

# CITY HALL FACILITY USE APPLICATION

In order to ensure the success of your event in our facility, we have provided general guidelines based on the City Hall Building Policy, Admin Regulation 2. The checklist is for events that do not fall under the category of Special Events, yet require coordination and specific conditions. Applications will be processed no later than 30 days after submission.

<b>Please Complete Entirely</b> (if you have any questions please see contact information below)		
<b>Organization Name:</b>	<b>Name of Event:</b>	
<b>Event Description:</b>		
<b>Date of Event:</b>	<b>Time of Event:</b>	<b>Liquor Served</b> Yes      No
<b>Location of Event:</b>	<b>Approximate number of people attending:</b>	
<b>Business Address:</b>	<b>Phone:</b>	
<b>Contact Person:</b>	<b>Email:</b>	
<b>Additional requirements:</b> <ol style="list-style-type: none"><li>1. Attach a sketch/layout of the proposed event</li><li>2. If, as part of your event you will have: <b>Catering services/alcohol, rented tables/chairs from outside the city, or an event outside normal city hall hours</b>, please check the additional information below to determine if you will need to provide more details.</li><li>3. Submit your complete application to <b>Amy Sowa in the City Manager’s Office</b> who will forward it through the review process – <a href="mailto:asowa@springfield-or.gov">asowa@springfield-or.gov</a>.</li></ol>		

## REVIEW PROCESS

1. **Department Director** – If the event is sponsored by a City Department, the Department Director sponsoring the event will need to ensure that all requirements are met in order to host event.
2. **City Manager’s Office** –Amy Sowa at (541) 726-4666 or email at [asowa@springfield-or.gov](mailto:asowa@springfield-or.gov).  
City Manager’s office will determine if a section around City Hall, the lobby, or rooms are available on a particular date or time. The City Manager reserves the right to deny any request. The applicant must reimburse the City for any additional or unanticipated costs incurred by city staff with the event.
  - **Parking** – Courtney Griesel at (541) 736-7132 or email at [cgriesel@springfield-or.gov](mailto:cgriesel@springfield-or.gov).  
If the proposed event will be on property designated as 3-Hour Free or Permit Only parking, the applicant must notify the City Manager’s Office at least 3 months in advance. The request may be required to go before the Parking Advisory Committee for consideration. If approved, adequate notice will be provided to permit holders.

3. **Facility Logistics** – Jim Polston -DPW-(541) 726-3652 or email at [ipolston@springfield-or.gov](mailto:ipolston@springfield-or.gov)  
 He will review if Security will be needed for outside normal city hall hours. He will also see if city owned tables and/or chairs will be used for the event or if the Sponsoring Organization/Department will rent their own. He will also request the number of people expected at the event and a sketch of the layout and details of the event for the Fire Marshal’s review and approval. **A fee for security shall be charged for the time that extends beyond normally scheduled business hours (prior approval is required).**
4. **Administrative Requirements** – Tom Muggleston - Risk Management at (541) 726-3724 or email at: [tmuggleston@springfield-or.gov](mailto:tmuggleston@springfield-or.gov)  
 He will review if additional insurance may be required by the person/organization hosting the event.
- An insurance/hold harmless waiver may be required to limit the liability of the City of Springfield.
  - The contract with the caterer should state that they are responsible for liability resulting from food service, and should include a certificate of coverage.
  - Jayne McMahan will review all contracts. Contact number: (541) 726-3708 or email: [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov).
  - If a Certificate of Liability Insurance is required for the event, please make sure the following information is added in the “Description” section of the insurance form:  
  
**“CITY OF SPRINGFIELD, ITS OFFICERS, AGENTS AND EMPLOYEES ARE ADDED AS ADDITIONAL INSURED”**
5. **Fire Department** – Gilbert Gordon (541) 726-2293 or email at [ggordon@springfield-or.gov](mailto:ggordon@springfield-or.gov)  
 He will review and approve the sketched layout of the event. He will also need to know the number of people planning to attend in order to confirm occupancy compliance. In the case of an emergency, such as fire alarm, the contact person will be responsible for seeing that all persons participating in the event or activity have vacated the building, and do not re-enter the building until authorized by a City or Fire official.
6. **Liquor Use Requirements** – Sophia Seban – Business Licensing (541) 726-2295 or email at: [sseban@springfield-or.gov](mailto:sseban@springfield-or.gov)  
 A liquor license is needed at an event where:
- Alcohol will be sold.
  - Alcohol will be raffled.
  - Alcohol is available (but not being sold), and you are charging or accepting donations for admission, or where payment is required to attend the event.
- A completed Oregon Liquor Control Commission (OLCC) Application will then be brought to DPW – Business Licensing for processing with a \$25.00 payment fee. It will require a minimum of one to two weeks for review and processing with the City. If you are not sure you require an OLCC application, contact OLCC at (541) 686-7739. You can obtain your OLCC application at 927 Country Club Rd, Suite 200, Eugene, OR 97401.

***Please turn completed application to Amy Sowa in the City Manager’s Office, City Hall.***

**EVENT APPLICANT:**  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**CITY OF SPRINGFIELD:**  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_