

Bend Block Party Community Engagement Trailer

Rules and Regulations

Reservations

- The Bend Block Party Community Engagement Trailer (“the Trailer”) can be reserved only by appointed board members of a recognized **Neighborhood District** (commonly known as a Neighborhood Association or Neighborhood District) for Public Events. Public Events are defined as events meeting the criteria set forth in the “Trailer Use at Events” Section at the end of this Policy.
- The Neighborhood District must be in good standing, as noted in **Bend Code Chapter 1.70 Neighborhood Associations**, as may be amended. The board member reserving the trailer (“Reserving Party”) agrees individually and on behalf of the recognized Neighborhood District to comply with the rules set forth in this agreement.
- City of Bend staff are permitted to reserve the Trailer for public events. The Trailer must be transported by staff who are qualified drivers, whether through a City-hosted driver training or with the approval of their supervisor.
- Community organizations, local businesses and/or groups interested in reserving the Trailer may contact the Neighborhood District in which a proposed event is taking place, to determine if a partnership or collaboration is possible. It is within the discretion of the Neighborhood District whether to partner or collaborate with a community organization, local business, or other group.
- The Trailer can be reserved online, using the City’s website **bendoregon.gov/block-party-reservations**.
- The Trailer may be reserved on a first come, first served basis up to six months in advance of the date of a public event.
- Reservations for the Trailer may not be made with less than 30 days’ notice. An exception may be made at the City’s sole discretion if the Trailer is available and City staff are able to accommodate the request.

- Reservations are not automatically confirmed by submitting a reservation application. City staff will follow up after receiving an application and confirm your reservation has been approved.
- A general timeline for Trailer reservations is below:
 - Trailer reservations for reserving a Bend Park & Recreation District park or facility must be received 45 days' in advance. **View the list of parks that are pre-approved for Bend Block Party Trailer events** along with other valuable information about working with our Parks partners. Facilities and parks not listed in this document may be available for an event, but will need to be requested directly through Bend Park & Recreation District website.
 - Trailer reservations must be received 30 days' in advance to obtain a permit to close a neighborhood street. The City allows Bend Block Party Trailer events on City streets that meet certain **criteria**. The City will waive the permit fee for closing a street for a block party, so long as it doesn't require a Special Events Permit.
 - A Special Events Permit is required for events with over 150 people. This permit requires 90 days' advance notice and has additional requirements and expenses not waived by the City.
 - Trailer reservations must be received 30 days' in advance to obtain a Noise Variance Permit (for events that do not meet the City's **code-permitted noise limits**, or events that include professional entertainment like a band or DJ) - through the City of Bend Permit Center, which must be applied for separately from the Trailer reservation application.
- All necessary documentation must be obtained by the City prior to the Trailer being delivered. The Trailer will not be delivered if the reserving party does not provide proof of all applicable permits and/or reservation documentation (traffic control plans, site plans...etc.).
- Once the drop-off location is confirmed, the Trailer will be dropped off by City of Bend staff prior to the event and will be picked up the first business day following the event (i.e. if an event is on Saturday, the Trailer will be dropped off on Friday and picked up on Monday, City staff will make short-term parking arrangements with the venue when necessary).
- The Trailer is available year-round; however, the City reserves the right to cancel reservations at its discretion due to unsafe weather conditions, issues with the Trailer's mobility, and when proof of requirements are not met.

Damage Reconciliation

- The Neighborhood District that reserves the Trailer assumes responsibility for the Trailer and its contents from the time of drop-off to time of pick-up by the City.

- Proof of the required insurance coverage, as determined by the City of Bend, must be provided by the reserving party.
- An inventory of the Trailer and its contents will be taken following every event. Damaged or missing item costs over \$100 will be charged to the reserving party via the methods described above.
- For Neighborhood Districts, if multiple Neighborhood Districts are participating, the cost of damage incurred will be split among them.
- For City of Bend staff, damages incurred over \$100 during the reservation will be charged to the department budget.
- Borrower understands and acknowledges that in using the Trailer there always exists a risk of injury and physical harm, death and/or property damage caused by any number of occurrences, including, but not limited to, vehicle accidents, slip and fall, cuts, scratches, and other wounds and possible resulting infections, transmission of diseases, and other forms of personal injury. Borrower hereby personally assumes all risks in connection with the use of the Trailer and all activities related thereto. Further, Borrower personally assume all responsibility for each and every person that utilizes the Trailer, and/or the contents thereof, including but not limited to personal injury, death, or property damage.
- Borrower agrees, represents and warrants that by entering in to this Agreement that Borrower fully, finally and forever releases, discharges and forever acquits City and all of its elected officials, officers, agents and employees of, from and against any and all claims, demands, rights and causes of action past, present or future, known or unknown, including but not limited to all claims, demands, rights and causes of action for property damage including loss of use, personal injuries, death, consequential damages, loss of income, and any other claim or theory which could be proffered pursuant to any statute or substantive case law of the State of Oregon.
- Borrower agrees to indemnify, save and hold harmless the City, its officials, officers, employees, agents, assigns, and representatives, from any and all claims, causes of action, losses, damages or demands of any nature whatsoever on account of or in connection with any personal injury, death or property damage of the Borrower, their family, heirs and/or assigns, whether caused by the negligence of the City or not, or any other person or entity, whether acting on behalf of or in connection with the use of the Trailer.

Security

To prevent theft of the trailer and/or its contents:

- The Trailer side door will be outfitted with an electronic padlock/lock. This will allow staff to assign a unique code to each event. This unique code is only relayed to the reserving party and is valid for 24 hours. Staff will hold a spare key for emergent needs.

- The Trailer ramp will be secured with two master locks. The keys for these locks are located inside the Trailer in a key holder on top the first aid kit. Staff will hold a spare key for emergent needs.
- The Trailer will be outfitted with a hitch coupling lock. Staff will lock the hitch once the Trailer is parked. Staff will hold a spare key for emergent needs.
- When not in use, the Trailer will be stored in a parking lot on City property with surveillance.

Trailer Use at Events

- Reserving parties are not permitted to move the trailer at any time.
- All events must be organized for a public purpose. In general, a public purpose is defined as an activity or service that is open to all members of the public, regardless of race, color, national origin, age (if the individual is 18 years of age or older), religion, creed, sex (including pregnancy), gender identity, sexual orientation, marital status, religious affiliation, veteran status, or genetic information., and which does not promote a particular religion.
- Events may not discriminate against individuals with disabilities, and sponsors must make all programs accessible to individuals with disabilities, as set forth in the ADA.
- Utilizing the Trailer for private events, including, but not limited to, birthday parties and graduation parties is strictly prohibited.
- Event organizers should keep in mind how to make the event welcoming to everyone and how to create a safe space for all.