

# Event Application

**For use of a Department-owned or managed building, grounds or parking area  
(Event Sponsored by a Private, Non-profit, or Public Entity)**

*Approval is contingent upon receipt of this completed and signed application.*

DAS NUMBER: \_\_\_\_\_  
DAS USE ONLY

User name and Organization name	Event / Function Name	
User mailing address	Expected Number of Participants	
City, State and Zip code	Contact Person Name	
Email address	Phone Number	Contact Cell Phone

Government activities receive first priority for space use. Government activities are defined as by and for the conduct of government business. Once your application is approved, please be aware that the information you provide here may be disclosed if requested under Oregon State's Public Records law. Please do not advertise your activity until you are issued a permit. User's custody begins the moment the User takes possession and ends when the State regains possession.

Premises Requested:				
Event Date /Time	Start Date	Time	End Date	Time
	Begin		End	

Event needs; support services from us:	Yes	No	Comments
Bus parking needs or alternative parking to accommodate the participants?	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be sold? <i>Proper permits and health certificates from the City of Salem and Marion County Health Dept. are the responsibility of the user.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable restrooms. What arrangements have been made for restrooms and drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity needs. Indicate what type. <i>(Circuits are limited to handle 20 amps each)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Sound system and stage? <i>A noise variance may be obtained from the City of Salem at 503-58-6256.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Table and chair set up?.	<input type="checkbox"/>	<input type="checkbox"/>	
Security provisions? Indicate who, how many and other information.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you desire the Capitol Mall Plaza "Wall of Water" fountain on? <i>(Note, during windy conditions or mechanical problems, fountains may need to be off).</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Will you have a first aid and information booth?	<input type="checkbox"/>	<input type="checkbox"/>	
Is General Liability Insurance Certificate attached?	<input type="checkbox"/>	<input type="checkbox"/>	

**Description of Event:**

## CONDITIONS

This agreement is governed by the rules and policies of the Department of Administrative Services (DAS); OAR 125-080-0000 to 125-080-0010 and policies 011-320 & 107-011-322. Use of a Department-owned or managed building, grounds or parking area requires the approval of DAS at least seven days prior to the start of an event. Events are scheduled on a first come-first served basis. Event must not interfere with the business of State government and must not involve the serving or bringing alcoholic beverages, illegal substances or weapons onto state premises. You must use the DAS Event Application to request use of buildings, grounds and parking areas.

### **1. Scheduling Activities**

- a. Requests are scheduled on a first come-first served basis.
- b. You must use the DAS Event Application to request use of a Department-owned or managed building, grounds or parking area.
- c. Application must be approved at least seven days prior to the start of an event.
- d. User must have approvals from any other state agencies impacted by this event.

### **2. Authorized Representative and Point of Contact**

- a. You must designate a representative who is authorized to obligate you and who will be responsible for all coordination of your activity.
- b. You must also designate a point of contact that must be present and keep the permit with them during your activity.

### **3. Denial of Activity**

DAS may deny any application if the requested activity does not comply with any applicable laws, regulations, or policies.

### **4. Appeals**

You may appeal the denial of your request in writing to the Director of DAS within five (5) business days of the denial.

### **5. Costs**

- a. You are responsible for paying for any services provided by Enterprise Asset Management that you will need (such as for equipment set-up or custodial services).
- b. In order to effectively manage our services, you must submit your requests for our services at least seven (7) business days prior to your activity and reimburse costs before start of event.
- c. Charges are based on your activity type(s) and any services or amenities that we provide to you. A non-refundable \$75 deposit is required when you schedule services. This deposit will apply toward service charges. All fees must be paid before we will issue you a permit. All other charges must be paid at least two working days before the start of your event.
- d. Government agencies will be invoiced if user is a government entity.

### **6. Use of Capitol building or steps**

Obtain a permit from Capitol User Services at (503) 986-1384 if the event involves the Capitol Building or its steps and send a copy to this office.

### **7. Set up**

- a. User must provide set-up and take-down of tables, chairs and/or event equipment. Do not place chairs, tables, tents, podiums, etc. on the lawns unless approved in advance.
- b. You must coordinate with DAS to set up and remove all items in a timely fashion, and without unreasonably disrupting business or hindering public access to the Capitol Mall buildings and grounds.
- c. DAS reserves the right to specify, restrict, or inspect:
  1. Location and routes for deliveries and loading / unloading of materials
  2. Any materials, adhesives, or objects that may result in damage to any facilities, including its fixtures and artwork.
  3. Any electrical equipment or rigging.
- d. You may not block fire exits or unreasonably obstruct the efficient flow of pedestrian traffic at any time. Loading and unloading is allowed from the transit lanes on the Capitol Mall Plaza for a brief period of time. If requested, partial blockage of lanes may be approved on special occasions provided there is emergency vehicle access.

### **8. Electricity**

Secure electrical cords safely to the ground to prevent accidents. (Electricity is available at the gazebo and at the base of most light poles on the Capitol Mall Plaza.)

### **9. Publicity**

- a. You may not imply DAS sponsorship of the activity in any publicity you issue.
- b. Banners, signs, or other items should be free standing, placed on easels, or attached to tables.

## 10. Parking

You are responsible for parking costs.

- a. You must observe all parking restriction and regulations in the Capitol Mall area.
- b. You must obtain advance approval from DAS for any overnight parking, or for parking for large vehicles or trailers.
- c. Parking fees for use of state-owned parking lots must be paid to DAS in the amount of:  
\$25.00 per event or \$50 per month for consecutive weekend use for Red, Green or Orange lots.  
\$50.00 per event or \$100.000 per month for consecutive weekend use of the Yellow lot and the Capitol Mall Underground Parking Structure.  
These funds may be paid in the form of cash, check or credit card.

## 11. Compliance with laws

- a. You must comply with all applicable laws, regulations, codes, policies and other similar requirements including .
- b. You must meet all requirements of the applicable health and safety authorities in any food preparation, storage, heating, or cooking. Those authorities may include City and State Fire Marshals, County and State Health Departments and others. User is responsible for obtaining all permits to comply with all laws in connection with this event.
- c. For use of UL approved barbecues, tenants must request approval from their Agency Director or Building Manager. If approved, please contact the help desk at (503) 378-3664, to discuss equipment placement.

## 12. Cancellation

- a. You must give DAS advance notice as soon as possible in writing or by email if you cancel your event. If you cancel less than three working days in advance of the scheduled date, you are responsible for any costs incurred by DAS.
- b. Either party may terminate a permit prior to the end of the event period upon written notice. Notice does not start until receipt of notice.
- c. DAS may cancel a permit at any time if your activity does not comply with any applicable laws and rules or the terms of the permit. If your permit is cancelled and you persist in your activity, appropriate law enforcement action may be taken.

## 13. Photography, Portraits and Video / Filming

You must obtain advance approval from DAS for any private or commercial photography, videotaping or filming. This does not apply to activities by print, online, or television news media or to the conduct of governmental business.

## 14. Risk of loss / Insurance coverage

- a. User indemnifies, defends and holds harmless the State, DAS, its officers, agents and employees from all claims, suits, or actions of any nature arising out of the use of the property by the User, its officers, subcontractors, agents, employees or invitees
- b. You are responsible for any personal injury, vandalism, property damage or loss sustained during, or as a result of your event.
- c. General Liability insurance covering bodily injury and property damage must be provided at user expense. The insurance must include contractual liability coverage for indemnity provided. Combined single limit per occurrence must not be less than \$1,000,000 or the equivalent. User must provide a Certificate of Insurance to the State with this Event Application showing that coverage is in effect for the duration of the event, prior to approval. In special circumstances, this insurance requirement may be waived.  Required  Requirement Waived

## 15. Access

- a. DAS or its representatives, law enforcement and life/safety personnel must have free access to premises at any and all times. Should they determine any safety or security concerns, the representative will intercede, if necessary, calling on emergency or law enforcement resources.
- b. Event activities must not block sidewalks, transit lane, building entrances, fire lane or exits
- c. Obtain a permit from the City of Salem if the event involves city streets (temporary closure, blocking parking spaces, etc.) and send a copy to this office.
- d. Vehicles are not permitted in the parks. Loading and unloading is allowed from the transit lanes on the Capitol Mall Plaza for a brief period of time. If requested, partial blockage of lanes may be approved on special occasions provided there is emergency vehicle access.

## 16. Tents, awnings and canopies

- a. All tents erected on the premises as a part of any event or activity must provide evidence of a fire safety permit review or fire safety permit issued by the Fire Marshal. An inspection of the tent by the Fire Marshal may be required. A site inspection and walk through with a DAS representative is required.

b. Awnings or tents must be ballasted with no stakes.

**17. Camping**

No overnight camping, or overnight use of the Capitol Mall grounds or parks is allowed. Camping means arranging any type of structure, shelter or bedding, or parking a vehicle, for purposes of habitation.

**18. Noise**

Event must not interfere with the business of State government. If you are using an amplified sound system, it is your responsibility to keep the noise level appropriate including understanding that background noises may be prevalent in a public area. You may not exceed audible sound levels of 85 decibels for interior activities. Outdoor activities must not exceed noise limits established by local ordinances

**19. Clean up and trash removal**

- a. We ask that you restore the premises to its original condition and appearance after your event.
- b. You are responsible for providing sufficient garbage / trash containers and collecting and disposing of trash from your permitted location and the general clean-up of the surrounding area within two hours after the end of your event, or as otherwise required by your permit.
- c. Please collect recyclable materials, such as cardboard, paper, glass bottles, aluminum cans and plastics, separately for reuse/recycling.
- d. User is responsible for the cost of dumpsters and trash receptacles. If the premises is not cleaned up appropriately after your event, we may charge you for any costs we incur to restore the premises to its original condition and appearance.
- e. The throwing of confetti types, rice, or birdseed is prohibited.

**Statement of responsibility for users of public space of the State of Oregon.**

The event sponsoring entity will be responsible for abiding by terms of use in the Event Permit and will also be responsible for reimbursement of labor and materials costs incurred by the Department of Administrative Services which directly relates to the event. User is an independent entity and is not an officer, employee or agent of the State as those terms are used in ORS 30.265. By submitting this application, you certify and warrant that you are agreeing to the terms and conditions of this Agreement.

**Any costs to the State, which result from this function, will be billed to User.**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
User Authorized Signer

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Reservation Coordinator

**Email completed and signed form to: [Facilities.Helpdesk@oregon.gov](mailto:Facilities.Helpdesk@oregon.gov)**  
Or mail to: DAS Event Agreements, 1240 Ferry Street SE, Salem, OR 97301-4290

**In the event of emergency, call Capitol Mall Patrol Office at  
(503) 375-3555.**