



Remit Payment to:  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446  
Phone: (541) 995-6655  
Fax: (541)995-9244

## FACILITY USE FORM

The undersigned:

- Desires to use a city facility;
- Is at least 18 years old; and,
- Agrees to abide by all rules for the proposed use of the facility listed below.
- Is responsible for the payment of all fees and deposits, prior to the use of the facility.

Facility Requested:

Name:

Daytime Phone:

Address:

Cell Phone:

Please briefly describe the purpose for the use:

Date(s) of Use:

Times of Use:

### Disclaimer:

I certify that I am the applicant or authorized representative thereof, and that the statements contained herein are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the named activity and for the payment of all charges and deposits. I further agree the facilities will be used in accordance with city rules and policies. Copies of the rules and policies will be provided upon request at City Hall during normal working hours. I personally, or on behalf of the applicant, agree that I and the applicant shall indemnify, defend, and hold the City of Harrisburg harmless, its officers, agents, and employees from any claims, actions, liability or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under this agreement and arising from the sole or joint negligence of the applicant, its members, officers, agents, spectators, or invitees. The applicant or authorized agent shall be responsible for any loss, damage or destruction of property belonging to the City of Harrisburg or a third party, caused by the sole or joint negligence of the applicant. Any exception or waiver of these requirements shall be subject to the review and approval of the City Administrator. All users shall comply with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination.

Date:

Signature:

**Note: Provide separate payments for the fee and deposit. All fee payments will be processed. Deposit payments will be held and returned, upon final inspection and no later than 10 days after the facility use date.**

Check box if you'd like to receive a confirmation email. If checked, please provide email below.

Email:

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**For Office Use Only**

Fee:

Approved:

Deposit:

Date:

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**Riverfront Park & Gazebo Fee, Deposit & Rules**

Nonrefundable Fee: \$60.00 / 4 hours

Refundable Deposit: \$300.00

- \*Comply with all federal, state, and local laws
- \*No alcoholic beverages
- \*No cooking or heating devices are allowed on the gazebo
- \*No tents, canopies, heating/cooking or similar devices are allowed on the grass around the gazebo
- \*Paved areas shall not be used for cooking, or serving food or beverage
- \*Decorations are limited to the gazebo and shall not damage the structure in any way. This includes use of nails, pins, tape, etc.
- \*The gazebo and surrounding area shall be cleaned to a condition equal to or better than found
- \*The rules may be waived, at the discretion of the City Council, for non-profit or civic organizations which are publicly sponsored.
- \*Reservations must be made at least 24 hours, but no more than 6 months in advance of the reservation date.

**Justice Center Auditorium Fee, Deposit & Rules**

Nonrefundable Fee: \$50.00 / 4 hours

Refundable Deposit: \$100.00

- \*The applicant is responsible for picking up and returning the building key from City Hall during normal working hours
- \*Comply with all federal, state and local laws
- \*No alcoholic beverages
- \*No smoking
- \*Use of decorations may not damage walls, floors or ceilings (e.g. no nails, tacks, tape, etc.)
- \*Children must be supervised by a 21 yr. old chaperone (1 per 10 children)
- \*The room and premises shall be cleaned to a condition equal to or better than found
- \*All windows and doors shall be locked, and lights turned off when leaving

**Picnic Table and Other Equipment Fee, Deposit and Rules**

Nonrefundable Fee: \$TBD

Refundable Deposit: \$TBD

- \*All property/equipment will be returned in same condition in which it was received
- \*No property/equipment shall be damaged in any manner
- \*Applicant is responsible for picking up and returning picnic tables from City wastewater plant between 7:00 am and 3:00 pm, Monday-Friday
- \*Applicant is responsible for providing transportation for moving the property/equipment
- \*Picnic Tables and Equipment may only be used by the following agencies, and for groups affiliated with them:
  - City of Harrisburg
  - Harrisburg Fire & Rescue, Station 41
  - Harrisburg School District
  - Harrisburg Area Museum