

City Of Oroville  
1308 Ironwood  
PO Box 2200  
Oroville, WA 98844  
509-476-2926



**City of Oroville**  
**Request for Park Use -Page 1**

**Facility Requested**

Park Name: \_\_\_\_\_

Areas requested: \_\_\_\_\_  
*It is the user's responsibility to rope off the portion that is to be used privately.*

Contact Name (must be 21+ years old): \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

Date(s) Requested: \_\_\_\_\_ Time (s) Requested: \_\_\_\_\_

Event Name: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Please provide us with a detailed description of your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amplified sound request—equipment to be used \_\_\_\_\_

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**City of Oroville**

**Request for Park Use -Page 2**

The items listed below must be submitted **AT LEAST FIVE DAYS PRIOR** to the request date, with your application, as applicable. If you are requesting a **LIQUOR PERMIT and/or amplified sound**, form and fees must be submitted **AT LEAST FIFTEEN DAYS PRIOR** to the request date.

- \_\_\_\_\_ Application Form  
*Submit completed application form with appropriate signature.  
(Acceptance of the application does not guarantee approval of the Facility Use Permit.)*
- \_\_\_\_\_ Signed "Agreement for Park Use with Indemnity, Release and Hold Harmless Provisions"
- \_\_\_\_\_ Deposit (\$50) .....(#310)
- \_\_\_\_\_ Use Fees (\$50, \$100, or \$150).....(#310)
- \_\_\_\_\_ Alcohol Use Fees -if application includes alcohol request, the following must be included:  
  - \_\_\_\_\_ permit issued by State Liquor Control Board
  - \_\_\_\_\_ proof of Homeowner's Insurance / Waiver
- \_\_\_\_\_ Dumpster rental fee (\$52.80 or \$64.94).....(fees = #601 / tax = #013)

This completed Facility Use Permit Application and appropriate fees/forms may be submitted by mail or in person at City Hall. Please make checks payable to: City of Oroville.

*I have reviewed the City of Oroville Park Use policies and rules and agree to abide by the terms listed. I understand that it is my responsibility to submit any required deposit with this Application, present any required permits and/or proof of insurance to the City and post required permits at my event. I assume responsibility for any damage caused or any excessive clean up needed. I hereby make application to the City of Oroville for use of City facilities and certify the information given in this application and supporting material is correct. The applicant/organization agrees to indemnify and hold harmless the City or its officers, agents, employees, from any loss, suit, or claims of any kind or nature, directly or indirectly related to or connected with any of the above activities.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:

Receipt # \_\_\_\_\_ amt \$ \_\_\_\_\_ Date paid \_\_\_\_\_  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied

**APPROVED AS PER PARK USE REGULATIONS**

Date \_\_\_\_\_ Staff Signature \_\_\_\_\_



**Agreement for Park Use**  
**With Indemnity, Release and Hold Harmless Provisions**  
(with Insurance Provisions)

For and in consideration of the City of Oroville authorizing park use pursuant to a request previously submitted, it is hereby agreed as follows:

1. All litter created by this organization shall be properly disposed of and the area shall be left in a neat and clean condition.
2. The City of Oroville, its officers, agents and employees are hereby knowingly released and discharged from any and all claims, actions or judgments that the organization, its officers, agents or members may have or claim to have against the City of Oroville, its agents, officers and/or employees created or in any way arising out of the use of said city park premises.
3. The undersigned organization agrees to maintain in full force and effect, at its sole cost and expense and at all times during the use of said city park, a liability insurance policy to cover all liabilities for said activities in or about the city park facilities in an amount of not less than \$1,000,000. This liability policy shall name the city as an additional insured and shall cover all of the activities of the undersigned organization while in or about the park facilities and/or any activities that are related or arise out of the use of said town park in any manner, and, in addition thereto, the undersigned organization agrees that it will at all times assume liability for all activities in or about the city park facilities and the organization agrees to at all times hold the City of Oroville not liable for any liability that might arise out of or be connected with the use of the city park or in or about the city park facilities. In addition, if alcohol use is approved and permitted, the liability insurance policy must state under other things "liquor liability is also included." If any liability does arise, the undersigned organization will defend the city, if any action be brought against the city, at the expense of the undersigned organization, and the undersigned organization will satisfy any judgment or judgments that might be rendered against the city if any is rendered, and will hold the town not liable on any judgment or judgments.
4. This agreement has been carefully and fully read by the undersigned and the undersigned fully understand its terms and conditions and this agreement is voluntarily executed and delivered the day and year first above written and the undersigned reaffirm to the city that he or she has the full power, authority, capacity and right without limitation to bind the named organization and to execute this document for and on behalf of the undersigned organization for the intended purpose set forth herein.

The City recognizes that the undersigned individual(s) are signing only as officers and/or agents of the undersigned organization and not in their individual capacities.

IN WITNESS WHEREOF, we have set our hands the day and year first above written.

\_\_\_\_\_  
(name of group)

By \_\_\_\_\_  
*President of Organization / Individual*



## City of Oroville FEES & requirements for Park Use

The City of Oroville requires any group/organization requesting **private** use of a City Park to obtain a Special Event Permit. If you have any questions about this process, the application, and/or fees, please call (509) 476-2926. IF you would like to schedule **on-going use for an athletic field**, all rules are applicable however, some fees may be waived to eligible groups / activities.

**Park Use Permits are required** for activities, functions, or events requesting scheduled use of :

City Park (behind Dales Shell and Visitor Information Center)  
Soccer Field  
Bud Clark Memorial Ballfield  
Henry Kniss Park (by river)  
Madeline Wells Park (behind library)  
Deep Bay Park  
Osoyoos Lake Veterans Memorial Park

The City of Oroville may require additional permits, insurance, and/or deposit **for certain** activities, function, or events.

### **Refundable Cleaning Deposit:**

\$50 a refundable damage deposit is required as a guarantee that the public property will be cleaned and returned to the condition in which it was found.

### **Use Fees:**

1. \$50 for events with attendance of 0—50 PLUS appropriate dumpster rental
2. \$100 for events with 51—100 PLUS appropriate dumpster rental
3. \$150 for events with 101—150 PLUS appropriate dumpster rental

### **Alcohol Use fee:**

\*\$25. PLUS approval by the council MUST be obtained for this privilege.

\*A permit issued by the State Liquor Control Board must be secured.  
(purchased at Washington State Liquor Store)

\*Proof of Homeowner's Insurance / Waiver must be submitted.  
This certificate must state under other things "liquor liability is also included."

### **Dumpster rental:**

\$20.00 delivery & pick up fee  
1 yard dumpster \$28.00 (up to 75 people)  
2 yard dumpster \$39.04 (over 75 people)  
Plus 10% utility tax

### **Loudspeaker, amplified music and public address system:**

Application must be made to City Council for approval of these sound generating activities. If approved, a written permit with any conditions shall be issued and in possession of the individuals when conducting the activity.

Use fees are limited to a portion of the park as designated on the application form. You cannot reserve the entire park. It is the user's responsibility to rope off the portion that is to be used privately.



**City of Oroville**  
**General Park Rules –Page 1**

The following general rules shall apply within any of the existing or future City parks, presently including but not limited to: Oroville City Park, Centennial Park, Osoyoos Lake Veterans Memorial Park, Deep Bay Park, Henry Kniss Park, Bud Clark Ball fields, Madelline Wells Park, Reader Board Triangle Park, Welcome Triangle Park, and the Soccer fields:

<b>Alcoholic Beverages</b>	It is unlawful to consume any beer, wine or intoxicating liquor in any park or have possession of any open container of beer, wine or intoxicating liquor in any park other than Osoyoos Lake Veterans Memorial Park where such activity is allowed in campsites and picnic areas of the day use area in an inconspicuous manner. Absolutely no alcohol is allowed on the swimming beach. The City council may approve <b>conditional</b> permits to serve alcoholic beverages by organized groups at any park for events upon <b>formal application</b> to the City in advance and approved by City Council.
<b>Amplified Music / Sound</b>	Loudspeakers, amplified music, and public address system may be permitted only by a valid permit obtained through <b>application</b> and <b>approval</b> by City Council. The permit shall be in possession of the individuals when conducting the sound generating activity.
<b>Animals</b>	All dogs or other animals must be on a leash. No public nuisance allowed. Clean up after pets is required. Dogs and all other animals prohibited on all designated swimming beaches.
<b>Boats</b>	Boats must be removed from water for overnight storage, as moorage is not provided. <b>Launch fees are required.</b>
<b>Closing time</b>	It is unlawful to remain in any park after the posted closing time except for campers where camping is ap-
<b>Commercial activities</b>	Conditionally prohibited, except for council approved, negotiated agreements.
<b>Firearms &amp; Fireworks</b>	The discharge of any firearm and/ or fireworks is strictly prohibited, except those types and during those times specifically allowed.
<b>Fowl, birds, animals</b>	It is unlawful to tease, annoy, disturb, molest, catch, injure, kill, throw any object of any kind or strike with any object, any animal, bird, or fowl. It is unlawful to feed any fowl within City parks.
<b>Glass containers</b>	It is unlawful to use, carry or deposit any glass receptacle or container of any kind in or on the beach access and children play areas of the parks.
<b>Grass, Plants, Foliage</b>	It is unlawful to cut, damage or destroy any park trees, shrubs or plants, including grass, unless done so by authorized park personnel.
<b>Littering</b>	It is unlawful to scatter, leave, break or strew any bottles, glass, paper, garbage or debris, or throw the same into any natural water body from any park, dock or facility, or deposit the same in any place other than designated trash receptacles provided for that purpose.



**City of Oroville**  
**General Park Rules –Page 2**

<b>Loitering</b>	Loitering, prowling and vagrancy are unlawful in or around the restrooms and shower building in City parks.
<b>Motorized vehicles, speed limit</b>	Only vehicles, as defined by Chapter 46.06 RCW which require a license and are validly licensed, to operate upon the streets and highways of the state of Washington, and which are operated by a person having a valid license to operate said motor vehicle, are allowed in parking areas and roadways at parks. It is unlawful to drive or park any vehicle on the grass in any park, except in specifically undesignated roadways and parking areas. No person shall operate a vehicle in excess of the posted speed, nor block the entrance or exit to the park or designated boat launch areas.
<b>Noise</b>	It is unlawful to disturb the peace of others using the park and park facilities. It is unlawful to violate quiet hours in parks where camping is approved. Quiet hours shall commence at <b>10:00 PM</b> each evening and continue until <b>6:00 AM</b> the following morning.
<b>Outdoor fires</b>	It is unlawful to start or maintain an open fire, except in permanent park facilities provided for that purpose or in a barbeque, hibachi or other freestanding apparatus commonly used for outdoor food preparation purposes.
<b>Overnight Camping</b>	Except for permission by the City council granted for special events, it is unlawful to camp overnight in any portion of any park except Osoyoos lake Veterans Memorial Park. <b>See CAMPING RULES.</b>
<b>Signage</b>	It is unlawful for any person, without prior written permission from the City to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park.
<b>Swimming</b>	All parks with access to water are designated as “swim-at-own-risk” facilities. There will be no lifeguard on duty.
<b>Vandalism</b>	It is unlawful to damage, deface, mar, or destroy any park equipment or facility.

*For any further information please refer to City Ordinance #782.*



**City of Oroville  
PARK USE Permit –OFFICE USE ONLY**

**Facility Information**

Park Name:

Areas requested:

Contact Name (must be 21+ years old):

Company / Organization:

Mailing address:

City:

State:

Zip:

Home phone:

Alternate Phone:

**Event Information**

Date Requested:

Time Requested:

Event Name:

Number of people expected:

description of event:

**PAYMENTS**

**Deposit**

**Use fee**

**Alcohol use FEE**

**Dumpster rental**

**TOTAL PAID rec #**

**Approvals & Paperwork**

yes no **Signed application**

yes no **Signed "Agreement for Park Use with Indemnity, Release and Hold Harmless Provisions"**

yes no **Alcohol use approved** \_\_\_\_\_  
(date of council mtg)

yes no **State Liquor Control Permit**

yes no **Proof of Insurance**

yes no **Loudspeaker approval** \_\_\_\_\_  
(date of council mtg)

**Dumpster delivered** date \_\_\_\_\_ initial \_\_\_\_\_

(City Hall will make dumpster arrangements, Park personnel please date and sign upon completion)

**dumpster pick up** date \_\_\_\_\_ initial \_\_\_\_\_

**area inspected for damage and cleanup** date \_\_\_\_\_ initial \_\_\_\_\_

**Comments** \_\_\_\_\_

**refund deposit** date \_\_\_\_\_ initial \_\_\_\_\_

**Ck #** \_\_\_\_\_ **mailed** \_\_\_\_\_

*This form is to be returned to City Hall after all tasks have been completed,  
not more than two work days after event.*

Park Personnel

City Hall Personnel



**City of Oroville  
Camping Rules**

**Osoyoos Lake Veterans Memorial Park –Page 1**

<b>Alcoholic Beverages</b>	Allowed in campsites and picnic areas of the day use area in an inconspicuous manner. Absolutely no alcohol is allowed on the swimming beach. It is unlawful to consume any beer, wine or intoxicating liquor in any park or have possession of any open container of beer, wine or intoxicating liquor in any park other than Osoyoos Lake Veterans Memorial Park where such activity is allowed in campsites and picnic areas of the day use area in an inconspicuous manner. Absolutely no alcohol is allowed on the swimming beach. The City council may approve <b>conditional</b> permits to serve alcoholic beverages by organized groups at any park for events upon <b>formal application</b> to the City in advance and approved by City Council.
<b>Amplified Music / Sound</b>	Loudspeakers, amplified music, and public address system may be permitted only by a valid permit obtained through <b>application</b> and <b>approval</b> by City Council. The permit shall be in possession of the individuals when conducting the sound generating activity.
<b>Animals</b>	All dogs or other animals must be on a leash. No public nuisance allowed. Clean up after pets is required. Dogs and all other animals prohibited on all designated swimming beaches.
<b>Boats</b>	Boats must be removed from water for overnight storage, as moorage is not provided. <b>Launch fees are required.</b>
<b>Check-in</b>	Camper check-in begins at 2:30 PM with checkout by 1:00 PM.
<b>Commercial activities</b>	Conditionally prohibited, except for council approved, negotiated agreements.
<b>Firearms &amp; Fireworks</b>	The discharge of any firearm and/ or fireworks is strictly prohibited, except those types and during those times specifically allowed.
<b>Fowl, birds, animals</b>	It is unlawful to tease, annoy, disturb, molest, catch, injure, kill, throw any object of any kind or strike with any object, any animal, bird, or fowl. It is unlawful to feed any fowl within City parks.
<b>Generators</b>	Engine-driven electric generators may be operated only between the hours of 8:00 AM and 9:00 PM.
<b>Glass containers</b>	It is unlawful to use, carry or deposit any glass receptacle or container of any kind in or on the beach access and children play areas of the parks.
<b>Grass, Plants, Foliage</b>	It is unlawful to cut, damage or destroy any park trees, shrubs or plants, including grass, unless done so by authorized park personnel.
<b>Littering</b>	It is unlawful to scatter, leave, break or strew any bottles, glass, paper, garbage or debris, or throw the same into any natural water body from any park, dock or facility, or deposit the same in any place other than designated trash receptacles provided for that purpose.
<b>Loitering</b>	Loitering, prowling and vagrancy are unlawful in or around the restrooms and shower building in City parks.





**City of Oroville  
Camping Rules**

**Osoyoos Lake Veterans Memorial Park –Page 2**

<b>Motorized vehicles, speed limit</b>	Only vehicles, as defined by Chapter 46.06 RCW which require a license and are validly licensed, to operate upon the streets and highways of the state of Washington, and which are operated by a person having a valid license to operate said motor vehicle, are allowed in parking areas and roadways at parks. It is unlawful to drive or park any vehicle on the grass in any park, except in specifically undesignated roadways and parking areas. No person shall operate a vehicle in excess of the posted speed, nor block the entrance or exit to the park or designated boat launch areas.
<b>Noise</b>	It is unlawful to disturb the peace of others using the park and park facilities. It is unlawful to violate quiet hours in parks where camping is approved. Quiet hours shall commence at <b>10:00 PM</b> each evening and continue until <b>6:00 AM</b> the following morning.
<b>Occupation</b>	Occupation of a space is limited to 10 days.
<b>Outdoor fires</b>	It is unlawful to start or maintain an open fire, except in permanent park facilities provided for that purpose or in a barbeque, hibachi or other freestanding apparatus commonly used for outdoor food preparation purposes.
<b>Per site limits</b>	One RV or trailer per space, maximum 8 persons per site with allowance for one tent. Maximum TWO tents per camp space, maximum 8 persons per site, and Tents must be moved every two days to avoid grass damage, and air mattresses and other similar items must be removed from grass each day. <b>Extra vehicle permit required.</b>
<b>Receipt</b>	A camping receipt must be displayed in from window.
<b>Signage</b>	It is unlawful for any person, without prior written permission from the City to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park.
<b>Swimming</b>	All parks with access to water are designated as “swim-at-own-risk” facilities. There will be no lifeguard on duty.
<b>Vandalism</b>	It is unlawful to damage, deface, mar, or destroy any park equipment or facility.

*For any further information please refer to City Ordinance #782.*