

**TILLAMOOK COUNTY PARKS DEPARTMENT**  
(INCLUDING CAPE KIWANDA)

**AGREEMENT FOR THE NON-EXCLUSIVE USE OF ALL COUNTY PARKS FACILITIES**  
(Please fill out and return to Tillamook County Parks)

1. **Formal Letter** – sent to the Board of County Commissioners, on the organization’s letterhead, thanking the Board and the citizens of Tillamook County for the use of the County Parks facility (**including Cape Kiwanda**).
2. **Thank You Letter** – to the Board of County Commissioners, and the citizens of Tillamook County on behalf of the organization, to be placed immediately following the event in the Headlight Herald newspaper and any other area newspapers by the organization / event organizer.
3. **Chemical Toilets** – the organization / event organizer must provide additional toilet facilities for those attending the event. The organization / event organizer must estimate the anticipated attendance and provide the appropriate number of chemical toilets. ***(For events over 200 persons, seven chemical toilets for each 800 additional person or fraction thereof anticipated are required)***
4. **Litter clean up and garbage** – is the responsibility of the organization / event organizer. Area litter pick-up and extra dumper(s) or garbage pick-up is to be coordinated by and paid for by the organization.
5. **Security Coverage** – is required for all events and is the responsibility of the organization / event organizer to coordinate with the Tillamook County Sheriff’s Department.
6. **County Logo** – is to be prominently and tastefully placed on the “Organization’s web site” with a link to the County web page, recognizing the County for its contribution.
7. **Advertisements, Brochures / Leaflets, Media Coverage** – (both on-site and off-site) Acknowledge Tillamook County as a major contributor and where possible and appropriate, in any and all forms of marketing, thank Tillamook County for their participation and support.
8. **Banner(s)** – if banners or other on-site advertisement are used for the event, then the organization will be responsible for having a banner made and appropriately placed that will give recognition to Tillamook County as a sponsor and major contributor to the event.
9. **Pictures and Copies** – It is the organization’s / event organizer’s responsibility to provide at a minimum 5 to 6 photographs which record typical scenes and activities at the event. Furthermore, a copy of all correspondence, Newspaper Articles / Advertisements, Brochures / Leaflets, and the like shall be provided immediately after the event to the Tillamook County Parks Department, P.O. Box 633, Garibaldi, OR 97118.

10. **Other** - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director’s Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_