



# CITY OF HUBBARD PARK USE APPLICATION

TODAY'S DATE \_\_\_\_\_

**PLEASE SEE ATTACHED PARK USE MUNICIPAL CODE CHAPTERS 3.15 AND 12.05**

***Please attach a Hold Harmless agreement in favor of the  
City of Hubbard and provide liability insurance, in the  
amount of \$500,000 per occurrence naming the  
City of Hubbard as an additional insured.***

DATE OF EVENT: \_\_\_\_\_ LOCATION OF EVENT: \_\_\_\_\_

NATURE OF EVENT: \_\_\_\_\_

SET UP DATE & TIME: \_\_\_\_\_ REMOVAL DATE & TIME \_\_\_\_\_

NAME OF PERSON/ORGANIZATION USING PARK: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT NUMBERS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH (Must be 18 or Older): \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

**NOTE: Anyone applying for outdoor entertainment is subject to a  
background investigation by the City of Hubbard.**

WILL YOU BE USING TEMPORARY STRUCTURES? ☐ YES ☐ NO

IF YES, PLEASE ATTACH DIAGRAMS OF TEMPORARY STRUCTURES BEING CONSTRUCTED.

WILL THE EVENT IMPACT TRAFFIC? ☐ YES ☐ NO IF YES, PLEASE PROVIDE A PLAN.

WILL YOU NEED SECURITY FOR THE EVENT? ☐ YES ☐ NO IF YES, PLEASE PROVIDE A PLAN.

PLEASE PROVIDE A PLAN FOR THE CLEAN-UP OF THE PARK AFTER THE EVENT, TO INCLUDE THE  
THE DISPOSAL OF ALL TRASH OFF-SITE:

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WILL ALCOHOL BE SERVED? ☐ YES ☐ NO IF YES, PLEASE PROVIDE THE CITY WITH AN  
OLCC APPROVED APPLICATION & A COPY OF LIABILITY INSURANCE OF \$500,000 PER OCCURRENCE.

PERCENTAGE OF PARTICIPANTS LIVING WITHIN THE HUBBARD CITY LIMITS: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Chapter 3.15

### RESERVATION AND USE OF PARK FACILITIES

#### Sections:

- [3.15.010](#) Establishment of fees and crediting of funds.
- [3.15.020](#) Rules for use of the park facilities by groups and individuals.
- [3.15.030](#) Waiver.

#### **3.15.010 Establishment of fees and crediting of funds.**

The following fees shall be collected by city staff, and deposited in the city's general fund:

(1) For reservation of ball fields for tournaments located at Barendse Park. A tournament is defined as numerous teams competing for a single title which involves multiple qualifying games played until only one champion team remains.

(a) Tournament (one field, all day):

- \$50.00 if greater than 50 percent of participants reside within the city limits of Hubbard
- \$100.00 if less than 50 percent of participants reside within the city limits of Hubbard

(b) Tournament (both fields, all day):

- \$100.00 if greater than 50 percent of participants reside within the city limits of Hubbard
- \$200.00 if less than 50 percent of participants reside within the city limits of Hubbard

(c) Tournament information, including information demonstrating percentage of participants who reside within the city limits of Hubbard, must be provided to city staff on the Barendse Park ball field permit application.

(2) For use of one key for the restrooms for a ball season a \$25.00 fee will be required.

(3) Each team that has 50 percent or more of its participants who reside within the city limits of Hubbard shall pay a cleanup and repair fee of \$100.00 at the beginning of the playing season. Each team that has less than 50 percent of its participants who reside within the city limits of Hubbard shall pay a cleanup and repair fee of \$200.00 at the beginning of the playing season. Team information, including information demonstrating percentage of participants who reside within the city limits of Hubbard, must be provided to city staff on the team's application form.

(4) Additional costs incurred by the city because of abuse or excessive cleanup/repair shall be charged to the reserving group creating the need for additional expenses (costs). The city council will determine the actual charges to be reimbursed to the city, after viewing documentation presented by the utility department staff, including pictures taken before repairs and cleanup. Such excessive abuse may result in the team or group forfeiting future entitlement to the use of the park facilities. (Ord. 335-2013 § 2; Reso. 121-87 § 1, 1987)

#### **3.15.020 Rules for use of the park facilities by groups and individuals.**

(1) All groups requesting to use park facilities more than twice in any six-month period must provide a roster or other information to city staff demonstrating the percentage of their participants who reside within the city limits of Hubbard. If two or more groups apply for park use for the same date and time, those groups which have the higher percentage rate of their participants residing within the city limits of Hubbard will be given first choice for the use of the park facilities. Once a group's reservation has been approved, that decision is final regardless of participant residency, and groups will not be removed from the official schedule due to low participant residency.



(2) Preparation and maintenance of the playing fields will be the responsibility of all groups using the fields. In the event that the various teams cannot come to an amicable agreement, the matter of preparing and maintaining the fields will be referred to the city council for arbitration.

(3) The city will continue to perform routine maintenance only, such as grass mowing. (Ord. 335-2013 § 2; Reso. 121-87 § 2, 1987)

**3.15.030 Waiver.**

A request for the waiver of any of the provisions imposed by this chapter must be directed to the city council for their consideration and/or approval. (Ord. 335-2013 § 2; Reso. 121-87 § 3, 1987)

## Chapter 12.05 CITY PARKS

### Sections:

- [12.05.010](#) Rules adopted.
- [12.05.020](#) Park rules and regulations.
- [12.05.030](#) Special interest group reservation.
- [12.05.040](#) Enforcement.
- [12.05.050](#) Violation – Penalty.
- [12.05.060](#) Prosecution.

#### **12.05.010 Rules adopted.**

The rules and regulations set out in this chapter are hereby adopted for the regulation and use of municipal parks in and for the city of Hubbard, Oregon, and shall be observed at all times by all persons using any city park or park facilities. (Ord. 1977-12 § 1, 1977)

#### **12.05.020 Park rules and regulations.**

(1) No fires or camp stoves shall be allowed except in the following designated area:

- (a) Park camp stoves or fireplaces provided for such purposes;
- (b) No fire shall be left unattended and every fire shall be extinguished before its user leaves the park area.

(2) No person shall:

- (a) Hunt, pursue, trap, kill, injure, molest or disturb the habitat of any bird or animal;
- (b) Discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal; or
- (c) Possess any loaded firearm;

in any park area except under agreement or special regulations of the city council.

(3) Flowers, shrubs, foliage, trees or plant life or products of any type shall not be picked, cut, mutilated, or removed from any park area without written permission from the city council.

(4) No person shall mutilate, deface, damage, or remove any table, bench, building, sign, marker, monument, fence, barrier, fountain, faucet, restroom facility, traffic recorder, or other structure or facility of any kind in a park area.

(5) No person shall, except under special regulations of the city council, dig up, deface, or remove any dirt, stones, rock, or other substance whatsoever; make any excavation; quarry any stone, or lay or set off any blast, or roll any stones or other objects, or cause or assist in doing any of the said things within a park area.

(6) No person shall, except in designated areas, erect signs, markers, or inscriptions of any type within a park area without permission from the city council.

(7) No person shall throw or deposit litter in any park within the city, except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any street or other public place. Where public receptacles are not provided, all litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.



(8) Motor vehicles and bicycles shall be operated only on roads and in parking areas constructed or designated for their use. No motor vehicle or bicycle shall be operated on any trail or in any part of a park area not constructed or designated for their use, or on any road or trail posted as closed to the public, or on any road or trail where signs have been placed or erected by authority of the city council prohibiting the use of motor vehicles or bicycles. Automobiles, trailers, bicycles, or other vehicles shall be parked only in designated parking areas.

(9) No dog, cat, or other animal of any kind shall be brought into or kept in a park area unless confined, or in a vehicle, or on a leash. The authority of the city employees includes the authority to undertake any measures (including removal of the animal from the park area) deemed by the city employee necessary to prevent interference by the animal with the safety, comfort and well-being of the park area, users, or the appearance of sanitary conditions of the park area. No animals, other than seeing-eye dogs, shall be allowed in any building.

(10) No person shall set up or use a public address system in a park area without a written permit from the city council. In issuing the permit, the council shall consider the following:

(a) The proposed use will not unreasonably interfere with, or detract from, the general enjoyment of the park, the promotion of public health, welfare, safety and recreation; and

(b) The proposed use is not reasonably anticipated to incite violence, crime or disorderly conduct.

(11) No person shall ride, drive, lead, or keep a saddle horse or other animal in any park area, except on such roads, trails, or areas designated for that purpose. No horse or other animal shall be hitched to any tree or shrub in such a manner that may cause damage to such tree or shrub.

(12) No overnight camping will be permitted unless authorized in writing by the city council.

(13) No person shall operate any motor vehicle within a park area at a speed in excess of 10 miles per hour in the entire park area unless specifically designated otherwise.

(14) No person over the age of six years will be permitted to utilize the playground equipment within the city park tot lot.

(15) No person shall be allowed within the municipal parks after 10:00 p.m. on any given day without the written permission of the city council. (Ord. 150-90 §§ 1, 2, 3, 1990; Ord. 1981-13 § 1, 1981; Ord. 1977-12 § 1, 1977)

#### **12.05.030 Special interest group reservation.**

(1) Applications for permits shall be made in writing and submitted to City Hall. The application shall contain user name; address of person/group applying for the permit; date of use including setup and teardown times; the nature of the activity to be allowed; diagrams of temporary structures being constructed if using temporary structures; the provisions needed for crowd control; traffic management plan if the event impacts traffic; security plan if needed; provisions for cleanup. The applicant must attach a hold harmless agreement in favor of the city of Hubbard and provide liability insurance, in an amount required by the city, naming the city of Hubbard as an additional insured. User(s) must provide a copy of the general liability coverage per occurrence, and liquor liability per occurrence if alcohol is served or sold.

(2) All groups requesting to use park facilities more than twice in any six-month period must provide a roster or other information to city staff demonstrating the percentage of their participants who reside within the city limits of Hubbard. If two or more groups apply for park use for the same date and time, those groups which have the higher percentage of their participants residing within the city limits of Hubbard will be given first choice for the use of the park facilities. Once a group's reservation has been approved, that decision is final regardless of participant residency, and groups will not be removed from the official schedule due to low participant residency.



(3) Preparation and maintenance of the playing fields will be the responsibility of all groups using the fields. In the event that the various teams cannot come to an amicable agreement, the matter of preparing and maintaining the fields will be referred to the city council for arbitration.

(4) The city will continue to perform routine maintenance only, such as grass mowing. (Ord. 335-2013 § 1; Ord. 290-2006; Ord. 235-2000 § 1, 2000; Ord. 1980-5 § 2, 1980; Ord. 1977-12 § 2, 1977)

**12.05.040 Enforcement.**

All city employees are authorized and directed to enforce by all lawful means full compliance by the public with the foregoing rules and regulations. (Ord. 1977-12 § 3, 1977)

**12.05.050 Violation – Penalty.**

Any person found to be violating any of the park rules and regulations shall be guilty of a violation and, upon conviction, shall be punished by a fine of not more than \$500.00. Such person shall be liable for damages as provided by state law. Each violation of a subsection shall be a separate offense. (Ord. 150-90 § 4, 1990; Ord. 1980-5 § 3, 1980; Ord. 1977-12 § 4, 1977)

**12.05.060 Prosecution.**

In the event of a violation of this chapter for which a penalty is specified, action shall be commenced and prosecuted against such person or persons in the municipal court of the city of Hubbard by information under oath and a verified complaint signed before the municipal judge by any person, or police officer or his designate, having knowledge and information sufficient to satisfy the court that the chapter has been violated and that probable cause exists that the person charged has violated it. (Ord. 1980-5 § 4, 1980; Ord. 1977-12 § 5, 1977)