



# Clackamas County Parks Special Use Permit Application

## Introduction

A Special Use Permit Application form is required for any organized activity or event taking place within the Clackamas County Parks system. Clackamas County Parks will issue your Parks Special Use permit and collect the required fees. While we do not have a Special Use Permit application processing fee, there are property use and other fees associated with holding organized events in our parks and properties.

## Examples that require a Special Use Permit

- An organized group using a portion of the park not designated for group use.
- An activity that will require a structure such as a stage, large event tents, bleachers or other structures not normally found in the park.
- An activity that restricts public access to an area of a park such as a running event that takes over a parking lot and park trail or a festival that uses the entire day use area in a park.
- A multi-day cycling event camping in a park day use area.
- A commercial film shoot that requires the public be excluded from a portion of the park or that requires equipment be set up in the park (see County Film and Media Application).
- An activity that requires park staff be available to the group, such as dedicated interpretive staff or additional staff to provide services (i.e. maintenance, garbage, utilities, etc.) to facilitate the activity.
- Activities that could pose a safety concern such as black powder events or firework displays.
- Activities that have some form of vending associated with them, such as a concession stand or sales of products to participants.
- Short term non-exclusive commercial vending such as a weekend coffee cart or horse rental when the financial transactions are conducted in the park.

## Examples that do not require a Special Use Permit.

- Family gatherings or other small events not restricting other park users.
- A wedding or similar event being held in a park with no set up or seating and the public is not being excluded from the area.
- Commercial photography using a hand held camera and no props as long as the activity does not exclude the public from the area.
- A school field trip using the park in a traditional manner: hiking on the trails, wildlife viewing or traditional recreation, and the group does not require park staff involvement such as an interpretive ranger. However park reservations are required.

Please note that these lists do not cover all activities that do or do not require a Special Use Permit. It is meant to assist in determining if your activity would need a permit, and if there is any uncertainty regarding the need for a permit please contact the Parks Administration Office.

## Special Use Fee Schedule

	Up to 100 people	101-250 people	Over 250 people
Partial Use of Facility	\$250/day	\$500/day	n/a
Full Use of Facility	\$500/day	\$750/day	\$1000/day
Allowable number of people may vary by park/park capacity			

## Facility/Cost Recovery Fees

Park Staff	\$50/hour per person
Water/Electricity	\$35/day
RV Waste Disposal	\$15 per dump
Site Clean-Up	TBD
Traffic Control	TBD
Police/Fire	TBD
Other Costs:	TBD
Deposits may be required based on the proposed use(s) of the park	

Clackamas County Parks does not charge a permit processing fee.

## FAQs

- How is a Special Use Permit application different than a Reserved Area fee?  
A number of our County Parks have designated picnic or camping facilities that can be reserved for group, family or other activities. These sites can be reserved online or through County Parks reservation systems and have established fees. Any other activity that restricts the use of undesigned reserve areas requires a Special Use Permit application.
- Who Do I Contact to Get a Permit or answer questions about a Permit?  
Special use permit applications and information about park activities are handled by Clackamas County Parks Administration staff. Please call 503.742.4414 or stop by the Parks Office in Development Services Building, 150 Beavercreek Rd, Suite 419, Oregon City, OR 97045.
- What criteria will be used to evaluate my application?  
Once a completed application is received it will be evaluated against the following criteria:
  - Consistency with local, state, and federal laws – all activities must comply with the law and rules governing the park land where the activity will occur.
  - Compliance with park rules governing special use permits – the activity must comply with County Ordinance found in Chapter 6 on non-traditional park use.
  - Disruption of traditional park use – activities should not totally exclude the public from the park, although exclusive use of some areas of the park can be allowed, and the impact of the activity on areas surrounding the park and neighbors is also considered.
  - Impact on public health, safety or welfare – activities should not put the public or the participants at undue risk, although measures taken by the organizer to mitigate such risk will be considered in the evaluation.

- Impact on natural and cultural resource values – activities should not adversely impact natural or cultural resources within the park and must comply with any resource management plans, policies, or procedures adopted for the park.
- Applicant’s ability to finance, plan and manage the activity – an evaluation will be made regarding the applicant’s ability to fulfill any sanitation, safety, medical care, fire control, security, crowd, noise, and traffic control requirements, as well as any measures required to protection of park resources which are set forth by the park in the conditions of the permit.
- Previous experience in conducting similar activities – the evaluation will take into consideration any previous experience the applicant has in conducting similar activities in the past.
- Measures proposed to mitigate negative impacts – if the activity will have negative impacts consideration will be given to measures proposed to lessen or eliminate those impacts.
- Ability to fully meet the terms and conditions of the permit – the evaluation will consider evidence presented by the applicant regarding their ability to fully meet any requirements placed on them by the terms and conditions of the permit, including past performance conducting other activities in County Parks.
- Positive impact on the local community, environment, or park – any positive impacts of the activity on the local community through support of tourism and their economy, the environment through restoration and preservation efforts, or park land and facilities through enhancement efforts will be considered when evaluating the permit application.

4. How are applications prioritized?

Applications are considered in the order they are received, however ongoing events that have been conducted on an annual basis at a given date are given priority over new events. It is recommended that applicants make contact with the park staff as early in the process as possible to ensure the date of their activity is available and that the activity will be possible in the proposed area of the park.

5. Am I required to have insurance for my special use activity?

Yes, liability insurance is required for all special use permits. The basic insurance requirement is coverage with limits of not less than \$1,000,000 per occurrence, and for activities or uses that are assessed as having high risk exposure insurance with limits of up to \$4,000,000 aggregate may be required. Examples of high risk activities include but are not limited to: public fireworks displays; Civil War reenactments or other black powder events; and construction projects involving heavy equipment.

Note: Insurance coverage for activities and events requiring a special use permit must name Clackamas County as additional insured. The Certificate of Insurance must be received by the Parks Department prior to the activity or event.

# Clackamas County Parks & Forest Application to Hold a Special Event/Activity

Applicant should complete this section and attach any additional information as appropriate

## Contact Information

Applicant Name

Organization

Mailing Address

City, State, Zip

Email Address

Cell

Phone

---

## Proposed Activity Information

Proposed Activity

Park/Location

Specific area of use

Detailed  
Description of  
Activities  
(attach additional  
sheets if  
necessary)

Start Date

Start Time

End Date

End Time

On Site Contact

Cell

# Application to Hold a Special Event/Activity

- 1) Site plan indicating the location of activities, construction of facilities, structures, embellishments and utilities, including staging area(s).
- 2) Description of parking and security arrangements.
- 3) Description of plans for use of amplified sound, alcohol, entry fees and sale of goods and services.
- 4) Plan for timely clean up and restoration of area use.
- 5) Fee calculation worksheet showing number of participants by day for multi-day events and activities.

## Additional Requirements (please attach)

---

### Special Use Fee Schedule (Please work with staff to determine total fees)

Use Fee	X #days	Total
---------	---------	-------

#### Facility/Cost Recovery Fees

Park Staff:	\$50/hour per person	X #hours	Total
Water/Electricity:	\$35/day	X #days	Total
RV Waste Disposal:	\$15/dump	X #dumps	Total
Clean-Up:	Actual Cost		Total
Traffic Control:	Actual Cost		Total
Police/Fire:	Actual Cost		Total
Discounts/Waivers (requires park staff approval)			Total

#### Total Special Use Permit Fees

**Total**

*\*Applicant shall be at least 18 years of age, or 21 years if alcohol is served. Applicant assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damage and for any damage to park property, including natural and cultural resources.*

*\*Applicant shall indemnify and hold harmless Clackamas County, its Park Advisory Board and members thereof, the Parks Division and its employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.*

Applicant Signature

Date

Manager Approval

Date