



Remit Payment to:  
City of Harrisburg  
PO Box 378  
120 Smith St.  
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:

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.

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 and failure to return key for Facility 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:

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**For Office Use Only**

Fee:

Approved:

Deposit:

Date:

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

Nonrefundable Fee: \$125.00 / 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
- \*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 Fee: \$125.00 / 4 hours

Refundable Deposit: \$300.00

- \*Maximum room capacity is 182 people, based on standing room only. There are only 75 chairs available.
- \*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