



## I. Purpose

North Clackamas Parks and Recreation District own and manages a variety of parks, community spaces and recreation facilities. District staff are entrusted with maintaining these public assets for public use. In certain instances, the District may grant a user or group a **Special Use Permit**. This allows the permittee to use a District park or facility outside of those allowed in the NCPRD Park Rules, such as holding a concert or hosting a fundraising event.

This guide provides an overview of the District's procedures regarding the issuance of Special Use Permits. It focuses on the primary factors the District considers when reviewing a Special Use Permit Application. This list is not exhaustive and the District reserves the right to deny a Special Use Permit for any reason.

## II. Requirements for a Special Use Permit

Special Use is defined as any activity or event that is not allowed in the [NCPRD Park Rules](#).

Special Use Permits give permission to use NCPRD owned or managed properties or facilities for a specified purpose for a defined time period. These permits are revocable and non-transferable.

Have a question about whether your desired activity or event requires a permit? We're here to help! Email District staff at [info@ncprd.org](mailto:info@ncprd.org) for more information.

NCPRD reserves the right to require any group using an NCPRD park, natural area, or facility to apply for a Special Use Permit. Typically, a permit will be required under all of the following circumstances:

- Walk/Running event
- Bicycling event
- Concert or live music
- Educational group
- Filming (commercial and non-commercial filming)
- Photography (commercial and non-commercial photography)
- Scientific collection, biological research or harvesting of biological materials
- Parade or marching event
- Any event at which alcohol will be provided or served
- Any event at which food will be prepared or served to the public
- Any non-NCPRD activity or gathering involving **more than 100 people**
- Any use currently prohibited by the [NCPRD Park Rules](#).

The permit holder is defined as the organization or individual to whom the permit is issued and who is responsible for compliance with all permit conditions.

## III. Permit Application Process

To apply for a permit, [submit Special Use Permit application online](#).



## **When to Apply:**

Applications for a Special Use Permit should be submitted to NCPRD at least 60 days prior to an activity or event. Applications received fewer than 60 days prior to an activity or event may be denied. Applications will be accepted up to one year in advance of your planned activity or event.

## **IV. Fees and Charges**

All Special Use Permit have a non-refundable application and processing fee of \$120\* applies for residents and \$150\* for non-residents. Additional fees will be assessed based on the specific nature, impact on park or facility, and requirements of the event.

### **Fee Schedule**

#### **Application Fee:**

- NCPRD Resident: \$20.00
- Non-Resident: \$25.00

#### **Processing Fee:**

- NCPRD Resident: \$100.00
- Non-Resident: \$125.00

#### **Portable Restrooms:**

- Standard restroom: \$200 per restroom (resident and non-resident)
- ADA-accessible restroom: \$300 per restroom (resident and non-resident)

#### **Portable Restroom Surcharge:**

- NCPRD Resident: \$25.00
- Non-Resident: \$35.00

#### **Amplified Noise Fee:**

- NCPRD Resident: \$25.00
- Non-Resident: \$35.00

#### **Alcohol Permit Fee:**

- NCPRD Resident: \$25.00
- Non-Resident: \$35.00

#### **Run/Walk/Bike Event Fee:**

- NCPRD Resident: \$1.00 per person
- Non-Resident: \$1.25 per person

#### **Youth Camps Fee:**

- NCPRD Resident: \$100.00 per day
- Non-Resident: \$125.00 per day



### **For Profit Use (Outdoor):**

- Hourly rate: \$15.00 (resident), \$20.00 (non-resident)
- Daily rate: \$50.00 (resident), \$75.00 (non-resident)

### **Bus Training/Parking Lot Use:**

- NCPRD Resident: \$20.00 per hour
- Non-Resident: \$25.00 per hour

### **Photography Fee:**

- NCPRD Resident: \$50.00
- Non-Resident: \$65.00

### **Public Event (No fee to participants):**

- NCPRD Resident: \$25.00
- Non-Resident: \$35.00

### **Commercial Photoshoot Fee:**

- Outdoor: \$250.00 (resident), \$350.00 (non-resident)
- Indoor: \$500.00 (resident), \$625.00 (non-resident)

### **Security Deposit:**

- \$300.00 (resident and non-resident)

### **Garbage Disposal Fee:**

- \$50.00 (resident and non-resident)

\*Permit fees listed are accurate for events scheduled through June 30. Fees are subject to be updated annually on July 1 and may change for events occurring on or after that date.

**All permit fees must be paid in full at least 14 calendar days prior to activity or event.** NCPRD reserves the right to cancel the permit if associated fees are not paid 10 business days prior to the activity or event.

### **Cancellation:**

Cancellations made at least four weeks prior to the reserved date will receive a full refund of monies paid. Cancellations made less than four weeks from the reserved date will receive a 50% refund of monies paid.

### **Security Deposits:**

For certain locations, activities or events, NCPRD may require a security deposit as a condition of permit issuance. A security deposit provides NCPRD assurance that all costs and repairs for damage caused as a result of the permitted activity will be paid by the permit holder. Security deposits must be received at the time all permit fees are paid.



## V. Elements Requiring Additional Permit(s)

Certain elements within an activity or event may require approval(s) from one or more other agencies. Below is a list of potential elements that may require additional permitting.

### **Public Street, Sidewalks or Other Public Right-of-Way Closures:**

For public rights-of-way not owned by NCPRD, applicants are responsible for contacting the controlling agency and getting the required authorizations, as applicable.

### **Food:**

If food is prepared, served or sold to members of the public, each supplier/vendor of food must obtain a food handler's license from Clackamas County's Public Health Division. The permit holder is required to submit documentation of the food handler license for each vendor, at least 14 calendar days prior to activity or event.

In addition, any food cart or food truck vendor on NCPRD owned or maintained property will be required to present a Certificate of Insurance listing NCPRD (and the City of Milwaukie, if applicable) as additional insured at least 14 calendar days prior to activity or event. Please see the [Insurance Guidelines](#) for more information.

### **Alcohol:**

If alcohol is served or sold at the event, each supplier/vendor must obtain an Oregon Liquor Control Commission (OLCC) permit or license. The permit holder is required to submit documentation of the food handler license for each vendor if applicable at least 14 calendar days prior to activity or event.

## VI. Event Details & Other Considerations

### **Notification:**

If required as a condition of approval, it is the permit holder's responsibility to notify all adjacent property owners (residents and businesses) of the time and date of the event. If required, the notification period shall be stated in the resulting permit. Notification documents must be submitted to NCPRD for approval prior to distribution. Proof of delivery may be required.

### **Signage:**

If required as a condition of approval, permittee will provide, post and maintain signs advising users of the impact of the event. A copy of the proposed sign shall be provided to NCPRD staff for approval prior to posting. Additional signage such as sandwich boards at all major intersections and traffic areas impacted may be required up to 7 days prior to the event. If required, the notification period shall be stated in the resulting permit.

### **Route Markings:**

For all walk or run events, a route map is required as a part of the application process. This route map asks which parks and trails you are requesting to travel through. **All routes must be pre-approved.** Event routes must remain as approved and may not be modified without prior written authorization from NCPRD.



Routes may be marked with duct tape, H-wire signs, sandwich boards or irrigation flags. **The use of any material applied directly to the ground, including but not limited to spray paint, chalk, or flour, is prohibited.** The permit holder is required to ensure that all route markings are removed immediately following the event, leaving no trace.

### **Traffic Plan & Parking:**

The permit holder is responsible for monitoring and informing participants and visitors of expectations for parking. Parking is allowed in designated parking lanes only, one vehicle per space. Vehicles parked in “no parking” areas may be towed at the owner’s risk and expense. For safety purposes, a traffic plan may be required for your event.

### **Emergency Plan:**

In case of an emergency, consider where police, fire or ambulance vehicles and personnel will access your event. All roadways have fire lanes and space must be kept open for emergency vehicles to access the park in the event of an emergency.

### **Garbage Disposal:**

If required as a condition of approval, the permit holder may be required to provide sufficient garbage and recycling receptacles for their event. The Permit Holder is responsible for ensuring that all trash and recyclables are removed promptly at the conclusion of the event. NCPRD may require additional cleanup services if the site is not properly cleared, and associated costs could be billed to the permit holder.

### **Volunteers:**

The permit hold is responsible for adequately supplying volunteers to staff positions at the event and/or along the route. Volunteers will be instructed by permit holder to assist in staging a safe and orderly event. Volunteers must be easily identifiable through distinguishable clothing (brightly colored event shirts and/or vests). Proof of adequate number of monitors shall be provided upon request of NCPRD no less than 14 days prior to the event. NCPRD may require a specific number of volunteers, and specify where volunteers need to be placed, especially for events along trails or where traffic and other public may be at-risk. Failure to comply with these guidelines, and any other requirements set as conditions of approval, may result in additional fees and denial of any future Special Use Permit with NCPRD.

### **Restroom Facilities:**

The permit holders may be charged for the use of permanent District restroom facilities and any required portable restrooms to cover cleaning and maintenance costs. The required number of restrooms depends on the number of attendees and the duration of the event. If portable restrooms are required, they must be **ordered and placed by NCPRD**. A processing fee will apply in addition to the direct cost of the portable restrooms.



The following guidelines provide the minimum number of restroom facilities suggested based on the anticipated number of attendees and the length of the event.

**50 people:**

1–4 hours → 1 restroom  
5–8 hours → 2 restrooms

**100 people:**

1–4 hours → 2 restrooms  
5–8 hours → 3 restrooms

**250 people:**

1–3 hours → 3 restrooms  
4–6 hours → 4 restrooms  
7–8 hours → 5 restrooms

**500 people:**

1–2 hours → 4 restrooms  
3–4 hours → 5 restrooms  
5–6 hours → 6 restrooms  
7–8 hours → 7 restrooms

**1000 people:**

1 hour → 6 restrooms  
2 hours → 7 restrooms  
3–4 hours → 8 restrooms  
5–6 hours → 9 restrooms  
7–8 hours → 10 restrooms

**Security:**

If required as a condition of approval, the permit holder may be required to have security personnel present for the event. The permit holder will be required to provide any necessary security services at the event to ensure a safe environment for event participants and the general public. These services will be at the expense of the permit holder.

If security services are present at the event—whether required as a condition of permit or voluntarily — the permit holder must provide NCPRD **at least 14 calendar days prior to activity or event** with the name of the security company, a designated contact person, and a cell phone number where this contact can be reached on the day of the event.

**Amplified Sound or Live Entertainment:**

Amplified sound includes sound from microphones, speakers, bullhorns, or other devices that electronically increase volume.



Amplified sound shall not exceed 65 decibels measured from the perimeter of the park, or 90 decibels measured 20 feet from the sound source. The use of amplified sound shall be limited to no more than two sources at any given time. No sound shall exceed any of the limits at any point during the permitted event or activity.

Amplified Sound allowed by a Special Use Permit is limited to the following hours/days.

**From May 1 to Labor Day:**

Monday through Thursday: 9 a.m. to 10 p.m.

Friday and Saturday: 9 a.m. to 10 p.m.

Sunday: 10 a.m. to 10 p.m.

Rose Garden: Noon to 10 p.m.

Holidays (that fall Monday through Friday): 9 a.m. to 10 p.m.

**From the Day after Labor Day to April 30:**

Monday through Thursday: 9 a.m. to 8 p.m.

Friday and Saturday: 9 a.m. to 10 p.m.

Sunday: 10 a.m. to 10 p.m.

Rose Garden: Noon to 10 p.m.

Holidays (that fall Monday through Friday): 9 a.m. to 10 p.m.

Note: Holidays falling on weekends follow weekend hours as appropriate.

**Stage or Raised Platform:**

NCPRD requires a description and prior approval for all stage anchors. To avoid possible turf damage, the district requires stages or platforms are elevated 4" off the ground to allow for air circulation.

**Tents & Pop-up Canopies:**

To avoid possible damage to electrical, irrigation and water lines, NCPRD requires that approved canopy equipment be secured with water or sand weights rather than stakes. No objects are allowed to be driven into the ground.

**Vehicle Access:**

Vehicles are prohibited from driving or parking on turf areas due to the risk of causing both short- and long-term damage, including turf compaction and harm to trees. Permit holder must ensure that all vehicles remain off the turf at all times.

**Scientific Collection:**

Scientific collection, biological research or harvesting of biological materials is only permitted with a detailed Special Use Permit. Collected data is required to be shared with NCPRD's Natural Resource staff by emailing all data collected to [maintenance@ncprd.org](mailto:maintenance@ncprd.org).

**Environmental Concerns:**

Health code requires all grey water, other wastewater, and all cooking grease to be contained and/or properly disposed of in waste and grease disposal barrels. The permit holder is responsible for the proper disposal of all liquid waste from an event, including



those of their vendors. Wastewater may not be poured on the ground or in any waterway. Clean water in small amounts may spread across landscaping and turf areas. Please deposit ice in tree wells, not on turf.

### **Placement of Item(s) in an NCPRD Site:**

The permit applicant must provide comprehensive details regarding any item proposed to be placed at an NCPRD site. This includes:

- Identifying the specific NCPRD site where the item will be located.
- Describing the proposed placement location within the site.
- Providing detailed information about the item's material, dimensions, color, and other relevant characteristics.
- Including a photograph or image of the item.
- Indicating whether the item is intended for permanent or temporary placement.

For items proposed to be temporarily placed, the applicant must supply a removal date and contact information for the individual responsible for removal. This designated individual is required to notify NCPRD once the item has been removed, and removal must occur before the end of the permit period.

Failure to remove the item by the permit expiration date will result in NCPRD removing the item and invoicing the applicant for any associated removal costs.

Please note that a separate Memorials and Tributes Application may be required.

## **VII. Permit Requirements**

### **Insurance Guidelines:**

All activities and uses authorized by a Special Use Permit are required to have commercial general liability (hereafter liability) insurance coverage extending over the term of the permit. NCPRD reserves the right, on a case-by-case basis, to assess the potential liability and risk and determine whether liability insurance coverage will be required for any use or activity or event that is authorized under a permit.

The liability insurance must be evidenced by a certificate or policy of insurance. The certificate or policy of insurance must be presented to NCPRD prior to the activity or event date. Organizations that are self-insured must provide a certification of insurance to NCPRD stating the organization's self-insured status and its insurance limit terms.

Commercial General Liability insurance must meet the following requirements:

- Coverage for all the permit holder's activities, including volunteers, arising out of the use or activity. The General Liability coverage includes bodily injury, property damage and personal injury with automatic coverage for premises, operations and product liability.
- Coverage shall be a minimum of \$1,000,000 for each occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$2,000,000.



- The certificate or policy will name NCPRD as an additional insured. Permit holders will provide NCPRD with thirty (30) days advance notice of any material change or cancellation. The following wording is required: “North Clackamas Parks and Recreation District and its officers, agents and employees shall be named as an additional insured.”
- Policy effective dates cover permit dates.
- All insurance changes and requirements are the responsibility of permit holder and are to be initiated by permit holder’s insurance agent.

### **Indemnification:**

The permit holder must agree to defend, indemnify and hold harmless NCPRD and its officials, employees and/or agents from and against any and all claims for liability, property damage, personal injury or death, and any cost or expense which are related in any way to the activities authorized by or conducted pursuant to the permit including but not limited to the acts of employees, agencies and invitees of the permit holder entering the site with the express or implied permission of the permit holder.

The permit holder must agree to protect the site or structure against any damage, agreeing to repair, restore and/or replace it at own cost to complete satisfaction of NCPRD. If this is not done within the number of days specified in the permit, NCPRD is authorized to complete the restoration work and deduct the costs from the security deposit or bill the permit holder for restoration costs. The permit holder agrees to comply with the NCPRD Park Rules, excepting specific allowances approved of within the permit.

### **Additional Laws and Permits:**

All activities and events are required to comply with applicable state and local codes, rules and ordinances. Any additional permits required by other agencies are the responsibility of the permit holder.