



CITY OF West Linn

Fundraising on City Property Permit Application

This application must be submitted a minimum of 30 days in advance of the fundraising activity. All items must be completed. Please see page 2 for compliance with City Council Policy.

Date Submitted _____

1. Organization/Sponsoring Group Name and Address

2. Contact Person _____ Email _____

3. Phone (Home) _____ (Cell) _____

4. City Facility _____

Specific Location _____

5. Nature and description of activity _____

6. Date (s) _____ Hours of operation _____

7. Estimated number of Attendees _____

8. Purpose of Fundraising Activity _____

I (WE) hereby covenant and agree that if any claim, action or proceeding shall hereafter be brought seeking to hold the City of West Linn liable on account of any debt, liability, or obligation, I (WE) will defend the City of West Linn at my (our) sole expense against any claim or demand, or threats thereof, whether or not well founded, and hold the City harmless there from, together with reasonable attorney's fees and costs in connection with any defense there against. Furthermore, I (WE) shall indemnify and hold the City harmless from any such debt, liability or obligation.

Signature

Name Printed

Date

City Representative

Date approved/Denied

**CITY OF WEST LINN
CITY COUNCIL POLICY**

**NO. 82-1 REVISED AUGUST 14, 1985
AND REVISED JULY 22, 1992**

POLICY FOR FUND-RAISING ACTIVITIES IN CITY FACILITIES

City facilities shall include all property owned by the City of West Linn, including both buildings and parks.

Fund-raising activities shall be beneficial to West Linn community organizations and the community in general.

All fund-raising activities shall be sponsored by non-profit West Linn groups or organizations unless a franchise agreement is issued by the City.

City facilities shall not be used for commercial enterprises or for personal gain, unless either (1) there will be some direct benefit to the nonprofit organization sponsoring the fund raising activity, or (2) the commercial enterprise is subject to an agreement with the City which is similar to other City franchises and notes that dates reserved by youth athletic organizations and local service groups for fund raisers will be excluded.

Use of City facilities for fund-raising activities shall be approved, in advance, by the City Administrator.

The sponsoring organization must submit a proposal in writing for use of the facility to the Parks and Recreation Department who will coordinate fund-raising activities. In addition, the request shall also be submitted by the sponsoring organization to the Fire Department and the Police Department. The Fire and Police Departments must approve the proposal for compliance and applicable codes and ordinances regarding public assemblies. The Parks and Recreation Department shall then have the proposal submitted to the City Administrator's for approval. All City staff recommendations shall also be forwarded to the City Administrator.

If the sponsoring organization is dissatisfied with the decision made by the City Administrator, they have the right to appeal the decision to the City Council.