



CITY OF JACKSONVILLE



P.O. Box 7 - 206 N. 5th St.
Jacksonville, OR 97530
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Letter of Intent for use of City Facility and/or Park

This is NOT a reservation of the location. In most circumstances reservations are not allowed. Contact City Recorder with any questions at 541.899.1231. Certain events require City Council approval. All Letters of Intent and Insurance Certificates need to be filed with the City at least 3 working days prior to the event.

- Event** (business, commercial, parade etc, special requirements needed call City Recorder 541.899.1231)
Insurance requirements must be met, \$1,000,000 liability per occurrence with City of Jacksonville listed as Additional Named Insured.
Current certificate must be on file with City Recorder for dates of event.
- Event** (birthday party, family gathering etc.) **NOTE** spray park water turns off at 6:30 pm per municipal code.
- Bounce house** (need insurance certificate, call City Recorder for requirements 541.899.1231)

TODAY'S Date _____

Name of event: _____

Date(s) of event: _____

Start time: _____ Ending time: _____

Location of event: _____

Contact person name (authorized to sign Letter of Intent): _____

Contact person phone number: _____

Contact person mailing address: _____

☆ _____ (must be initialed) By my signature I am indicating that I have the legal authority to sign this Letter of Intent on behalf of the requested event. I assume full legal and financial responsibility for the event and understand that the condition of the location must be the same, or improved as that of when the event started. I have read the Park Use Regulations and agree to abide by them and any other regulations as directed by City Staff.

☆ Signature of contact person: _____

City Use Only:

Insurance: _____ On Calendar _____

Other: _____ Recorder signature: _____

PARK USE REGULATIONS

Please enjoy the park and respect the rights of others

DAY USE ONLY - 8:00 am TO DUSK

- **ALL DOGS** must be on a leash that is a maximum of 6 feet long, and in the control of a capable individual who must immediately remove any feces.
- **SKATEBOARDS, ROLLERBLADES, BICYCLES, OR DOMESTIC FARM ANIMALS** are not allowed on any park lawn, landscaping, benches or structures.
- **LITTERING** is prohibited. All rubbish etc, shall be placed in proper receptacles and park areas shall be left in the condition as they were prior to use.
- **VEHICLES, SIGNS, ANY TYPE OF SMOKING, ALCOHOLIC BEVERAGES, SOLICITING, FIREWORKS, FIREARMS AND EXPLOSIVES**, are prohibited in all public park areas.
- **OVERNIGHT CAMPING** is not allowed in any public park.
- **BOUNCE HOUSES, AMPLIFICATIONS, TENTS, TEMPORARY STRUCTURES**, require special permission from the City. **NO STAKES** are allowed to secure any structure whether permanent or temporary. Contact the City Recorder at 541.899.1231 to arrange for special requests to be considered.
- **VENDING** may only be permitted for non-profit organizations under special circumstances and requires special permission of the Jacksonville City Council. Contact the City Recorder at 541.899.1231 to arrange for special requests to be considered.
- **LAWN CANNOT BE COVERED** by any temporary structures of any kind for more than four (4) hours including set up and tear down time.