



# City of Keizer Park Area Reservation Application

**Keizer City Hall**  
930 Chemawa Road NE  
Keizer, OR 97303  
PO Box 21000, Keizer, OR 97307  
Phone: (503) 390-3700  
Fax: (503) 390-3787

Park Area Requested: *(See map for further details)*

Fee Schedule:

<input type="checkbox"/> Covered Area at Claggett Creek Park ~ 1400 block Dearborn Ave NE <input type="checkbox"/> Gazebo at Chalmers Jones Park ~ 930 Chemawa Road NE Eastern Shelter at Keizer Rapids Park Big Toy ~ 1900 Chemawa Rd N	\$42 for the first two hours and \$16 for each additional hour.
Sports Field at Claggett Creek Park ~ 1400 block Chemawa Road NE	\$84 for the first two hours and \$42 for each additional hour. (Maximum of \$420 per day)
<input type="checkbox"/> Claggett Creek Park Designated Grass Area ~ 1400 block Chemawa Rd NE <input type="checkbox"/> Chalmers Jones Park Designated Grass Area ~ 930 Chemawa Road NE <input type="checkbox"/> Other: _____ <i>(Please discuss with City Staff prior to selecting "Other")</i>	\$105 for the first two hours and \$53 for each additional hour.

Event Information:

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_  AM  PM Estimated Group Size: \_\_\_\_\_

End Time: \_\_\_\_\_  AM  PM Estimated Number of Vehicles: \_\_\_\_\_

Event Contact Information: *(Responsible person will receive Application correspondence)*

Group or Organization *(if applicable)*: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address *(optional)*: \_\_\_\_\_

FORM AND PAYMENT SUBMISSION:

Please return this **form and payment** to the City of Keizer by one of the following methods:  
 1) In person: 930 Chemawa Rd NE -or- 2) By Mail: City of Keizer, PO Box 21000, Keizer, OR 97307

QUESTIONS:

If you have any questions call 503-856-3436 or email [PC@keizer.org](mailto:PC@keizer.org)

STRICTLY PROHIBITED UNLESS PERMITTED BY APPLICATION ADDENDUM:

Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. The following are specifically prohibited in all Park Areas unless expressly permitted in writing by the City:

Possession or consumption of alcoholic beverages	Cooking with anything other than a barbecue
Use of Generators	Amplified sound
Events with over 50 attendees	Public, Ticketed or Concert Events
Events causing traffic or parking issues	Using City provided electrical services
Projecting any still or moving pictures	

You may use the **“Park Area Reservation Application Addendum”** to apply for any of these accommodations. A Non-refundable Application Fee of \$63.00 will apply with submittal of the application addendum.

REVOCATION INFORMATION:

The City Manager or his designee may revoke the application if circumstances reasonably show that the event can no longer be conducted consistent with public safety or the Responsible Person does not meet the conditions set forth within the required time period. Any violations of the terms of this park reservation or park regulations, as determined by a police officer or a city parks official, immediately revokes this reservation.

THIS APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

**Application Submittal:** This application by itself does not serve as an approved reservation. Reservations will be reviewed on a first-come, first-served basis provided that the proposed use is appropriate for the designated area and consistent with park policies and regulations. **The established park reservation fee must be submitted along with the reservation application.** Payment of the fee secures the date and time requested, upon approval. If the reservation is denied, the reservation fee will be refunded. An individual or group that has an approved reservation will have first priority to use the section or sections of the park for the date and time listed on the reservation application.

**\*Please take a copy of your approved application with you on the day of your event.\***

**Cancellations:** Reservations must be cancelled in writing with City Hall Staff no less than thirty (30) days before the reservation date for full refund.

**General Information:** Responsible Person/Group must restore Park areas used to its original condition by the end of the event. General Park users will be allowed to use other park facilities during the event. The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage. In the case of a “Group” reservation, a designated person from the group must complete and sign the park reservation application. This person will be responsible for the actions of the group while using the park and for the condition of the park after the scheduled event.

RULES AND REGULATIONS:

- Parks open ½ hour prior to sunrise and close ½ hour after sunset. No one may enter or remain in the parks overnight unless camped in a specifically designated camping area or otherwise permitted.
- Smoking, vaping, tobacco products and any type of legal or illegal drugs are not permitted in any park or park facility.
- All garbage must be disposed of properly in receptacles provided.
- Vehicles are only allowed in designated parking areas only. Parking on grass areas is not allowed at any time.
- Outdoor fires in any place other than in a barbecue for cooking purposes is not allowed.
- Dogs are allowed in park areas and must be on a leash at all times unless in an area designated as an off-leash area. *(All other pets are prohibited unless authorized in writing.)*
- Noise levels that violate the City’s noise ordinance will not be allowed.
- The follow are prohibited in all Park Areas:

Littering	Garbage dumping and water pollution
Vandalism	Possession of firearms or weapons of any kind <i>(Unless permitted by state law)</i>
Fireworks of any kind	Hitting golf balls
All types of inflatable bouncers, mechanical rides and trampolines	Birdseed, confetti, glitter, rice, anything that sprouts, hay/straw, silly string, party poppers, and sky lanterns
Feeding wild animals, birds, fish or reptiles	Operating any boats, cars, rockets or other devices that are powered by a rocket motor or an internal combustion engine

NOTICES:

Responsible Person agrees to defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event.

Responsible Person agrees to comply with all the conditions set forth herein and if applicable to provide at Responsible Person’s own expense the insurance set forth in the addendum attached.

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

**I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF\*\*\*\*\*

Total Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Copy to:  Parks Manager  Police Department  Reserving Group  Parks File