



**NORTH CLACKAMAS**  
PARKS & RECREATION DISTRICT

# Permits Information Guide

**Information on Applying for Special Use Permits**

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## I. Purpose

North Clackamas Parks and Recreation District owns 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

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

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

Have a question about whether your desired activity or event requires a permit? We're here to help! Contact District staff at 503-742-4348 for more information.

### A. Conditions Requiring Permit

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 or running event (5K, 10K, 'Fun Run')
- 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](#).

### B. Conditions NOT Requiring Permit

- Any NCPRD-led or sponsored activity or event
- Facility rentals in accordance with the Park Rules
- Picnic shelters at any NCPRD park except North Clackamas Park  
*Picnic shelters are available on a first come, first served basis*  
Reserve the picnic shelter at North Clackamas Park by visiting [NCPRD Rentals](#) or by calling 503-794-8013.



### III. Permit Application Process

To apply for a permit, you must obtain or download an application from [NCPRD](#). The completed application may be submitted via e-mail to [info@ncprd.com](mailto:info@ncprd.com) or via U.S. Mail to:

North Clackamas Parks & Recreation District  
Attn: Special Use Permits  
150 Beaver Creek Road  
Oregon City, OR 97045

#### A. When to Apply

Applications for a Special Use or Special Event 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.

#### B. Approval and Permit Issuance

NCPRD will review the Permit Application within 20 days of receipt of a completed application. The NCPRD Director or designee may approve, approve with conditions, or deny any permit.

## IV. Fees and Charges

A one-time Special Use Permit fee will be assessed for certain activities or events. This fee is set based on the following factors:

- Location type (Facility, neighborhood park, community park, etc.)
- Length of use
- Number of attendees
- Applicant's resident status (In District or out of District)
- User type (commercial, non-profit, etc.)

**All permit fees must be paid in full at least 10 business 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.

### A. 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.

### B. 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 damages caused as a result of the permitted activity will be paid by the permit holder. The necessity for and the amount of a security deposit shall be determined by the NCPRD Director or designee. Security deposits must be received at the time all permit fees are paid.

NCPRD will require a security deposits when the Special Use being permitted presents a risk of damage to property or is likely to cause additional cleanup and/or restoration expenses.

## 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.

### A. Public Street Closures

If one or more public street(s) must be closed to facilitate this event, you must contact one or more of the following agencies:

- Oregon State Department Of Transportation Maintenance And Operations Branch, 503-986-7915
- Clackamas County Transportation Engineering Division, 503-650-3452
- City of Milwaukie, 503-786-7568

➤ NCPRD staff can help identify which agencies manage which roadways.

### B. Sidewalks or Other Public Right-of-Way

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

### C. Food

If food will be 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. NCPRD will require the permittee to submit documentation of the food handler license for each vendor if applicable.

➤ Contact the County's Public Health Division by calling 503-650-3659 or [visiting their website](#).

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. Please see the [Insurance Guidelines](#) for more information.

### D. Alcohol

If alcohol will be served or sold at the event, each supplier/vendor must obtain an Oregon Liquor Control Commission (OLCC) permit or license. NCPRD will require the permittee to submit documentation of the food handler license for each vendor if applicable.

➤ Contact OLCC by calling 503-872-5000 or [visiting their website](#).

## VI. Event Details & Other Considerations

### A. Notification

If required as a condition of approval, it is the Permittee'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.

### B. Signage

If required as a condition of approval, Permittee will provide, post and maintain signs advising users of the impacts 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.

### C. 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 trails must be requested and pre-approved.** Routes for events will not be changed unless specific approval is given by NCPRD.

Routes may be marked with duct tape, H-wire signs, sandwich boards or irrigation flags. **The District prohibits the use of any material applied directly to the ground,** including—but not limited to—materials such as spray paint, chalk or flour. All route markings should be removed immediately after the event and leave no trace.

### D. Special Event Feature or Activity

The District requires a description and prior approval for any activity that may impact or potentially damage the park and/or the turf, i.e. bounce houses or other inflatable, water activities (e.g. a dunk tank) or any activity that requires a large apparatus, such as a climbing wall.

### E. Traffic Plan & Parking

Event organizers are 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.

### F. Emergency Plan

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

### G. Garbage Disposal

#### **North Clackamas Park**

North Clackamas Park is serviced by a dumpster provider. Therefore, garbage may be collected and disposed of on site. Any event or activity at North Clackamas Park will be subject to an additional Garbage Removal fee for groups with over 100 attendees.

#### **Any Site other than North Clackamas Park**

The event organizer will be held responsible for cleanup of park site and facilities during and after their scheduled event, including bagging and removing all trash associated with the event.



The event organizer will be responsible for making arrangements for roll around trash cans and or dumpsters. Dumpsters must be removed within 12 hours following the event. NCPRD expects all events to recycle aluminum, plastic and cardboard by providing recycling containers for both event attendees and vendors.

### H. Electricity

Electricity is available, although limited in parks and facilities. Event organizers must supply all electrical needs, such as spider boxes and cords.

### I. Volunteers

Permittee will adequately supply volunteers to staff positions at the event and/or along the route. Volunteers will be instructed 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 5 days prior to the event.

### J. Restroom Facilities

Permittee may be charged for the use of permanent District restroom facilities and portable restroom facilities as is needed to recoup the costs of cleaning and maintenance.

Use the following table to determine how many restrooms your activity or event will need:

Minimum Number of Restroom Facilities Based on Event Length								
# of People	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
50	1	1	1	1	2	2	2	2
100	2	2	2	2	3	3	3	3
250	3	3	3	4	4	4	5	5
500	4	4	5	5	6	6	7	7
1000	6	7	8	8	9	9	10	10

If portable restroom facilities are required, they **must be ordered and placed by NCPRD**. A processing fee may be assessed in addition to the direct cost of the portable restrooms.

### K. Security

The District may require security personnel be present for the event as a condition of approval. If required by the District, the permittee 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 permittee.

If security services will be present at the event—whether as a condition of permit approval or not—it is required that the coordinator provide the District with the name of the business, a contact person, as well as a cell phone number to reach this person(s) on the day of the event.

### L. Amplified Sound or Live Entertainment

“Amplified sound” is defined as sound from public address systems, bullhorns and other similar sound-producing devices which are electronically amplified.

Amplified sound shall not exceed 65 dB measured from the perimeter of the park, or 90 dB 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 established by ten dBA at any point in time.

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

May 1 to Labor Day		Day after Labor Day to April 30	
Mon - Thur	9 a.m. to 10 p.m.	Mon - Thur	9 a.m. to 8 p.m.
Fri - Sat	9 a.m. to 10 p.m.	Fri - Sat	9 a.m. to 10 p.m.
Sun	10 a.m. to 10 p.m.	Sun	10 a.m. to 10 p.m.
Rose Garden	Noon to 10 p.m.	Rose Garden	Noon to 10 p.m.
Holiday*	9 a.m. to 10 p.m.	Holiday*	9 a.m. to 10 p.m.

*\*Applies to holidays which fall Monday through Friday. All other holidays are subject to weekend hours, as appropriate.*

### M. Film and Media

In order to film at an NCPRD owned or managed location, you must obtain a film permit through Clackamas County's [Economic Development Division](#).

Any requests to film at an NCPRD facility or NCPRD-maintained property will be considered on a case-by-case basis. Contact [media@ncprd.com](mailto:media@ncprd.com) for more information on specific filming locations and scheduling.

### N. Stage or Raised Platform

The District 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.

### O. Tents & Pop up Canopies

To avoid possible damage to electrical, irrigation and water lines, the District 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.

### P. Vehicle Access

Vehicles can cause both short and long term damage to a park in the form of turf compaction, destruction and damage to trees. We ask that you please keep vehicles off the turf.

### Q. Scientific Collection

Scientific collection, biological research or harvesting of biological materials is only permitted with a detailed Special Use Permit. Please contact the Natural Areas division at 503-742-4357 for more information.

### R. 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. Event organizers are responsible for the proper disposal of all liquid wastes 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 be spread across landscaping and turf areas. Please deposit ice in tree wells, not on turf.

## VII. Permit Requirements

### A. Insurance Guidelines

Certain activities and uses authorized by a 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 Permittee'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 holder will provide NCPRD 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.

### B. Indemnification

The Permittee 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 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 within the permit.

### C. 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.