



**Bend Park &  
Recreation**  
DISTRICT

## Run/Walk Event Course in a Park

799 SW Columbia Street, Bend, Oregon 97701  
541-389-7275

### Park Request Form

*Return this form no later than one month prior to your event.*

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Event Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Day Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Staging or Start/Finish Location \_\_\_\_\_

Park/Area Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

**Insurance:** Organizations are required to have proof of insurance for a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the district may carry (a certificate naming the district as additional insured.) Proof of insurance must be submitted prior to the event.

Name of Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

### Race/ Walk Guidelines

Your help is appreciated in caring for our community's parks.

- Please attach a map and a written description of the race course.
- Routes may not be marked with spray paint, sports chalk or flour. You may use: (duct) tape. Duct tape comes in many visible colors.
- Pavers are very porous; chalk and flour do not come off easily. If you need to mark a route on pavers, use an alternative marking solution such as irrigation locate flags placed along the sides of the walkways.
- Do not apply tape or wrap rope or string around trees.
- Do not use stakes in the turf.

Describe below how the course will be marked.

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Signature: \_\_\_\_\_ Date \_\_\_\_\_