



FACILITY USE FORM

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

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:

Yes, we are using the kitchen in the Municipal Center

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. **I WILL ABIDE BY ALL STATE OF OREGON GUIDELINES IN RELATION TO THE COVID-19 PANDEMIC AND HAVE REVIEWED PAGE 3 OF THIS AGREEMENT. I ACCEPT THE RISK OF HOLDING A GATHERING DURING THE COVID-19 PANDEMIC, AND ACKNOWLEDGE THAT I AM THE RESPONSIBLE PARTY IN COOPERATING WITH AUTHORITIES IN THE EVENT OF AN OUTBREAK.**

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. Failure to comply with the rules of the Facility Use agreement shall result in forfeiture of the deposit.

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

Email:

For Office Use Only

Fee:

Approved:

Deposit:

Date:

Riverfront Park & Gazebo Fee, Deposit & Rules

Nonrefundable Fee: \$125.00 + COVID-19 Surcharge \$25 / 4 hours

Refundable Deposit: \$300.00

Maximum People allowed in Gazebo during COVID-19 Pandemic: 35 people

Maximum People allowed in area between Gazebo and 1st lamp post during pandemic: 165 people

- Comply with all federal, state, and local laws
- No alcoholic beverages allowed
- 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
- The rental and reservation of the Gazebo shall, if desired, include the lawn area up to the first light pole south of the Gazebo. The rest of Riverfront Park shall be available to the public.
- Decorations are limited to the gazebo and shall not damage the structure in any way. This includes use of nails, pins, tape, etc.
- The person entering into the rental agreement shall be responsible for clean-up and providing trash receptacles. 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

Harrisburg Municipal Center Auditorium Fee, Deposit & Rules

Nonrefundable Fees: \$125.00 + COVID-19 Surcharge \$75 / 4 hours

Refundable Deposit: \$300.00

Maximum People Allowed During COVID-19 Pandemic: 35 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)
- Use of the kitchen is limited to those over 18 years of age.
 - Refrigerator must be cleared of any food/beverage items that are supplied by the applicant.
 - Stove must be turned off.
 - Counters are cleaned
 - Garbage is emptied into the garbage can at the back door
- 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
- Reservations must be made at least 24 hours, but no more than 6 months in advance of the reservation date

PLEASE SEE COVID-19 PRECAUTIONS AND REQUIREMENTS ON THE NEXT PAGE!!

COVID-19 PANDEMIC SPECIAL INSTRUCTIONS:

- City indoor facilities are disinfected prior to use.
- Parks, including the gazebo, are cleaned each week. (Outdoor restrooms are cleaned daily.) Because the park is used by the public, the City encourages applicants to bring their own disinfectants, such as Lysol, to use on gazebo rails and balustrades.
- You are holding this gathering at your own risk; following the guidance of OHA is the applicant's responsibility, **including the requirement to assign a physical distancing monitor to ensure compliance with all distancing requirements. The City of Harrisburg makes no assurances, of any kind, that city facilities are free from Covid-19. All event attendees assume all risks of possible contraction of Covid-19 as a result of participation of any and all activities in or on city owned property.**
- Physical distancing of 6' required for all non-family groups.
- Face masks are optional but are strongly recommended by the Oregon Health Authority (OHA).
- Parties at one table, or group, may NOT exceed 10 people; any groups of 10 or less must be separated from other groups by 6'.
- Remind attendees that they should cover coughs/sneezes with elbow or tissue.
- Encourage people to stay home if they have COVID-19 symptoms and/or if they are at risk for severe complications (over age 65 or have underlying medical conditions.)
- Consider providing hand sanitizer for your guests to use; encourage attendees to wash their hands often, and to use hand sanitizer if they are not able to wash their hands.
- Encourage people to avoid touching their faces.
- Limit activities like singing, playing instruments, and exertion while indoors in order to lower the risk of spreading COVID-19.
- *The surcharge covers the additional costs for the city to disinfect the facilities following use. The surcharge will be removed once the current gathering restrictions are lifted.*