



Marion County
OREGON
Public Works Land Development Engineering & Permits
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Event Permit
General
Provisions

EVENT PERMIT GENERAL PROVISIONS

GENERAL

1. A permit issued under the Land Development Engineering and Permits department does not entitle an organizer to make any permanent physical alterations to Marion County Right-of-Way.
2. Event permits issued through the Land Development Engineering and Permits department only pertain to those roads under Marion County's jurisdiction. It is the applicant's responsibility to coordinate with all other jurisdictions that may be affected by their event.
3. Applicants hosting an event in Marion County right-of-way must abide by all Event Permit General Provisions and Special Provisions that apply to their event activities as well as any conditions listed on their permit.
4. Event permits, in no way, guarantee the safety of any of the participants.
5. The applicant shall agree to defend, indemnify, and hold harmless Marion County, its officials, agents, employees, and volunteers from damages or injuries received or sustained by any person or property arising out of the tortious acts, neglect, or misconduct of the applicant or any of its representatives.
6. The applicant shall confine checkpoints/staging areas to locations on private property where prior permission has been obtained from property owners for events that travel in the right-of-way. Checkpoint and staging areas shall contain adequate space for event participants and attendants to gather well off the roadway.
7. The applicant shall clean all debris, refuse and animal waste from roadway after event has passed.
8. The sponsoring organization shall engage qualified personnel to provide security and to monitor the event and ensure the provisions of the permit are observed.
9. The event personnel must supply a written [Post Event Report](#) to Marion County Land Development Engineering and Permits, within ten calendar days following the event.
10. Local Law Enforcement personnel can also provide security service; however, it is the applicant's responsibility to communicate with Law Enforcement.
11. Applicant shall control the flow out of the start and rest areas to prevent large numbers of participants from entering the roadway at one time or traveling in large groups.

12. Except at locations where flaggers have been allowed, event personnel and participants shall obey all traffic laws that apply to pedestrians and the operation of vehicles and bicycles in Oregon.
13. Site restoration must be the same or better than found.
14. Without exception, all event participants must yield right-of-way to emergency vehicles, as required by law.

CERTIFICATE OF INSURANCE

15. The applicant shall maintain general liability insurance in accordance with Marion County requirements.
16. The applicant shall add Marion County, its officers/officials, agents, employees, and volunteers as additional insured for general liability and property damage insurance coverage.
17. All insurance shall be evidenced by a Certificate of Insurance and Additional Insured Endorsement provided to Marion County, indicating coverage limits and effective dates.
18. The Certificate shall be issued by an insurance company licensed to do business in the State of Oregon.

FLAGGERS

1. Flaggers must be 18 years or older, trained, and equipped with radio communication, orange vests, and STOP/SLOW paddles in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
2. Flaggers can be uniformed police officers with vehicles, but advanced warning signs must still be used.
3. Flaggers shall not flag from inside a vehicle.
4. Flaggers shall allow stopped vehicles to proceed at the first available opportunity.
5. Flaggers shall remain in place during the event according to the approved traffic control plan.
6. Flaggers shall not detain emergency vehicles for any reason.

MONITORS/SUPPORT VEHICLES

1. Monitors provide directions and safety instruction.
2. Monitors are not allowed to control traffic and they are also not allowed to carry a stop/slow paddle.
3. Monitors are to ensure that participants follow all the event rules and permit conditions.

4. Monitors may provide information to motorists about possible routes around the event area.
5. Support vehicles, if used, shall pull over or turn around in safe locations along the roadway.
6. Support vehicles should not block or interfere with the passage of regular vehicular traffic any more than necessary.
7. Any vehicle used for support shall be clearly identified.

SIGNING

1. Signing for the event shall be installed per the permit's accompanying traffic control plan(s).
2. Diamond warning signs shall be a minimum of 36" x 36" and shall be in accordance with the MUTCD.
3. Signing shall be mounted in accordance with MUTCD and placed beside the travel lane; no portion of these signs shall protrude into traveled portion of roadway, bike lanes, and sidewalk.
4. Signs and barricades are available for rental from private sign contractors.
5. Signs may need to be weighted so they do not blow over. Before and periodically during the event, check signs for proper spacing, visibility, and placement on the shoulder.
6. Signing shall remain in place until the event is completed and shall be removed within 24 hours of event conclusion. Signs remaining after 24 hours may be removed by Marion County at the applicant's expense.
7. Applicant must provide advanced warning signs that meet the requirements of the event permit and must precede all flaggers.
8. All signage and equipment shall conform to the most recent ODOT Traffic Engineering Standards and ODOT's Qualified Products List.
9. No signs shall be mounted on existing Marion County signposts.

COMBINATION EVENT PERMITS

1. Combination Event Permits (i.e., Triathlons or Parades and Festivals being held together) are required to follow the Special Provision related to each event activity when applicable.
2. Combination Event Permits shall have the applicant submit one application that encompasses all the event activities, and not individual permits. The singular application shall list out details for each event type.
3. Each event type must be held within 4 weeks of the "main" event activity.