

## **Agenda**

### **Shady Cove Parks and Recreation Commission Meeting**

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Tuesday, October 1, 2019  
6:00 p.m.

#### **I. Call to Order**

##### **A. Roll Call**

##### **B. Announcement by Presiding Officer**

1. This meeting is being digitally recorded.
2. The next regularly scheduled meeting of the Parks and Recreation Commission will be November 5, 2019, at 6:00 p.m. in the Council Chamber.
3. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have a city-wide impact and not be personal issues.

#### **II. Consent Calendar**

##### **A. Regular Meeting Minutes of September 3, 2019 (pg. 3-5)**

##### **B. Special Work Session Meeting Minutes of September 17, 2019 (pg. 6-7)**

#### **III. Written Communication**

None.

#### **IV. Staff Reports**

##### **A. City Administrator**

#### **V. Old Business**

##### **A. Riverhouse Application Packet (pg. 8-18)**

#### **VI. New Business**

##### **A. Discussion Item - Aunt Caroline's Park Activities**

#### **VII. Public Comment on Non-Agenda Items**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**VIII. Parks and Recreation Commissioner Comment on Non-Agenda Items**

**IX. Adjournment**

City of Shady Cove  
**Parks and Recreation Commission Meeting Minutes**  
Tuesday, September 3, 2019

**CALL TO ORDER**

Chairman Kathy Nuckles called the Parks and Recreation Commission Regular Session to order at 6:00 p.m. in the City Council Chamber

Commission Present: Chair Nuckles, Commissioner Ancell, Commissioner Herbst, Commissioner Malepsy; Commissioner Goebel absent

Staff Present: Thomas J. Corrigan, City Administrator

**CONSENT CALENDAR**

**A. Special Meeting Minutes of July 31, 2019**

Motion to Accept the Special Meeting Minutes of July 31, 2019

Motion: Commissioner Herbst

Second: Commissioner Ancell

All Ayes. Motion carried 4-0

**B. Regular Meeting Minutes of August 6, 2019**

Motion to Accept the Regular Meeting Minutes of August 06, 2019 with Amendment of

Shari Tarvin was not present

Motion: Commissioner Ancell

Second: Commissioner Malepsy

All Ayes. Motion carried 4-0

**WRITTEN COMMUNICATION**

None.

**STAFF REPORTS**

City Administrator

- The new design from the State Marine board had in mind for the boat ramp at the Upper Rogue Regional Park
- Upper Rogue Regional Park update.
- The City received an inventory of the Upper Rogue Regional Park.
- The water meter was switched over to the City with the County reimbursing the City.
- The air compressor machine doesn't work and can be removed.
- Work is continuing on the plans for the ADA ramp at Aunt Caroline's Park.
- Rogue River Watershed Council has completed the first phase of the bank work at Aunt Caroline's Park.
- Tracing of irrigation lines was done by Monkey Business to ensure the trees and plants along the bank would have water once planted.
- Working on getting the cats at Aunt Caroline's spayed and neutered. A feeding station has been set up to help with the feeding of the cats.

**OLD BUSINESS**

**A. Discussion Item – Bridge Flag Final Design Set**

Discussion ensued.

Motion to Approve the Flag Designs for the Bridge and the Purchase of the Bridge Flags

Motion: Commissioner Malepsy

Second: Commissioner Ancell

All Ayes. Motion carried 4-0

**B. Discussion Item – Bridge Flag Inventory & Member Status**

Discussion ensued.

**C. Discussion Item – Aunt Caroline's Park Fountain**

Discussion ensued.

**D. Discussion Item – Park Event Handbook update**

Discussion ensued.

Motion to Have a Special Meeting on September 17, 2019, at 6:00 p.m. to Work on the Event Handbook

Motion: Commissioner Herbst

Second: Commissioner Ancell

All Ayes. Motion carried 4-0

**PUBLIC COMMENTS**

None.

**COMMISSIONER COMMENTS**

None.

**ADJOURNMENT**

There being no further business before the Commission, the Chair adjourned the regular meeting at 7:15 p.m.

Approved:

Attest:

\_\_\_\_\_  
Kathy Nuckles  
Chair

\_\_\_\_\_  
Thomas J. Corrigan  
City Administrator

**Commission Vote:**

Chair Nuckles

Commissioner Goebel

Commissioner Herbst

Commissioner Malepsy

Commissioner Ancell

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRAFT

City of Shady Cove  
**Parks and Recreation Commission Special Work Session Meeting Minutes**  
Tuesday, September 17, 2019

**CALL TO ORDER**

Chairman Kathy Nuckles called the Parks and Recreation Commission Regular Session to order at 6:00 p.m. in the City Council Chamber

Commission Present: Chair Nuckles, Commissioner Goebel, Commissioner Ancell, Commissioner Herbst, and Commissioner Malepsy

Staff Present: Thomas J. Corrigan, City Administrator

**PUBLIC COMMENTS**

Hank Hohenstein suggested the possibility of a wood festival, a business that could sell wood wares to include historical wood working information.

**STAFF REPORTS**

City Administrator

- Grass is coming up along the bank of Indian Creek at Aunt Caroline's Park.
- The ferel kittens are being handled in Aunt Caroline's Park.
- The templete for the bridge flags has come in for sizing.

**OLD BUSINESS**

**A. Shady Cove Parks and Recreation Handbook**

Discussion ensued.

**B. Shady Cove Special Event Application and Information**

Discussion ensued.

**C. Shady Cove Riverhouse Application and Information**

Discussion ensued.

**NEW BUSINESS**

**A. Aunt Caroline's Park Permit**

Discussion ensued.

**COMMISSIONER COMMENTS**

None.

**ADJOURNMENT**

There being no further business before the Commission, the Chair adjourned the regular meeting at 8:08 p.m.

Approved:

Attest:

\_\_\_\_\_  
Kathy Nuckles  
Chair

\_\_\_\_\_  
Thomas J. Corrigan  
City Administrator

**Commission Vote:**

Chair Nuckles

Commissioner Goebel

Commissioner Herbst

Commissioner Malepsy

Commissioner Ancell

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

DRAFT



Events Coordinator  
22451 Hwy 62  
Shady Cove, OR 97539  
Phone: 541.878.2225  
Fax: 541.878.2226  
events\_coord@shadycove.org  
[www.shadycove.org](http://www.shadycove.org)

Thank you for your interest in the City of Shady Cove's *Riverhouse on the Upper Rogue* located at 7710 Rogue River Drive in Shady Cove, OR.

Enclosed is a packet of pertinent information on the facility including:

- Features
- Rental Fees and Deposits/Cleaning Checklist
- User Guidelines
- Location Map
- Floor Plan

We hope after reviewing this information, you will be interested in reserving the Riverhouse on the Upper Rogue. Reservations may be made in person at the City of Shady Cove City Hall located at 22451 Hwy 62, Shady Cove or by telephoning (541) 878-2225 Monday through Friday 8:00 AM – 5:00 PM. Tentative reservations will be held for seven days pending receipt of the signed Reservation Agreement form and Non-refundable deposit. The remainder of the reservation fee and cleaning deposit is due 30 days prior to reservation date.

Showings of the Riverhouse are by appointment only. If you would like to tour the facility please contact our office to make arrangements, if you have questions or require further assistance.

Your interest is appreciated. We look forward to reserving the Riverhouse on the Upper Rogue for your next special event.

THANK YOU





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 22451 Highway 62  
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 Telephone: (541) 878-2225  
 Fax: (541) 878-2226  
 events\_coord@shadycove.org  
 www.shadycove.org

# ***Riverhouse on the Upper Rogue***

## **FEATURES**

The Riverhouse on the Upper Rogue provides the perfect setting for weddings, business retreats, seminars or other special gatherings where a special place is desired.

The Riverhouse is a beautiful, serene setting along the banks of the renowned Rogue River at 7710 Rogue River Drive in the City of Shady Cove. It comprises a full-service kitchen, a dressing room, furnished meeting area all within scenic park surroundings.

### **Riverhouse Amenities:**

Deck  
 French Doors opening out to deck  
 Wall to Wall carpeting  
 Full-service kitchen  
 Scenic park surroundings  
 Easy access to Rogue River  
 One unisex restroom inside  
 Three-unit restroom outside

### **Interior:**

Exhibit Space	1400 Sq Ft
Vaulted Ceiling Height	10 Ft
Seating Capacity	50
Standing Capacity	75

### **Exterior:**

Deck & Garden Capacity	200
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### **Parking:**

Dedicated Spaces	40
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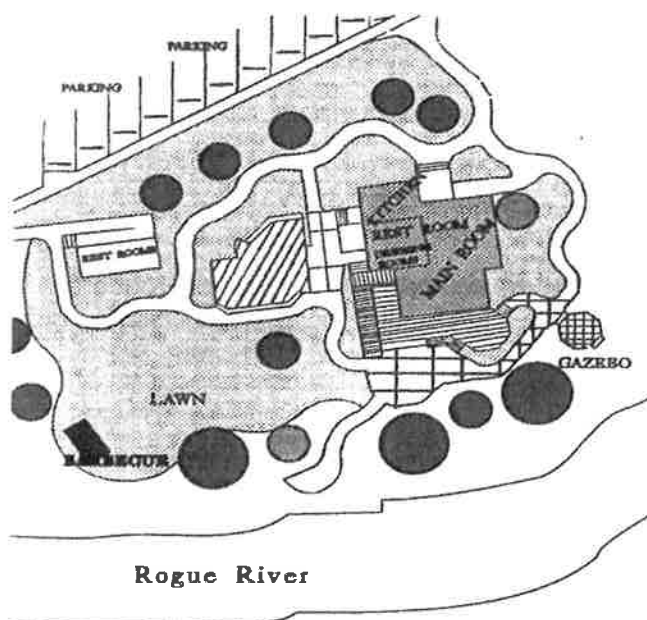
*Parking passes provided for guests*

### **Kitchen Equipment:**

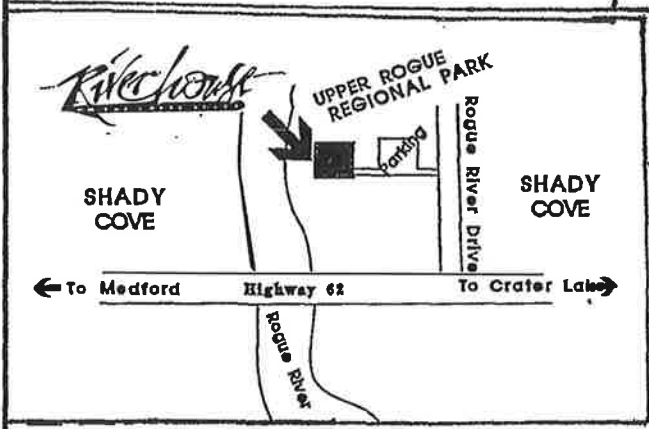
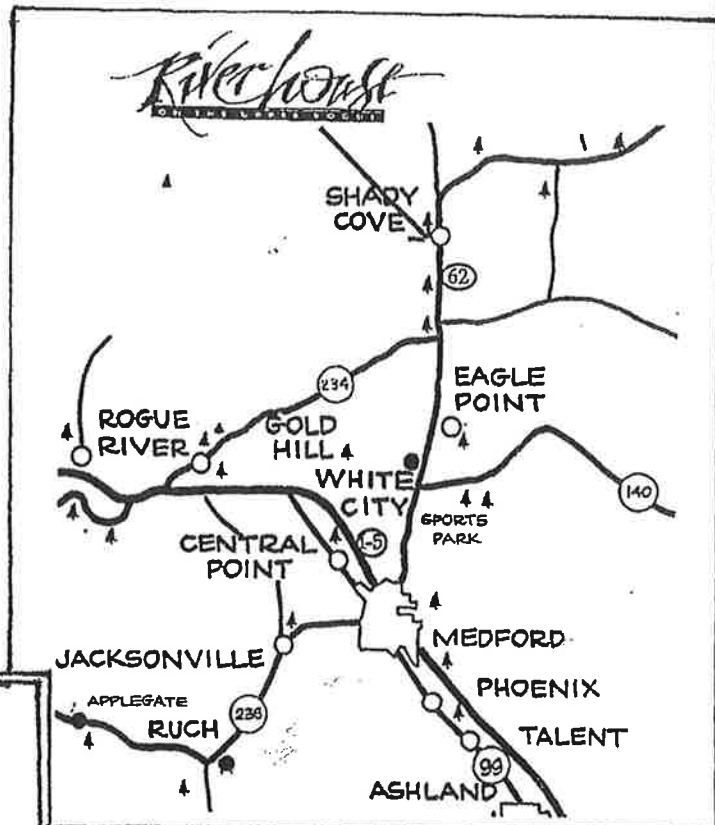
Commercial Electric Range  
 6-top burners, full sized oven  
 24" X 36" Grill  
 Coffee urn  
 Large two-door commercial refrigerator  
 Small freezer (dishwasher size)  
 Sink - - three compartment, commercial type

### **Furnishings:**

Sofa  
 2 love seats  
 2 club chairs  
 Several small tables (i.e. end, coffee)  
 3- 60" Round tables  
 7- 6' X 30" rectangular tables  
 2- 8' X 30" rectangular tables  
 35 stacking chairs (approx.)  
 Dressing room with make-up counter and mirror



# DIRECTIONS

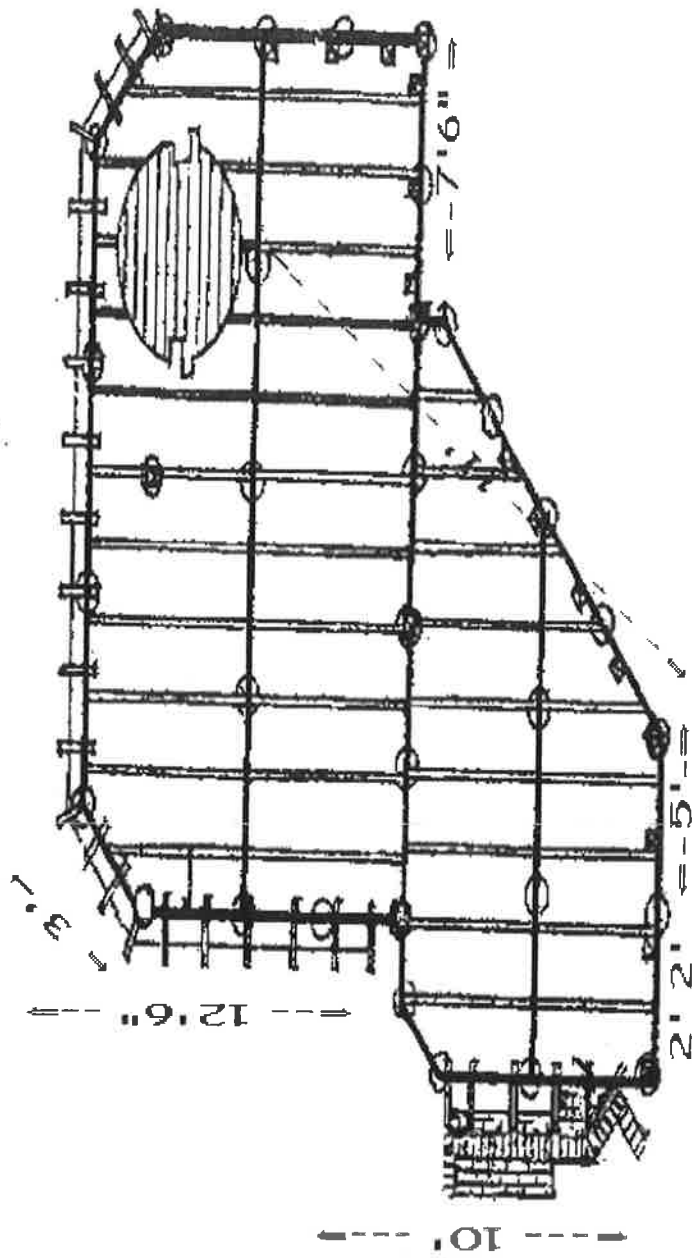


Located on the Rogue River at 7710 Rogue River Drive in Shady Cove Oregon, The RiverHouse on the Upper Rogue is easily accessible. From Interstate 5, take North Medford Exit 30, turning north on Highway 62. North on Highway 62 approximately 20 miles to the town of Shady Cove. Immediately upon crossing the highway bridge across the Rogue River, turn left on Rogue River Drive. Proceed approximately 100 yards. The RiverHouse parking lot will be on your left. We hope you enjoy this beautiful facility.

City of Shady Cove

*River House*  
 CONTAINING UPPER ROOMS

## STAGE DIMENSIONS





**RETURN AGREEMENT TO:**  
**City of Shady Cove**  
**Attn: Events Coordinator**  
22451 Hwy 62  
Shady Cove, OR 97539  
Telephone: (541) 878-2225  
Fax: (541) 878-2226  
events\_coord@shadycove.org  
www.shadycove.org



## RIVERHOUSE RESERVATION AGREEMENT

CITY USE ONLY					
Date of Event:			Reservation Number:		
Rental Price:					
Key Number Issued:			Key Return Date:		
Payments/Deposits Received:			Monies/Deposits Refunded:		
Date	Purpose	Amount	Date	Purpose	Amount

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

Arrival Time: \_\_\_\_\_

(Earliest arrival Monday-Thursday 9:00 AM & Friday-Sunday 10:00 AM  
or by alternate arrangement)

Departure Time: \_\_\_\_\_

(Latest departure Monday-Thursday 10:00 PM & Friday-Sunday 11:00 PM)

Organization/Group: \_\_\_\_\_

or

Bride & Groom: \_\_\_\_\_

Anticipated # of Guests: \_\_\_\_\_

Onsite Responsible Individual/Person in Charge: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Type of Activity

Facility Showing ☐ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding only ☐ Reception only ☐ Both ☐

Will there be a rehearsal? No ☐ Yes ☐

(User shall contact Parks Office to confirm rehearsal date and time)

Rehearsal Date \_\_\_\_\_ Time: \_\_\_\_\_ (Monday – Thursday hourly)

Business/Organization Meeting ☐ Other ☐

Please describe: \_\_\_\_\_

### ***Liability***

The person reserving the facility, on his/her behalf and on behalf of the user group and user entity, does hereby agree as follows:

1. User shall be solely responsible for the condition of the facility and shall leave the building and grounds in neat and clean condition, in accordance with security/cleaning deposit checklist and without any damage. **User understands entire security/cleaning deposit will be retained if the area is not left clean or if any damage occurs, or if all keys are not returned.** User shall ensure items are picked up from the entire property, including all landscaped areas, walkways, and buildings.
2. User shall be responsible for all property damage to the Riverhouse. This cost is in addition to the security/cleaning deposit.
3. User and invitees shall arrive and depart on time. An hourly rate will be charged for additional time facility is used, and this may be deducted from the security/cleaning deposit.
4. User shall indemnify, defend, and hold harmless the City of Shady Cove, its elected officials, officers, employees, agents, and volunteers, from and against from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of User, its officers, agents, partners, employees, and all others invited onto the site or using the site under or through the authority of user ("invitees");
5. Without limiting the generality of the foregoing, the indemnification provisions set forth above apply to any injury to person or property resulting from or arising out of the selling, providing, consumption, or making available of any alcoholic beverage.
6. User acknowledges that a failure to promptly reimburse the City of Shady Cove for all damages or liability shall, in addition, result in termination of all future right to use the facilities and legal action.

**The attached INSURANCE INFORMATION AND RELEASE must be acted upon and signed prior to any reservation being completed.**

### ***Applicable Law***

User and invitees shall comply with all local, state, and federal laws during the use of the facility.

### ***Third-Party Beneficiaries***

City and User are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

### ***Location of Facility***

The Riverhouse on the Upper Rogue ("facility") is located at 7710 Rogue River Drive, Shady Cove, OR. The "facility," as used in this Agreement, includes all buildings and surrounding property and grounds at this address.

### ***Hours of Operation***

The hours of operation are 10:00 AM - 11:00 PM Friday through Sunday and 9:00 AM - 10:00 PM Monday through Thursday. Included within the rental period are any set-up, unloading of food/beverage, decorating, arranging equipment and furniture, and clean up. You may pre-arrange



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# ***Riverhouse on the Upper Rogue***

## **RENTAL FEES AND DEPOSITS**

### **Available Hours**

**10:00 AM – 11:00 PM Weekends**

**9:00 AM – 10:00 PM Weekdays**

<b>Reservation Fees</b>	<b>Friday thru Sunday &amp; Holidays</b>	<b>Monday thru Thursday</b>
<b>May 15 – September 15</b> (all day)	\$1,600	\$800
<b>September 16 – May 14</b> (all day)	\$800	\$400
<b>Wedding Rehearsals</b>	\$ 75/hour Monday thru Thursday only	
<b>Security/Cleaning Deposit</b>	\$500	\$500

**Non-refundable Reservation Deposit:** ½ the reservation fee is required within seven days from date reservation is made to hold reservation and is not refundable. Reservation Fee balance due 30 days prior to reservation date.

**Refundable Security / Cleaning Deposit:** Required for all reservations. Due 30 days prior to reservation date.

**Payment:** Cash, check and money orders should be made payable to:

City of Shady Cove  
P.O. Box 1210  
22451 Highway 62  
Shady Cove, OR 97539

Check should state the reservation number. We also accept Visa, MasterCard, and Discover.

## **REFUNDABLE SECURITY / CLEANING DEPOSIT**

**The \$500 security / cleaning deposit will be returned by mail under the following conditions.**

1. Your group arrives and departs on time.
2. All equipment, fixtures, plants and building premises are left undamaged. Renter will be billed for all replacement or repair costs not covered by the deposit.
3. The following clean-up criteria have been completed within your rental time (see Cleaning Checklist)
  - Tables and chairs are clean and stacked in designated location.
  - All trash, cigarette butts, bottle caps, and additional litter located either in facility, on the grounds or in the parking lot, is deposited in receptacles provided.
  - Carpets are vacuumed and kitchen area mopped.
  - Barbecue area and grill are cleaned.



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# Riverhouse on the Upper Rogue

## SECURITY / CLEANING DEPOSIT CHECKLIST

Please: DO NOT use wax candles  
DO NOT place carpet or plastic runners on grass  
ONLY throw flower petals and birdseed in parking lot

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

**Your security / cleaning deposit will be returned by mail if the following conditions are met:**

DUTIES	COMMENTS
• Group arrives and leaves on time. (\$75 per hour will be deducted from deposit for failure to arrive/depart at designated time.)	
• All kitchen appliances, equipment, fixtures and building premises are accounted for and undamaged. (Your group will be billed for replacement or repair costs not covered by deposit.)	
• Tables cleaned and placed in designated location	
• Chairs cleaned and stacked in designated location	
• Furniture undamaged and returned to original location	
• Carpets in good condition and vacuumed. (Please only use sponge & water to remove stains)	
• Kitchen and bathroom floors mopped	
• Trash (litter, cigarette butts, etc.) in facility, on grounds, and in parking lot placed in receptacles (trash liners provided)	
• Kitchen appliances cleaned (including 2 x 3 grill)	
• Refrigerator and freezer emptied and cleaned	
• Interior and exterior walls of Riverhouse and other structures in good condition and cleaned of marks and smudges	
• Lawn, plants and vegetation in good condition	
• Riverhouse doors locked at completion of event (slider, French doors, back door, and front door)	

A park representative has reviewed the above Checklist with me. I understand all conditions outlined above must be met before Cleaning Deposit will be returned. If damage in excess of cleaning deposit occurs, our party will be billed costs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Individual/Agent

Riverhouse was left in Acceptable\_\_\_\_ Unacceptable\_\_\_\_ condition. \_\_\_\_\_  
City of Shady Cove Representative

**User Signature**  
(Person responsible and in charge)

**User Name**

**User Entity (Name of Organization / Group)**



## Insurance Information and Release

### INSURANCE

All renters are required to complete the below release. Proof of insurance, naming the City of Shady Cove as 'additionally insured' is required for all facility reservations that will be serving alcohol, and may be required for other large parties at the discretion of staff.

The following insurance documents are required where applicable: (1) Comprehensive General Liability Certificate of Insurance (2) Additional Insured Endorsement. The coverage must specifically name the City of Shady Cove as 'additional insured' and must have a limit for each occurrence of no less than \$2,000,000 and an aggregate of \$4,000,000. Event insurance can be added on your private insurance policies or can be purchased at any Event Insurance location online. For events with alcohol, the certificate must include coverage for Retail Liquor Liability, and the responsible party must fulfill OLCC permitting requirements. If alcohol is offered for free, the certificate must include coverage for 'Host Liquor Liability.'

**The certificate must include the following language:** You, \_\_\_\_\_(insert name of responsible person or group), agrees to hold harmless and indemnify the City of Shady Cove, its elected officers, volunteers, agents and employees for all claims arising from the use of facilities and/or activity per contract.

- Certificate should include the requester's name and address.
- DESCRIPTION SECTION OF CERTIFICATE SHOULD INCLUDE:
  - Reference to the contract number, race title, event, etc. in the description section.
  - Reference to the endorsement number and additional insured date OR copy of endorsement allowing additional insured's can be added to the policy.
  - Workers Comp Insurance if event has employees.
  - \$1,000,000 Auto Liability if transporting participants.
- 

### RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

**This is a release of liability and indemnification agreement: special events holder must read carefully before signing.**

**Event:** \_\_\_\_\_

By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Shady Cove, its officers, its employees, or by any other cause. (initial here) \_\_\_\_\_

You agree to hold harmless and indemnify the City of Shady Cove, its officers, agents and employees for all claims arising from the use of facilities and/or activity per contract. (initial here) \_\_\_\_\_

We further hereby exempt, release, and discharge the City of Shady Cove, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Shady Cove, its officers, its employees, or by any other cause. (initial here) \_\_\_\_\_

We agree to defend, indemnify and hold harmless the City of Shady Cove, its officers, employees, insurers, and self- insurance pool, from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Shady Cove, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, dis which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the City of Shady Cove, its officers, its employees, or by any other cause.

(initial here) \_\_\_\_\_

We hereby acknowledge and agree that said **AGREEMENT** extends to all acts, omissions, negligence, or other fault of the City of Shady Cove, its officers, and/or its employees, and that said **AGREEMENT** is intended to be as broad and inclusive as is permitted by the laws of the State of Oregon. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect. (initial here) \_\_\_\_\_

We understand and agree that this **AGREEMENT** shall be governed by the laws of the State of Oregon, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts. (initial here) \_\_\_\_\_

This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees. (initial here) \_\_\_\_\_

**IN WITNESS THEREOF**, this contract is executed by the Special Events Holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please provide the certificate(s) to the CITY OF SHADY COVE as part of this packet submittal.