



# Community Activity Registration City of Winston

201 NW Douglas Blvd. Winston, Oregon 97496

Activity registrations must be received by the City **at least 4 (four) weeks prior** to the date of the activity. Applications submitted less than 4 weeks prior will incur a \$50 charge. If the event will sponsor multiple activities, a separate form is required for each. This form must be accompanied by a park reservation form. Applicant must follow in strict conformity to this and any attached exhibits. Subject to all terms and conditions contained in the application and permit, and applicable state and local laws, ordinances, rules and regulations regarding City of Winston parks.

\_\_\_\_\_ hereby makes application  
(Name/Organization)  
for an activity to be held at \_\_\_\_\_ Park.

Describe Activity (attach separate sheet if necessary)

Will any of the following be requested from the city? (Please explain "yes" answers)

- |                            |                     |
|----------------------------|---------------------|
| Trash Cans                 | How many?           |
| Safety Cones               | How many?           |
| Signs                      | Type?               |
| Modify Irrigation Schedule | See schedule below. |

What else is requested of the City?

Will this activity be co-sponsored or contracted out?

- **Park irrigation schedule: Varies**
- *The undersigned shall not use or permit the same to be used for any other purpose than what is listed in this agreement.*
- *Additional power source supply may be required if Lessee's needs exceed what is available.*
- *Attendance over 500 will require 2 portable toilets.*
- **Staff Time Reimbursement (STR)**
- Staff time reimbursement for all departments is equal to the current wage + benefits for the staff member performing the task.

~~~ **OVER PLEASE** ~~~

I, the undersigned, have read the above conditions concerning the use of the before mentioned park area and by signing below I agree to abide by the conditions set forth herein and be the responsible point of contact for the above-mentioned event.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*Lessee Signature*

**\*\*\*STAFF USE ONLY\*\*\***

Special provisions \_\_\_\_\_

Acknowledgements:

Public Works \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_

Police \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_

Administration \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_

| Description | Quantity | Hours | Rate | Amount | Extension |
|-------------|----------|-------|------|--------|-----------|
|             |          |       |      |        |           |
|             |          |       |      |        |           |
|             |          |       |      |        |           |
|             |          |       |      |        |           |
|             |          |       |      |        |           |
|             |          |       |      |        |           |

**Total Amount Due \$ \_\_\_\_\_**