CITY OF SPRINGFIELD

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689

CITY HALL FACILITY USE APPLICATION

Use the checklist found on page 2 to assist in the completion of your application.

Fees apply if event is outside normal city hall hours and/or if using the City Hall Lobby

EVENT INFORMATION	
Name of Event:	
Event Location: ☐ CITY HALL LOBBY ☐ CITY HALL PLAZA ☐ MUSEUM PARKING LOT ☐ LIBRARY PARKING LOT	
Date(s) of Event:	Expected Attendance:
Hour(s) of Event:	Set-up & Clean-up Time:
Is this a Non-Profit Event? ☐ YES ☐ NO	Will there be Liquor at this event? ☐ YES ☐ NO
Event Description:	

EVENT CONTACT INFORMATION		
Organization Name:		
Contact Name:		
Phone Number(s):	Email Address:	
Business Address:		
City:	State:	Zip:
Mailing Address:		
City:	State:	Zip:

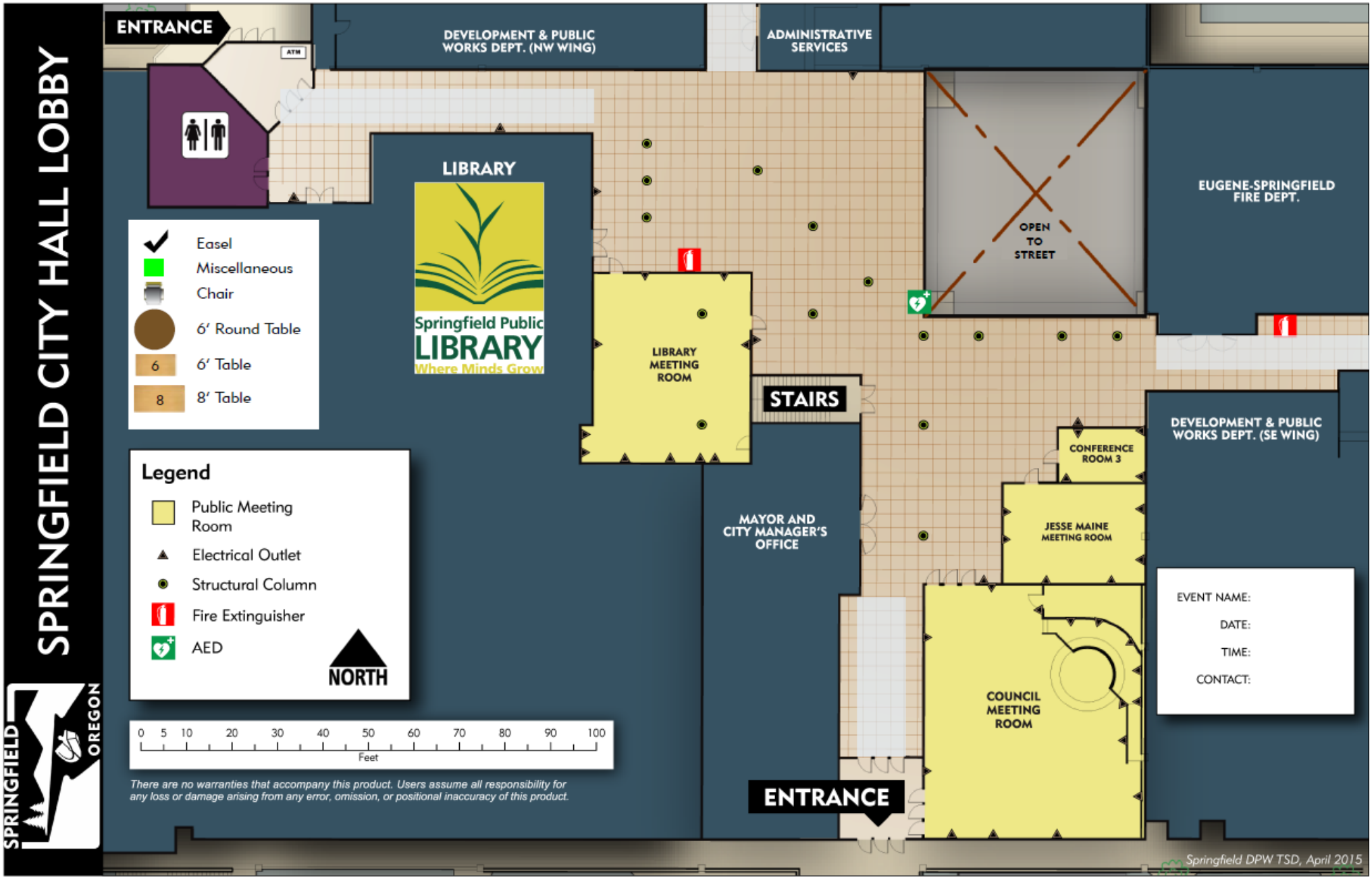
SIGNATURE AND HOLD HARMLESS

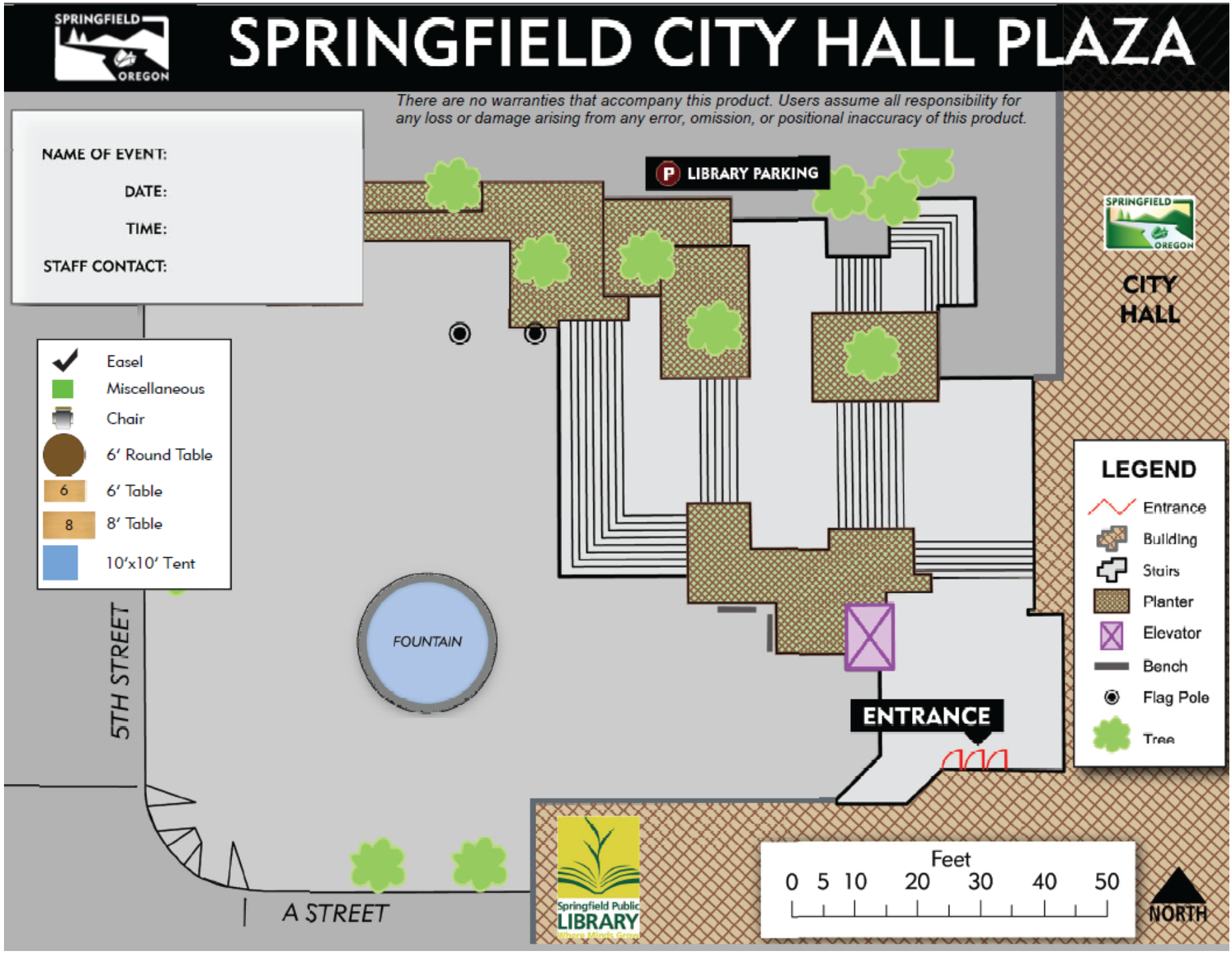
Applicant shall defend, indemnify and hold harmless, the City of Springfield, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant's activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Springfield.

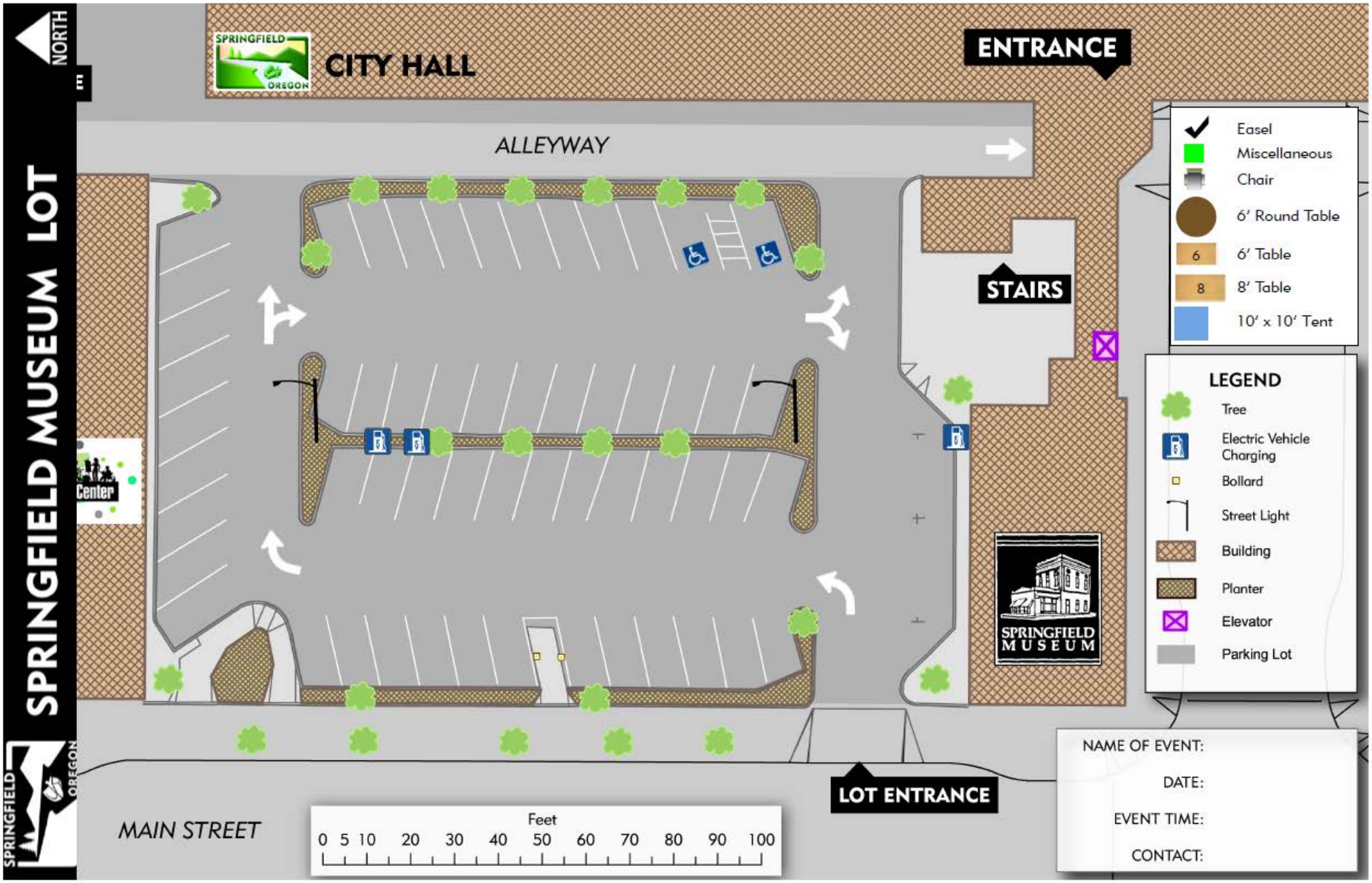
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:

City Hall Facility Use Checklist

Completed	Not Applicable	Checklist Item
☐		Confirm Space Availability • Contact Robin Holman at 541-726-3662 or rholman@springfield-or.gov
☐		Layout/Sketch attached – Use pages 3-6 for appropriate map.
☐	☐	Contract Reviewed by Finance (if applicable – caterer, performer, etc.) • Contact Jayne McMahan at 541-726-3708 or jmcmahan@springfield-or.gov
☐	☐	Insurance Certificate of Liability • Contact Jayne McMahan at 541-726-3708 or jmcmahan@springfield-or.gov Event applicant shall maintain in force for the duration of the event a Commercial General Liability insurance policy written on an occurrence basis with limits not less than $2,000,000 per occurrence and $3,000,000 in the aggregate for bodily injury or property damage. Certificate Holder: City of Springfield, 225 5th Street, Springfield, OR 97477 The following language must be included in the "Description of Operations/Location": *"The City of Springfield, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date of Event] at 225 Fifth Street, Springfield, OR 97477".*
☐	☐	Fire Permits • Contact the Fire Marshal's Office at 541-682-5411 or www.eugene-or.gov/364/Permit-Requirements
☐	☐	Liquor License • Contact Robin Holman at 541-726-3662 or rholman@springfield-or.gov
☐	☐	Assistance with Set-up Approved • Contact Jim Polston at 541-726-3652 or jpolston@springfield-or.gov o Equipment, table and/or tent set-up by City staff approved o Electrical needs identified for set-up by City staff and approved (cord covers will be required if crossing sidewalks) o After Hours Approval (Required if event is outside normal city hall hours, see below) ▪ Mondays and Tuesdays: 8:00 am – 8:00 pm ▪ Wednesdays and Thursdays: 8:00 am – 6:00 pm ▪ Fridays: 8:00 am – 5:00 pm ▪ Saturdays: 10:00 am – 5:00 pm
☐	☐	Traffic Plan • Required if any street, sidewalk, alley, or right-of-way needs to be blocked or traffic re-routed. • Contact Robin Holman at 541-726-3662 or rholman@springfield-or.gov
☐	☐	Parking Approval • Contact Republic Parking at 541-736-7121 or springfieldadmin@rpnw.com o Required if event will be in the Free or Permit Only parking areas. Applicant must notify Republic Parking at least 3 months in advance. Request may go before the Parking Advisory Committee for consideration. If approved, adequate notice will be provided to permit holders.
☐	☐	Lobby Use Fee • $35/hour during normal city hall hours. • $50/hour after normal city hall hours. (A security fee of $50/hour shall be charged for time that extends beyond normal business hours; prior approval for extension is required.) Applicant will be charged security fee after the event in order to capture actual hours.


SPRINGFIELD CITY HALL LOBBY
SPRINGFIELD
OREGON
ENTRANCE
ATM
DEVELOPMENT & PUBLIC WORKS DEPT. (NW WING)
ADMINISTRATIVE SERVICES
LIBRARY
Springfield Public LIBRARY
Where Minds Grow
OPEN TO STREET
EUGENE-SPRINGFIELD FIRE DEPT.
LIBRARY MEETING ROOM
STAIRS
DEVELOPMENT & PUBLIC WORKS DEPT. (SE WING)
CONFERENCE ROOM 3
JESSE MAINE MEETING ROOM
MAYOR AND CITY MANAGER'S OFFICE
COUNCIL MEETING ROOM
ENTRANCE
Easel
Miscellaneous
Chair
6' Round Table
6
6' Table
8
8' Table
Legend
Public Meeting Room
Electrical Outlet
Structural Column
Fire Extinguisher
AED
NORTH
0 5 10 20 30 40 50 60 70 80 90 100
Feet
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.
EVENT NAME:
DATE:
TIME:
CONTACT:
Springfield DPW TSD, April 2015


SPRINGFIELD OREGON
SPRINGFIELD CITY HALL PLAZA
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.
NAME OF EVENT:
DATE:
TIME:
STAFF CONTACT:
LIBRARY PARKING
CITY HALL
Easel
Miscellaneous
Chair
6' Round Table
6' Table
8' Table
10'x10' Tent
LEGEND
Entrance
Building
Stairs
Planter
Elevator
Bench
Flag Pole
Tree
FOUNTAIN
5TH STREET
A STREET
ENTRANCE
Springfield Public LIBRARY
Feet
0 5 10 20 30 40 50
NORTH


SPRINGFIELD MUSEUM LOT
NORTH
SPRINGFIELD OREGON
CITY HALL
ENTRANCE
ALLEYWAY
STAIRS
Center
SPRINGFIELD MUSEUM
LOT ENTRANCE
MAIN STREET
Feet
0 5 10 20 30 40 50 60 70 80 90 100
Easel
Miscellaneous
Chair
6' Round Table
6' Table
8' Table
10' x 10' Tent
LEGEND
Tree
Electric Vehicle Charging
Bollard
Street Light
Building
Planter
Elevator
Parking Lot
NAME OF EVENT:
DATE:
EVENT TIME:
CONTACT:

SPRINGFIELD LIBRARY LOT
NORTH
NAME OF EVENT:
DATE:
EVENT TIME:
CONTACT PERSON:
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.
B STREET
LOT ENTRANCE & EXIT
LEGEND
Tree
Street Light
Building
Planter
Parking Lot
5TH STREET
LOT ENTRANCE & EXIT
LOT EXIT
SPRINGFIELD
OREGON
CITY HALL