as venues for organized uses including, but not limited to, festivals, concerts, private parties, picnics, public gatherings, and large and small group uses. At minimum, a Park, Street, and Open Spaces Permit (PSO) is required when any one of the following criteria apply:
- 4.1 Admission will be controlled through donations, entry fees, or tickets.
 - 4.2 Concessions will be sold to the general public.
 - 4.3 Tents or canopies will be utilized.
 - 4.4 Amplified sound is going to be used.
 - 4.5 Access to electrical power or use of portable power is requested.
 - 4.6 The event will be advertised as open to the public and attendance is anticipated to exceed 150 people.
 - 4.7 Exclusive use of a reservable area is desired.
 - 4.8 Vehicular access is requested or required to support use.
 - 4.9 A series of activities, advertised as one event, open to the public, and held on successive days in one location is requested.
 - 4.10 A single activity, advertised as one event, open to the public, and held on the same day in more than one location is requested.
 - 4.11 City services are requested or required to support the use, i.e., moving picnic tables, garbage disposal, access to utilities, etc.
 - 4.12 The event will utilize live animals.
 - 4.13 The event will result in the partial or full closure of a street, alley, and/or sidewalk.
 - 4.14 Consumption and/or sale of alcohol is requested.

SECTION 5 – FACILITY CLASSIFICATIONS

5.0 **Introduction** - Publically owned parks, streets, and public open spaces designated as areas that can be reserved and/or scheduled for permit use fall into eight major classifications. These parks, streets and open spaces, in whole or in part, may be utilized for public and/or private permitted use upon approval of the Director and consistent with these rules and regulations.

5.1 **Class 1 - Neighborhood Parks** are not reservable for any type of organized event with the exception of those activities sponsored and/or approved by the local neighborhood and/or neighborhood association and are permitted through the Department of Community Services.

5.2 **Class 2 - Community Parks** may be requested in part or in whole for a wide range of events and activities. City of Salem Community Parks are:

McKay School/Park

Soccer Fields
Softball Fields
Baseball Fields

North River Road Park

Soccer Fields
Tennis Courts

Orchard Heights Park

Baseball Field
Tennis Courts

State Lands Ballfields (working title)

Soccer Fields
Softball Fields
Baseball Fields

West Salem High School/Park

Soccer Fields
Softball Fields
Baseball Fields
Tennis Courts
Stadium

Woodmansee Park

Soccer Field
Park Shelter
Tennis Courts

- 5.3 **Class 3 - Large Urban Parks** may be requested in part or in whole for a wide range of events and activities. City of Salem Large Urban Parks are:

Bush's Pasture Park

Rose Gardens
Amphitheater
Soap Box Derby Track
Phillips Softball Field
Running/Walking Paths
Tennis Courts

Cascade's Gateway Park

Beavergrove Reservable Picnic Area
Blue Gill "A" Reservable Picnic Area
Blue Gill "B" Reservable Picnic Area

Sprague School/Park

Soccer Fields
Softball Fields
Baseball Fields
Tennis Courts

Wallace Marine Park

Soccer Fields
Old Boat Ramp Area
Softball Complex - The Wallace Marine Park Softball Complex is operated through an agreement between the City and an operations manager. The agreement establishes policies and procedures for a community softball program and facility management contract for adult softball and other appropriate uses.

- 5.4 **Class 4 - Special Use Facilities** may be requested in part or in whole for a wide range of events and activities. Special Use Facilities include:

Marion Square Park

Pools

Olinger
Walker

Pringle Community Hall

Activity Room
Meeting Room

Public Open Spaces

Civic Center Peace Plaza
Civic Center Courtyard

Riverfront Park

North Meadow
South Meadow
Amphitheater

Parking Lots
Court Street Plaza
Rotary Centennial Pavilion

Salem's Riverfront Carousel - Reservation requests for this area are processed directly through Salem's Riverfront Carousel at 503-540-0374. Scheduling Salem's Riverfront Carousel is by agreement with the City and in accordance with the policies in these rules and regulations.

Salem Senior Center

Auditorium
Craft Room
Conference Room A
Conference Room B

- 5.5 **Class 5 - Historical Areas** - Reservation requests shall be directed to the specific historical facility.

Deepwood Estate and Garden - Reservation requests for this area are processed directly through the Friends of Deepwood at 503-363-1825. Scheduling the Deepwood House and Garden facility is by agreement with the City and in accordance with the policies in these rules and regulations.

Bush House - Reservation requests for this area are processed directly through the Bush House at 503-363-4714. Scheduling the Bush House is by agreement with the City and in accordance with the policies in these rules and regulations.

A.C. Gilbert's Discovery Village - Reservation requests for this area are processed directly through A.C. Gilbert's Discovery Village at 503-371-3631. Scheduling A.C. Gilbert's Discovery Village is by agreement with the City and in accordance with the policies in these rules and regulations.

- 5.6 **Class 6 - Natural Resource Areas** - The Minto-Brown Island Park running paths and shelter are available through the City's reservation process.

Minto-Brown Island Park

Running Paths
Reservable Picnic Shelter

- 5.7 **Class 7 - City of Salem Streets & Sidewalks** may be requested in part or in whole for a wide range of events and activities.

- 5.8 **Class 8 - Public Open Spaces** - areas not designated in Classes 1-7 may be requested for use on a case-by-case basis. Examples of these areas are, but are not limited to, Mill Race (area north of the Pringle Parkade), City-owned parking structures (e.g., Marion Parkade), Mirror Pond (area north of the Civic Center), and the picnic/play area adjacent to Phillips Field in Bush's Pasture Park.

SECTION 6 – EVENT CATEGORIES

6.0 **Introduction** - Permitted use of City parks, streets, and public open spaces fall into six event categories. The general characteristics that determine which category a permit application and agreement are identified below. Where Events meet one or more of the criteria listed in each category, the Director may determine the appropriate event designation.

Any requests for use of City of Salem park property and facilities not enumerated in these Rules and Regulations may be reviewed and approved by the Director of the Department of Community Services under conditions determined by the Director to be appropriate for a particular application.

6.1 **Category A - Community Event**

Utilization of multiple areas (within a City park, street, or public open space)
Run of 2+ days (including set-up and take-down)
Includes concessions and/or retail sales
Open to the public with an anticipated attendance in excess of 2,000 people.

6.2 **Category B - Special Event**

Utilization of one or more areas (within a City park, street, or public open space)
No more than a run of 2 days (including set-up and take down)
May include concessions and/or retail sales
May or may not be open to the public, access may be by fee or donation
An expectation of attendance less than 2,000 people

6.3 **Category C - Single Day Event**

Utilization of a single area (within a City park, street, or public open space)
Single or half day event (including set-up and take down)
May or may not open to the general public
Special considerations for vehicle access, utility services, garbage, etc.

6.4 **Category D - Large Group Use**

Utilization of one or more reservable areas (within a City park)
Participation expected to exceed reservable area limits
Single or half day event (including set-up and take down)
May or may not open to the general public
Special considerations for vehicle access, utility services, garbage, etc.

6.5 **Category E - Small Group Use**

Utilization of one reservable picnic area (within a City park)
Single or half day event (including set-up and take down)
Not open to the general public
Participation expected to remain within reservable area limits

6.6 **Category F - Special Use**

Utilization of a designated area which is determined by type of use. Such areas would include, but are not limited to, ballfield rentals, pool rentals, hot air balloon landing, block parties, model rockets, for example. Category F events are not open to the general public.

SECTION 7 – ANCILLARY PERMITS

- 7.0 When an organization or an individual submits a **Parks, Streets, and Public Open Spaces Permit Application (PSO)** one of the primary determinations that will be made will be what other types of permits may be required. Once the scope of the event is determined a plan can be executed to efficiently move the application through the approval process. The Director has adopted the following requirements for the following uses:
- 7.1 **Alcohol** - Alcoholic beverages of 14 percent or less may be sold or used by an authorized concessionaire with an ancillary permit issued by the Director in areas designated by the Director. An OLCC compliance plan and permit will be required for all sales of alcoholic beverages at all events or activities open to the general public.
- 7.2 **Amusement Rides** - The use of amusement rides on parks, streets, or public open spaces is prohibited in City parks, street and public open spaces except by prior written permission of the Director issued as part of the permit for the event. In order to authorize use, the Permittee will be required to provide the following:
- 7.2.a Favorable recommendations from three clients.
 - 7.2.b Damage deposit.
 - 7.2.c Protective material placed under each ride (truck).
 - 7.2.d Mandatory site meeting with City representatives.
 - 7.2.e Certificate of insurance naming the City of Salem as additional insured.
- 7.3 **Block Party** - Requests for block parties which result in the closure of any City street or use of any park or open space require a temporary street closure permit through the Department of Community Services.
- 7.4 **Commercial Photography Activities** - Requests for commercial photography activities shall be made in writing and will require, at minimum, completion of a Parks, Streets, and Open Spaces Permit Application or an Ancillary Permit.
- 7.5 **Facility Use Permit & Agreement** - A permit required for use of most City of Salem facilities.
- 7.6 **Fireworks** – Individual use of fireworks is prohibited under SRC 94.050. Upon prior City approval, event organizers desiring to include a public or private fireworks display, as part of a permitted Community or Special Event, must submit an Oregon State Fire Marshal's (OSFM) Permit Application, required permit fees, and proof of insurance to the Salem Fire Department and the Salem Police Department for review no less than 15 days prior to the event. The OSFM Permit Application must then be submitted to the Oregon State Fire Marshal's office no less than 10 days prior to the event. Once an application has been submitted, a review process will be completed by affected City departments, Oregon Department of Transportation, and other entities as necessary.
- 7.7 **Harvesting Permit** - The Director may permit the harvesting and collecting of vegetation under conditions determined by the Director to be appropriate for a particular application.
- 7.8 **Model Rockets** - Model rockets may be flown at Wallace Marine Park soccer fields

only. An annual Park Use Permit and Agreement is required. In addition, a permittee must obtain and provide to the Director a Salem Fire Department Model Rocket Launching Permit not less than five (5) working days prior to launching.

- 7.9 **Noise Variance** - Any Permittee utilizing amplified sound may be required to apply for a Class A or Class B Noise Variance. When live or recorded music, public address systems, and/or amplification of any kind is utilized in a public park, street, or open space, a Class A Noise Variance Permit is to be completed through the Department of Community Services.
- 7.10 **Parades** - A parade shall include any organized procession, march or other display for the purposes of advertising, exhibition, or demonstration. A Parade Permit is required under SRC 103.020
- 7.11 **Park Concessions/Seasonal** - The Director may authorize seasonal permits to concessionaires who are licensed to operate pursuant to the terms in SRC 31.1020. Concessionaires shall be authorized to operate only in designated parks.
- 7.12 **Short-Term Concessions** - Requests for short-term concessions may be approved only if the concession is part of an approved community and/or special event.
- 7.13 **Temporary Street Closure** - All requests for a Temporary Street Closure require an analysis by the Community/Special Event Review Committee. At the request and approval of the Director of Public Works, such permission may be granted by the Director.
- 7.14 **Tents/Canopies** - Salem Fire Department approval must be obtained whenever a tent (enclosed on three sides) exceeding 400 square feet or a canopy over 1,000 square feet is going to be utilized for an activity. Requirements for the use of tents and canopies have been adopted into the International Fire Code and under SRC Chapter 58.
- 7.15 **Vehicle Access** - Vehicles necessary to the set-up, take-down, and operation of an event may be allowed access to areas not normally available to the general public.

SECTION 8 – PERMIT APPLICATION AND PROCESSING GUIDELINES

8.0 City parks, streets, and public open spaces are held in public trust and it is the desire of the City of Salem Department of Community Services to maintain public access whenever possible. However, limiting access to a City park, street, or public open space or portions thereof, and charging an entry fee or donation for an event or activity may be allowed.

8.1 Permit Application

8.1.a The process for any individual or organization to utilize a park, street, or public open space begins with first submitting a Parks, Streets, and Open Space Permit Application (PSO) to the Department of Community Services.

8.1.b The applications are accepted on a first-come, first-served basis (except Riverfront Park) for Facility Classifications 1 through 8 and Event Categories B through F.

8.1.c All Riverfront Park events are scheduled annually through a Calendar of Events Request process. Following the Calendar of Events process, events are scheduled on a first-come basis. Individuals and/or groups who desire to utilize Riverfront Park or obtain a permit for a Category A event must contact the Department of Community Services office for a special orientation.

8.2 Permit Application Priorities

8.2.a When scheduling Event Categories A, B, or C, if more than one application is made for a open date/site, the Director will apply the following factors to approve or deny facility use:

- 1) Date of application
- 2) Purpose of the event and how it relates to overall park operating policies
- 3) Size of event and route requested (where applicable)
- 4) Experience of event organizers
- 5) Commitment of sponsors (where applicable)

8.2.b If necessary, the Director may convene a review committee of the Director's choice to assist in the facility selection process.

8.3 Maintenance/Construction Block Out Dates

8.3.a Use of parks, streets, or public open spaces may be impacted by ongoing maintenance or unfavorable facility conditions such as turf renovation, construction, scheduled projects/improvements, other events in the primary venue or in the community at large.

8.4 Permit Application Timelines

EVENT CATEGORY	TIMELINE
A. Community Event	One year and no less than 180 days.
B. Special Event	Six months and no less than 90 days prior to the event.
C. Single Day Event	Twenty working days prior to the event/use.
D. Large Group Use	Six months and no less than 90 days prior to the event.
E. Small Group Use	No less than five working days prior to the date of use.
F. Special Use	Twenty working days and no less than 10 working days prior to the event/use.

ANCILLARY PERMIT	TIMELINE MINIMUMS
Alcohol	10 working days
Amusement Rides	30 working days
Block Party	10 working days
Commercial Photography Activities	30 working days
Facility Use Permit & Agreement	Varies
Fireworks	15 working days
Harvesting	5 working days
Model Rockets	5 working days
Noise Variance	10 working days
Parade	30 working days
Park Concessions/Seasonal	20 working days
Short-Term Concessionaire	10 working days
Temporary Street Closure	30 working days
Tents/Canopies	15 working days
Vehicle Access	5 working days

8.5 Permit Changes/Cancellations - Category A, B, and C Events

- 8.5.a If a scheduled event is canceled or postponed by the sponsor, written notice must be received by the Department of Community Services no later than ten working days prior to the date of the event. Failure to provide such notice may cause the City to incur substantial expenses which would be charged back to the Permittee.
- 8.5.b All related Cost Recovery Charges incurred by the City will be charged back to the Permittee regardless of the time of cancellation.
- 8.5.c If an event is cancelled within ten working days of the event, the Permittee will forfeit all deposits and Special Fees.

8.6 Permit Changes/Cancellations - Category D, E and F Events

- 8.6.a Once the permit has been granted, no changes in hours will be allowed less than five working days in advance of the scheduled use, except in emergency cases. Such exceptions must be approved by the Director.

- 8.6.b If the reservation is canceled by the City, the applicant may choose a full refund or request to be rescheduled.
- 8.6.c Changes to an existing reservation will result in a \$15 processing fee.
- 8.6.d If a permit cancellation is made prior to the reservation date, all fees except the processing fee will be returned to the Permittee.
- 8.6.e If a permit cancellation is made on or after the reservation date, all fees shall be forfeited.
- 8.6.f Cancellations of reservations and resulting refund requests shall be made in writing to the City.
- 8.6.g No refunds will be granted after the date of scheduled use, whether or not the facility was used.

8.7 Step-By-Step Permit Application and Review Process

- 8.7.a **Step 1** - Permittee completes and submits a Parks, Streets, and Public Open Spaces Permit Application (PSO) and application fee to the Department of Community Services office, Civic Center, 555 Liberty Street SE, Room 300, Salem, OR, 97301.
- 8.7.b **Step 2** - Based on the scope of the PSO, the Permittee will be given directions regarding any ancillary permits required.
- 8.7.c **Step 3** - The applications/permits are routed for special review when any of the following circumstances are included in the request:
 - 1) Alcohol use and/or sale.
 - 2) The sale of merchandise.
 - 3) The group number exceeds the maximum allowed for the facility.
 - 4) Concessions are requested.
 - 5) A special opening is requested, i.e., gates, barrier posts, etc.
 - 6) Use of Amplified sound.
 - 7) Overnight stays.
 - 8) The application is not submitted within the allowed time frame.
 - 9) The reserving individual/organization has a history of inappropriate facility use, i.e., broken fixtures, unauthorized driving on turf areas, excessive litter/garbage, etc.
 - 10) The use goes beyond the established park operating hours.
 - 11) The use area is not in the Facility Classification.

8.7.d **Step 4** - The applications/permits are generally routed as follows:

Event Category:	Reviewed By:
A	Community/Special Event Review Committee
B	Community/Special Event Review Committee
C	Appropriate staff for administrative approval
D	Appropriate staff for administrative approval

- E May be approved at time of application if none of the above items (Step 3) are present which would require a higher level of review:
- F Appropriate staff for administrative approval.

8.7.e **Step 5 - Liability and Insurance Requirements**

All persons and groups to whom a use permit has been granted must agree to hold harmless and indemnify the City of Salem from any and all liability for injury to persons or property occurring as a result of this permit's activity, and agree to be liable to said City for any and all damage to any park, facility, building, equipment, and furniture owned or controlled by the City which results from the activity or Permittee or is caused by any participant in said activity.

For community and/or special events which are open to the general public, the Permittee will be required to provide a certificate of insurance. Where insurance is required, it must be comprehensive or commercial general liability and be not less than \$1,000,000 combined single limits, naming the City of Salem, its officers, agents, and employees, as additional insured, and be approved by the City's Risk Manager.

For community and/or special events which are open to the general public and the serving of alcohol has been approved by permit, a Certificate of Insurance indicating commercial general liability and endorsed for alcohol liability is required.

8.7.f **Step 6 - Change Orders**

In the event of a change in the permitted facility use, a Change Order will be completed. A Change Order shall be required when the following occurs:

- 1) A change in the reservation date or time.
- 2) Ancillary permits required (e.g., alcohol, amplified sound, etc.).
- 3) Change of location.

Change Orders require a processing fee.

8.7.g **Step 7 - Appeal Process**

Permit application processing fees cannot be appealed and must be paid at the time of application. All appeals regarding the refund of fees and charges will be addressed on a case-by-case basis by the Director.

All other restrictions, conditions and fees, or the denial of a permit, may be appealed to the Director. Appeals must be made in writing stating the name of the applicant, a description of the proposed event, event name, name of park, street, or open area requested, dates to be used, and the nature of the appeal.

SECTION 9 – PERMIT APPLICATION REVIEW, APPROVAL, and ASSISTANCE

- 9.0 Once a PSO Permit Application and/or Facility Use Permit Applications and Agreement have been submitted with the appropriate fees, there are three routes that may be taken to obtain approval for the application.
- 9.1 **Department of Community Services Staff Approval** - Events which do not include any of the items as described in Section 8.7, Step 3, may be approved at the time of application.
- 9.2 **Administrative Approval** - Permit applications for Category C, and D, events may receive administrative approval should the event not require any City services outside of the Department of Community Services.
- 9.3 **Community/Special Event Review Committee Approval** - Mandatory for Event Category A and B is the in-depth review of the permit application by the Committee.
- 9.3.a Representatives:
- 1) Department of Community Services - Parks Operations Division
 - 2) Department of Community Services - Community Resources Division
 - 3) Salem Police Department - Traffic Control Unit
 - 4) Public Works Department - Signs & Sweeping
 - 5) Public Works Department - Traffic Engineer
 - 6) Department of General Services - Community Enforcement Division
 - 7) Human Resources - Risk Manager
 - 8) Salem Fire Department - Fire Marshal
- 9.3.b When applicable this Committee may also includes representatives of the following:
- 1) Salem Area Transit
 - 2) Oregon Department of Transportation
 - 3) Oregon State Police
 - 4) A.C. Gilbert Discovery Village
 - 5) Riverfront Carousel
 - 6) Salem Downtown Association
 - 7) Affected Neighborhood Association(s)
- 9.3.c The Committee reviews events for whether:
- 1) The event/use, as proposed, can function safely and successfully.
 - 2) City resources, if required, are available, and can be obtained.
 - 3) The event will not cause undue interference with other scheduled and approved activities.
 - 4) The event will not cause undue interference with public transit systems or use of right-of-way by the general public.

- 9.3.d The Committee may request applicants to provide verbal and/or written status reports on event planning, coordination, and budgeting at various times after the permit is granted and prior to the event. Failure to meet Committee requests in a timely and satisfactory manner may result in the loss of facility use privileges.
- 9.4 **Permit Application and Agreement Sign-Off** - A review by affected City departments may be required prior to approval and release of permits.

SECTION 10 - ALLOCATION OF CITY and SCHOOL DISTRICT FACILITIES

10.0 The City of Salem, whenever and wherever possible, enters into agreements with public and/or private institutions or agencies to make their facilities available for public use. The City currently has two longstanding agreements:

10.1 **City/School District Cooperative Facility Use Agreement** - The agreement establishes priorities for City, District, and public use, the responsibilities of scheduling and allocation, and a process for addressing issues raised by both jurisdictions.

10.2 **Scheduling** - The District and City agree that major scheduling and allocation of District facilities for community use will be the responsibility of the City as follows:

10.2.a City and District Ballfields

- 1) **Neighborhood Parks** - Not schedule or allocated. Drop-in use only.
- 2) **60' Ballfields** - Allocated by mid-March each year for use between April 1 through July 1.
- 3) **90' Ballfields** - Allocated by mid-April each year for use between May 1 through September 1.
- 4) **Soccer Fields** - Allocated three times per year September 1, March 1, and June 1.
- 5) **West Salem High School Stadium** - Scheduling community use of the West Salem High School Stadium is the responsibility of the City. Community use and scheduling is by written request to the City and subject to the District's facility use fees and charges.
- 6) **Middle School Football Fields** - Scheduled in accordance with the City's permit application process.
- 7) **High School Football Fields** - Not covered under these rules and regulations. Requests will be directed to High School Athletic Directors.

Note: Community use of ballfields outside of the allocation schedule is by written request and through the City's permit application process.

10.2.b Gymnasiums

- 1) District gymnasiums are allocated by October 1 of each year and are in effect from November 1 through April 1. Community use of gymnasiums outside of the allocation schedule is by written request to the District and subject to the District's facility use process.

10.2.c Tennis Courts

- 1) The scheduling of City and District owned tennis courts is the responsibility of the City.
- 2) City and District tennis courts are available for drop-in play, however, at times, adult and youth tennis programs may be scheduled onto tennis courts through the permit application process in these rules and regulations.

- 3) The City has final authority on the scheduling of all City-owned tennis courts. The District has final authority on the scheduling of all District-owned tennis courts.

10.2.d **Priority of Use - Ballfields, Gymnasiums, and Tennis Courts**

- 1) **City of Salem Ballfields and Tennis Courts** - The scheduling and allocation of City ballfields and tennis courts will be in accordance with the procedures established in Section 11 - Fees, Charges, and Priority of Use (See page 31).
- 2) **School District Ballfields, Gymnasiums, and Tennis Courts** - The scheduling and allocation of District ballfields, gymnasiums, and tennis courts will be in accordance with the terms as outlined in the City/School Cooperative Facility Use Agreement.

10.2.e **Facility Improvements**

- 1) The City and/or School District must approve in advance any facility improvements requested by user groups. This would include, but not limited to, placement of chemical toilets, construction of fences (temporary outfield fences included), turf work, structural work, e.g. dugouts, dugout covers, out-buildings, storage boxes, etc.
- 2) In most cases, the City and/or District will require an application and review process consistent with the Salem-Keizer School District's Site Use Regulations. The City and/or School District will review requests on a case-by-case basis.
- 3) User groups shall remove all temporary facility improvements following their scheduled or allocated use. Temporary facility improvements may include, but are limited to, placement of chemical toilets, construction of fences (temporary outfield fences included), out-buildings, storage boxes, etc.
- 4) Copies of the School District's Site Use Regulations document can be obtained by calling the Facility Services Section of the Salem-Keizer School District, 503-399-3412, or the City of Salem, Department of Community Services, 503-588-6261.

10.2.f **Ballfield Preparation/Maintenance**

- 1) Field preparation and maintenance is completed by the individual user group. User groups will be allowed to perform field preparation and/or maintenance on City and District ballfields provided the work does not interfere with previously scheduled activities and does not imply ballfield renovation or construction of amenities, e.g., outbuildings, fences, major turf work, etc. Field preparation performed with power equipment must be pre-approved.
- 2) The City of Salem Parks Operations Division provides basic maintenance functions at all City ballfields. The District provides the same basic maintenance functions at all District ballfields. Basic maintenance may include filling holes, safety checks, replacement of base anchors, and limited dragging.
- 3) Questions regarding field preparation and maintenance should be directed to the City of Salem, Department of Community Services, 503-588-6261.

10.2.g Play/No Play

- 1) The City of Salem closes all City ballfields each year between November 1 and March 1. Depending on weather patterns and field conditions, the ballfield closures may result in a longer closure. The Salem-Keizer School District may also implement ballfield closures for their facilities.
- 2) Once ballfield closures are in effect, user groups will be asked to comply or lose potential field use privileges.

- 10.3 **City/School District Cooperative Pool Use Agreement** -This agreement effectively establishes, as public policy on behalf of both jurisdictions, the consensus to jointly utilize Olinger and Walker Pools for the benefit of the citizenry. The agreement establishes priorities for City, District, and public use, the responsibilities of scheduling and allocation, and a process for addressing issues raised by both jurisdictions.

SECTION 11 - FEES, CHARGES, AND PRIORITY OF USE

11.0 Annually by resolution the Salem City Council establishes and adopts the next years fees and charges for those facilities covered by these rules and regulations.

11.1 Payment of Fees & Charges

Event Category	Fee Payment Timeline*
Category A - Community Event	Application processing fees due at the time of application. A deposit of 50% of all facility use is due 30 days prior to the event. The balance due will be paid within 45 days following the event.
Category B - Special Event	Application processing fees due at the time of application. A deposit of 50% of all facility use is due 30 days prior to the event. The balance due will be paid within 45 days following the event.
Category C - Single Day Event	Application processing fees due at the time of application. A deposit of 50% of all facility use is due 30 days prior to the event. The balance due will be paid within 45 days following the event.
Category D - Large Group Use	Application processing fees due at the time of application. A deposit of 50% of all facility use is due 30 days prior to the event. The balance due will be paid within 45 days following the event.
Category E - Small Group Use	All fees are due at the time of application.
Category F - Special Use	All fees are due at the time of application.

* For all ancillary permits, fees shall be collected at the time of application and prior to approval.

11.2 Non-Refundable Fees

11.2.a Permit processing fees are non-refundable.

11.3 Waiver of Facility Use and Ancillary Permit Fees

11.3.a Upon written request from the permit applicant, the Director may waive all or a portion of the facility use and/or special fees if the event/use meets the following criteria:

- 1) The event is held in a City park, cosponsored by City of Salem Department of Community Services and a percentage of the proceeds of the event (if applicable) goes to either City of Salem Department of Community Services or to the Parks Tradition Fund, or,
- 2) The event is held in a City park, put on by an outside group as a benefit for City of Salem Department of Community Services and all proceeds are donated to City of Salem Department of Community Services or its Parks Tradition Fund.

11.3.b No fee waivers shall be granted for City streets and public open spaces unless the event is cosponsored by the City of Salem.

11.3.c The Director may in the Director’s discretion seek the advice of City Council regarding requests for other facility use fee waivers.

11.4 **Classification of Groups and Priorities of Use** - The following information provides a systematic approach of facility use by various community user groups and to assist in the charging of fees for public use of City owned facilities:

Group	Description	Priority of Use	Applicable Fees & Charges
A	City sponsored or cosponsored programs and meetings.	1	No charge.
B	School District 24J educational uses.	2	No charge.
C	Programs and meetings for non-profits, service groups, community groups, etc.	3	Normal facility use fees, special fees, and cost recovery charges apply. Exception: The facility use fee for non-profit, approved youth-serving organizations, may be waived in-full or in-part for outdoor facilities. All other special fees and cost recovery charges apply.
D	Programs and meetings for private organizations and commercial groups.	4	Normal facility use fees, special fees, and cost recovery charges apply plus a fund-raising/profit making assessment fee of 10% of the gross proceeds with the exception of commercial private runs, which would be exempt from the profit making assessment and is viewed the same as non-profit - Group C, Priority 3.

11.5 **Recognized Community User Group** - A user group organized to meet the recreational needs of local youth may receive priority use of City and District facilities. The Recognized Community User Group must have in place and on file with the City, 1) Articles of Incorporation, 2) proof of General Liability Insurance, and 3) a working executive board.

11.6 **For-Profit versus Non-Profit Requests for Use of Parks, Streets, and Public Open Spaces**

11.6.a The Fee and Charge Schedule for the use of City of Salem parks, streets, and public open spaces makes no differentiation for non-profit organizations.

11.7 **Exemptions** - Public Requests for Use of the Vern Miller Civic Center and the Salem Public Library.

11.7.a **Vern Miller Civic Center** - public requests for use of Civic Center Council Chambers are subject to the policies contained in Department Head Letter #32. For more information contact the City of Salem Permit Application Center.

- 11.7.b **Salem Public Library** - public requests for use of meeting and conference rooms within the Salem Public Library are subject to the Salem Public Library operating policies and procedures. For more information contact the Salem Public Library Business Office.

SECTION 12 – PUBLIC SAFETY AND SECURITY

12.0 The Permittee shall be required to implement all public safety and security measures deemed necessary by the Director. The determination of necessary measures will be based on the type of the event, the estimated attendance, the dates and hours of operation, the predicted parking demand, the predicted peak vehicle egress/ingress demands, and type of temporary structures erected.

12.1 Any Permittee scheduling an event which will be advertised to the public shall be required to meet, at a minimum, with the Recreation/Public Events Supervisor and may be required to meet with the Committee, to discuss public safety and security issues.

12.2 A public safety and security meeting may be conducted no sooner than 60 days prior to the date of the event unless the Director agrees to another date. The City may waive the meeting if all public safety and security concerns are adequately addressed in the permit application.

12.3 Security Plan

12.3.a The Permittee is responsible for providing adequate security as determined by the Director. In addition to the basic information required at the time of application for the permit, the Permittee shall provide a detailed description of their proposed security plan. The plan shall include, but not limited to, the following:

- 1) Number of proposed security officers.
- 2) How the security officers will be deployed. This shall include information about where they will be located and their assignment.
- 3) Number of security supervisors that will be on site for the event.
- 4) Information regarding on-site communications.

12.3.b The Director will review the proposed plan to assure that all public safety and security issues are adequately addressed.

12.4 Private Security Services

12.4.a The Permittee may only contract with a security vendor approved in advance by the Director. At a minimum all security officers, security supervisors, and security managers shall be licensed by the State of Oregon Board on Public Safety Standards and Training.

12.5 Security for Parking Areas

12.5.a Permittee shall be responsible to assure adequate access to the park by emergency vehicles. Such responsibility may include the placement of security officers in the public parking lots to assure that vehicles are parked lawfully and lots posted "Full" when the parking demand exceeds the supply.

- 12.5.b Permittee shall be responsible for mitigating negative parking impacts on the A.C. Gilbert Discovery Village, Willamette Queen Sternwheeler, and the Riverfront Carousel where applicable. Such mitigation may include setting aside a certain number of parking spaces that shall be designated "A.C. Gilbert Discovery Village", "Willamette Queen Sternwheeler", and/or "Riverfront Carousel Parking Only."