



Athletic Field Use & Allocation Procedures

Table of Contents

| | |
|--|----|
| 1. Purpose & Philosophy..... | 3 |
| 2. Definitions..... | 3 |
| 3. General Rules & Scheduling..... | 4 |
| a. Hours of Use..... | 4 |
| b. Field Allocation Tier-Group Priority Classifications | 4 |
| c. Allocations & Scheduling | 5 |
| d. Tournament Applications & Scheduling | 5 |
| e. Facility Use Permits..... | 6 |
| f. In-Season Priority Sports Schedule..... | 6 |
| g. Reservation and Payment Process..... | 6 |
| h. GFRC Complex and Sports Fields Cancellation and Refund Policy | 8 |
| i. Subleasing Policy..... | 8 |
| 4. Field Allocation Process and Procedures..... | 9 |
| a. Allocation Timeline | 9 |
| 5. Appendix..... | 11 |
| a. Request for Date & Quote Forms Examples..... | 11 |
| b. Liability Insurance Forms Examples..... | 12 |
| c. Alcohol Usage Policy | 13 |

Purpose & Philosophy

The City of Hillsboro Parks & Recreation Department coordinates and issues facility use permits for the use of athletic fields. The purpose of these processes is to outline allocation priorities, and ultimately establish guidelines for the permitted use of athletic fields. With the goal of efficient use of athletic fields and fair and equitable distribution amongst users, the following procedures outline the process used to allocate and schedule athletic fields, athletic leagues/organizations, individuals, groups, and corporate and non-corporate applicants.

The development of these processes establishes rules for priority scheduling, to enable the largest number of city residents to have access to the public athletic fields, and maximize use of available resources in a fair and equitable manner.

Definitions

1. Acronyms
 - a. HP&R: The City of Hillsboro Parks & Recreation Department
 - b. HSD: Hillsboro Public School District
2. Applicant: Any organization, group, or individual requesting use of the HP&R public athletic fields.
3. Field Sport: Any activity or sport that is played on a field configured for the requirements of that particular sport.
4. Events: Activity or activities such as band shows, picnics, weddings, or other such gathering of people.
5. IGA: The intergovernmental agreement between HP&R and HSD for the use of facilities and/or fields.
6. In Good Standing: A group, organization or individual applicant that has no outstanding balances with HP&R, or is fulfilling obligations under a payment plan with HP&R; and/or has no HP&R rule or policy violations within the past 12 months.
7. In-City: Any group, organization, individuals or corporation residing within the City of Hillsboro limits.
8. Not-for-Profit: Any group, organization, individuals or corporation conducting business without intent to make a profit, level non-customary fees (determined by the Sports Manager of HP&R) on players, club, or team, or charging admission fees for spectators.
9. Out-of-City: Any group, organization, individuals or corporation not residing within the City of Hillsboro limits.
10. Primary Season: HP&R official designated season for particular sports (reference pg.6, In-Season Priority Sports Schedule section).
11. Secondary Season: A season not designated as a primary season for particular sports.
12. Tournament: Multi-day event, either sanctioned by a governing body or organization that culminates in a playoff, championship or placing.

General Rules & Scheduling

Hours of Use

- Sports field rental hours: 8 am – 10 pm (hours vary dependent on site)
- Minimum of a two hour rental is required per field

Field Allocation Tier-Group Priority Classifications

With the limited number of fields available, HP&R has established a Tier Group Classification system that will determine priority usage for athletic field allocations. Priority use of athletic fields will be given to Tier 1 primary season sports and by Tier Group Classifications as detailed below. HP&R has exclusive discretion in decisions on scheduling of athletic fields and such decisions shall be final.

| 5-Step Tier Group Classifications |
|--|
| Priority use of athletic fields will be allocated as follows: |
| <u>Tier 1</u> HP&R programs and contracted events |
| <u>Tier 2</u> HSD programs and events governed by the IGA |
| <u>Tier 3</u> Tournaments; returning and current in-city organizations, community and business user groups |
| <u>Tier 4</u> Returning out-of-city and new in-city organizations and businesses |
| <u>Tier 5</u> All new out-of-city user groups |

Allocations and Scheduling

- Fields are allocated during the Quarterly Field Allocation Process. Requests for additional use of fields after the Field Allocation Process has been finalized will be on a first-come, first-serve basis.
- The designated user group's representative(s) that is listed on the HP&R field rental account will be the only individual(s) allowed to reserve field times for their group/organization.
- Field assignments are based on the Field Allocation Tier-Group Classifications & the In-Season Priority Schedule. If two or more user groups fall equally within the same tier-group priority classification, HP&R will consider the following factors in assigning the allocated field:
 - returning events/tournaments that have good history in regards to the use of facilities
 - number of field hours requested
 - number of in-city Hillsboro residents served
 - non-profit versus for-profit
- All first-come, first-serve field reservations and all field preparation requests must follow the reservation guidelines (reference page 6, Reservation and Payment process).

Tournament Requests and Scheduling

- Tournament requests must be submitted by September 1st for all tournaments to be conducted during the following calendar year.
- The applicant completing the Request for Quote Form must prioritize the tournaments, if requesting more than one tournament.
- All tournament reservations and all field preparation requests must follow the reservation guidelines (reference page 6, Reservation and Payment process).
- Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.
- Tournament requests must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.

Facility Use Permits

- Set-up and clean-up time is included upon first arrival through the departure of permitted hours of use.
- Users may not have access to field(s) prior to their permitted rental time, and the field(s) must be vacated at the time specified in the facility use permit.
- Field users are required to have a copy of the facility use permit on hand during each rental and must be prepared to present the facility use permit to staff on demand; electronic versions of facility use permit is accepted. Field users whom do not have their permit(s) may be asked to vacate the field(s).
- HP&R reserves the right to add conditions and/or modifications to the facility use permit, on a case-by-case basis.
- Submission of a Request for Quote Form does not guarantee that the rental request has been approved.

In-Season Priority Sports Schedule

Fields will be allocated by in-season tier group priority use. Fields will be allocated and permitted as sustainability allows.

| | Spring Season | Summer Season | Fall Season | Winter Season |
|-----------------|--|---------------|--------------------------------------|-------------------------|
| Priority Sports | Baseball, Softball, Lacrosse & Events | Events | Football, Soccer Cricket & Events | Turf Sports & Events |

Reservation and Payment Process

- Submit a Request for Quote Form to Hillsboro Parks & Recreation. See examples in Appendix. These can be downloaded from this web page:
[Hillsboro-Oregon.gov/Departments/Parks-Recreation/Commonly-Requested-Forms](https://hillsboro-oregon.gov/Departments/Parks-Recreation/Commonly-Requested-Forms)
 - 53rd Avenue Request for Date & Quote Form
 - Fairgrounds Request for Date & Quote Form
 - GFRC Request for Date & Quote Form
- A Hillsboro Parks & Recreation team member will contact you by phone or email to review requested dates, times and rental fees.
- A non-refundable reservation fee equal to 25% of the total rental fee is required at the time of booking. Upon receiving payment, your facility use permit will be emailed to you for you to sign and send back to us. Full payment is due 30-days prior to your event. Your reservation fee will be applied toward your total rental fee. Upon receiving your signed facility use permit and payment, a team member will notify you that your rental is confirmed.

- If you are booking your event less than 30-days prior to the event date, full payment and any additional permits and/or insurance are required at the time of booking. Upon receiving full payment, your facility use permit will be emailed to you for you to sign and send back to us. Upon receiving your signed facility use permit and payment, a team member will notify you that your rental is confirmed.
- Depending on the nature of your event, a Public Safety and Fire Safety Permit may be required. A team member will notify you at the time of your request for quote if your event will require any additional permits.
 - [Code Compliance \(Hillsboro-Oregon.gov/our-city/departments/fire/community-risk-reduction/code-compliance\)](https://www.hillsboro-oregon.gov/our-city/departments/fire/community-risk-reduction/code-compliance)
 - Click on Vendor Checklist for **Food Concessions & Vendor Fire Safety Checklist**
 - Click on Public Safety Permit for the **Public Safety Permit Application**
- Certificate of Liability Insurance Requirements. If it is determined that your event or tournament requires insurance, the following is required to appear on the insurance certificate:
 - The insured's name is the same listed on the Sports Field Rental Application
 - Minimum of \$1,000,000 of General Liability Insurance
 - Minimum of \$2,000,000 Aggregate
 - Name The City of Hillsboro c/o Hillsboro Parks & Recreation as "Additional Insured"
 - If choosing to sell items of any kind, a product liability endorsement to the user's general liability is required
 - Certificate Holder:
The City of Hillsboro, c/o Hillsboro Parks & Recreation Administration
4450 NE Century Blvd., Hillsboro, OR 97124
 - See **Certificate of Liability Insurance Requirements Example** in Appendix
- If you are serving alcohol, Certificate of Liability Insurance with Host/Retail Liquor Liability Requirements: the following is required to appear on the insurance certificate: **See Alcohol Usage Policy** in the Appendix.
 - The insured's name is the same listed on the Sports Field Rental Application
 - Minimum of \$1,000,000 of General Liability Insurance
 - Minimum of \$2,000,000 Aggregate
 - Host/Retail Liquor Liability at Specific Location
 - Name The City of Hillsboro c/o Hillsboro Parks & Recreation as "Additional Insured"
 - If choosing to sell items of any kind, a product liability endorsement to the user's general liability is required
 - Certificate Holder:
City of Hillsboro, c/o Hillsboro Parks & Recreation Administration
4450 NE Century Blvd., Hillsboro, OR 97124
 - See **Certificate of Liability Insurance with Host/Retail Liquor Liability Example** in the Appendix.

- We accept cash, check, and credit card payments. Visa, MasterCard, American Express, and Discover Card are accepted. Checks should be made out to: Hillsboro Parks & Recreation, 4400 NE Century Blvd., Hillsboro, OR 97124, or you can call our main number at 503-681-6120 to make a credit card payment.

GFRC Complex and Sports Fields Cancellation and Refund Process

- Any requested cancellations or changes made to your facility use permit are required to be submitted in writing to the team member at HP&R that is handling your rental.
- Single field reservation (GFRC softball fields, Fairgrounds, 53rd Avenue Sports Fields and Hillsboro Parks) cancellations must be made at least 14-days in advance of use to receive a refund or credit, minus the reservation fee. If your rental is canceled within 14-days of your rental date, the entire rental fee will be forfeited.
- Multiple field reservation (GFRC Complex, Ron Tonkin, Hillsboro Stadium and 53rd Avenue Sports Fields) cancellations must be made at least 30-days in advance of use to receive a refund or credit, minus the reservation fee. If your rental is canceled within 30-days of your rental date, the entire rental fee will be forfeited.
- If HP&R closes a field or facility complex for any reason, or if lights do not operate as expected or, if there is a conflict in the scheduled use of a field, a full refund or credit for the missed use will be provided.
- Due to unforeseen circumstances, HP&R reserves the right to reschedule and/or cancel partial or all field reservations. In the rare event that should occur, a pro-rated or full credit or refund of your rental fee, and any reservation fees, will be issued. If a suitable date cannot be identified, you will be refunded in full.

Subleasing

Subleasing of fields is not allowed under any circumstances.

Field Allocation Process and Procedures

Fields will be allocated and permitted as sustainability allows. The following requirements will influence the way in which field allocations will be conducted:

- Fields will be allocated by priority use (reference Field Allocation Tier-Group Classification).
- After high school schedules & fields usage is finalized, HP&R will work with user groups to permit fields.
- Teams/organizations may be required to provide schedules that indicate all allocated fields are being used.
- Failure to utilize fields by the assigned teams/organizations indicated on the use schedules may result in permit removal or reassignment; teams/organizations will be notified by staff prior to allocation reassignment or permit removal.
- HP&R reserves the right to reassign field assignments to accommodate the needs for tournaments and/or special events.
- If it is determined necessary, all organizations hosting tournaments on fields may be required to meet with HP&R staff a minimum of 30 days before the tournament date.

Allocation Timeline

The fall season of each year, HP&R conducts its annual allocation process for user groups interested in renting fields for the upcoming calendar year.

Please see request for quote deadlines below; no requests will be processed prior to the application deadlines. Separate requests are required for each sport and tournament each season.

| | Tournaments |
|---------------------------|--|
| August 1 st | <ul style="list-style-type: none"> • Request process opens • For new user groups interested in applying, information is posted on City website |
| September 1 st | <ul style="list-style-type: none"> • Request process closes • Failure to submit a request on time may result in user group being dropped down a tier-priority group |
| October 1 st | <ul style="list-style-type: none"> • Tournament allocations are completed • User groups receive approved allocation dates • After completion, all other user groups interested in allocation are dropped down a tier-priority group |
| Spring | March – May |
| September 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process opens |
| October 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process closes |
| November 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group receive approved allocation(s) dates |
| Summer | June – August |
| November 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process opens |
| December 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process closes |
| January 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group receive approved allocation(s) dates |
| Fall | September – November |
| February 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process opens |
| March 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process closes |
| April 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group receive approved allocation(s) dates |
| Winter | December – February |
| April 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process opens |
| May 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group request process closes |
| June 1 st | <ul style="list-style-type: none"> • Tier 3 – 5 Group receive approved allocation(s)dates |

Certificate of Liability Insurance Requirements Example

| CERTIFICATE OF LIABILITY INSURANCE | | DATE MM/DD/YY | |
|--|--|---|-----------------------------------|
| PRODUCER | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | |
| Name & Address of Insurance Agency | | INSURERS AFFORDING COVERAGE | |
| INSURED | | INSURER A: Name of Insurance Carrier with a "Best Rating" of an A or better | |
| Name & Address of the Insured | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| COVERAGES | | | |
| COB LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE |
| | GENERAL LIABILITY | | |
| | COMMERCIAL GENERAL LIABILITY | Policy Number | Policy Period |
| | CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> | | |
| | GENERAL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER <input type="checkbox"/> | | |
| | | | LIMITS |
| | | | Each Occurrence \$ 1,000,000 |
| | | | Per Damage \$ 100,000 |
| | | | Medical Expense \$ 5,000 |
| | | | Personal & Ad Injury \$ 1,000,000 |
| | | | General Aggregate \$ 2,000,000 |
| | | | Products Comp/Op Agg \$ 1,000,000 |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS | | | |
| The following is included as an additional insured: City of Hillsboro, Its elected and Appointed Officials, Officers, Agents, Employees, and Volunteers. Must list City as Additional Insured with Endorsement. | | | |
| CERTIFICATE HOLDER | | CANCELLATION | |
| City of Hillsboro ATTN: XXXXXXXX 150 East Main St Hillsboro, OR 97123 | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY ON ANY REASON UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. | |
| | | AUTHORIZED REPRESENTATIVE Signature Required | |

Page 1 of 1

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) Or Organization(s)

City of Hillsboro

City of Hillsboro, 150 East Main Street, Hillsboro, OR 97123

Additional Insured: The City of Hillsboro employees, and its officers, agents, agents, volunteers, employees, and its elected officials.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

Page 2 of 2

Certificate of Liability Insurance with Host/Retail Liquor Liability Example

| CERTIFICATE OF LIABILITY INSURANCE | | DATE MM/DD/YY | |
|--|--|---|---|
| PRODUCER | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | |
| Name & Address of Insurance Agency | | INSURERS AFFORDING COVERAGE | |
| INSURED | | INSURER A: Name of Insurance Carrier with a "Best Rating" of an A or better | |
| Name & Address of the Insured | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| COVERAGES | | | |
| COB LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE |
| | GENERAL LIABILITY | | |
| | COMMERCIAL GENERAL LIABILITY | Policy Number | Policy Period |
| | CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> | | |
| | GENERAL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER <input type="checkbox"/> | | |
| | | | LIMITS |
| | | | Each Occurrence \$ 1,000,000 |
| | | | Per Damage \$ 100,000 |
| | | | Medical Expense \$ 5,000 |
| | | | Personal & Ad Injury \$ 1,000,000 |
| | | | General Aggregate \$ 2,000,000 |
| | | | Products Comp/Op Agg \$ 1,000,000 |
| | | | Host / Retail Liquor Liability at Specific Location \$1,000,000 |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS | | | |
| The following is included as an additional insured: City of Hillsboro, Its elected and Appointed Officials, Officers, Agents, Employees, and Volunteers. Must list City as Additional Insured with Endorsement. | | | |
| CERTIFICATE HOLDER | | CANCELLATION | |
| City of Hillsboro ATTN: XXXXXXXX 150 East Main St Hillsboro, OR 97123 | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY ON ANY REASON UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. | |
| | | AUTHORIZED REPRESENTATIVE Signature Required | |

Page 1 of 1

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) Or Organization(s)

City of Hillsboro, 150 East Main Street, Hillsboro, OR 97123

Additional Insured: The City of Hillsboro employees, and its officers, agents, agents, volunteers, employees, and its elected officials.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

Page 2 of 2



4400 NE Century Blvd, Hillsboro, OR 97124

503-681-6120 Office, 503-681-6124 FAX | Hillsboro-Oregon.gov/ParksRec

Alcohol Usage Policy

Alcoholic beverages may be served at Glenn & Viola Walters Cultural Arts Center, River House, Hillsboro Community Senior Center, Civic Center Complex, Jackson Bottom Wetlands Preserve and Gordon Faber Recreation Complex only with proper review and approval. The following conditions apply:

City of Hillsboro Alcohol Usage Policy

- Events at Gordon Faber Recreation Complex and Civic Center Complex require separate negotiations and contracts.
- If you are **serving alcohol and you either require payment or purchase, or accept donations of money (including a tip jar)**, please contact OLCC at 503-872-5198 immediately for further information before you proceed.
- If you are serving alcohol and attendance is **50 (or more) people**, general liability insurance and a licensed OLCC server are required (OLCC license must be shown to facility supervisor/manager at the start of the rental). If attendance is **49 (or fewer) people**, then no insurance is needed and no licensed server is required.
- If you are serving alcohol and attendance is **50 (or more) people** you will be required to maintain in full force and effect for the term of this agreement, at user's expense, general liability to include bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. User shall provide certificate of insurance and additional insured policy endorsement to City prior to commencement of this agreement. Insurance should be endorsed to name the City as additional insured and include the following language on the endorsement; included as Additional Insured, City of Hillsboro, its elected and appointed officials, officers, employees and agents. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance used to satisfy these requirements.
- Alcohol service must stop **60 minutes** prior to the conclusion of the rental. Exceptions may be made for events at Civic Center Complex and Gordon Faber Recreation Complex.
- The service and consumption of alcoholic beverages is restricted to the approved rented areas of all City of Hillsboro facilities. All service and consumption must meet OLCC requirements.
- A facility supervisor or manager will be present at all functions where alcohol is served. The supervisor or manager has the authority to call police if he/she feels it is necessary. He/she has the right to check IDs of any participant and has the authority to end the event at any time.
- The Parks & Recreation Department is entitled to exercise its sole discretion in determining to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function. Any group that fails to establish responsible supervision for a proposed function will not be permitted.
- Violation of these rules or any laws or ordinances while using the facility will be grounds for cancellation of the remainder of your rental period without refund of rental fee. Forfeiture of your security deposit and any applicable cleaning fees, denial of future use of City facilities, or criminal charges may also result. Further, the City may take any other action that it deems necessary under the circumstances as a result of a violation of these rules or other laws and ordinances.

Alcohol Usage Policy (Page 2)

OLCC Information

- An OLCC Special Events License is required at all events where alcohol is available and you either require payment or purchase, or accept donations of money (including a tip jar), for;
 - Alcohol;
 - Entry or admission;
 - Any other product or service.

Please call **OLCC at 503-872-5198** to determine and/or confirm if you need an OLCC license. OLCC can take 10-30 days to process a license. The OLCC license must be visible in the area where alcoholic beverages are being served.

- In general, no OLCC Special Events License is required when:
 - Alcohol is available, but there is no payment or purchase required, and no donations of money (including a tip jar) are accepted for alcohol, for entry/admission, or for any other product or service. Private events that typically do not require an OLCC Special Events License are wedding receptions, anniversary celebrations, birthday parties, bar mitzvahs, etc. Please confirm the requirements for your event with **OLCC by calling 503-872-5198**.

