

FREE COFFEE PROGRAM APPLICATION AND PERMIT

PERMIT NO. _____

(For Office Use Only)

INSTRUCTIONS: COMPLETE REQUEST AND CERTIFICATION PORTION OF FORM AND SEND TO OREGON TRAVEL EXPERIENCE NOT MORE THAN 60 DAYS BUT AT LEAST 30 DAYS IN ADVANCE OF DATE(S) REQUESTED. **(PLEASE PRINT)**

REQUEST AND CERTIFICATION

NAME OF ORGANIZATION MAKING REQUEST		DATE	
CONTACT NAME		CONTACT E-MAIL (please print)	
ADDRESS		TELEPHONE	
CITY, STATE, ZIP		FAX	
REST AREA LOCATION REQUESTED Write your option here, see KEY on back as reference (Example: Santiam, Northbound, Office)		DATES OF REQUEST - Permits issued for a single location in 24 hour increments (12:00 a.m. to 11:59 p.m.) up to 3 consecutive days per permit with a maximum of 3 permits per month per direction. DAY 1 _____ HRS IN ATTENDANCE: FROM _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM MM/DD/YY <input type="checkbox"/> PM <input type="checkbox"/> PM DAY 2 _____ HRS IN ATTENDANCE: FROM _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM MM/DD/YY <input type="checkbox"/> PM <input type="checkbox"/> PM DAY 3 _____ HRS IN ATTENDANCE: FROM _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM MM/DD/YY <input type="checkbox"/> PM <input type="checkbox"/> PM	

Are you applying for same Rest Area on the opposite direction? Yes or No

Would like to serve coffee on the opposite direction if not drawn? Yes or No

Would you like to be notified by email? If yes, provide email above. Yes or No

I CERTIFY THAT THE ORGANIZATION NAMED ABOVE IS GRANTED NON-PROFIT STATUS BY THE INTERNAL REVENUE SERVICE UNDER CODE SECTION _____
(Enter the Internal Revenue Code designated number of your organization. A copy of the determination letter is required to be on file.)

I FURTHER CERTIFY THAT THE CONDITIONS OUTLINED ON THE BACK OF THIS FORM ARE ACCEPTABLE TO THE ORGANIZATION AND WILL BE ADHERED TO.

NAME (PRINT) SIGNATURE TITLE

QUESTIONS OR COMMENTS DIRECTED TO THE MAIN OFFICE:

Questions or comments can be directed to Kristy Huffman via email kristyh@oregonte.com or phone 503-378-4508 or toll free 1-800-574-9397
To report safety rest area critical services, such as leaking faucets or plugged toilets, call: 1-877-527-6560

(For Office Use Only)

<input type="checkbox"/> APPROVED AS REQUESTED	<input type="checkbox"/> DENIED	<input type="checkbox"/> EXCEEDED 3 PERMITS PER MONTH
<input type="checkbox"/> APPROVED WITH THE FOLLOWING AMENDMENT: _____	<input type="checkbox"/> UNSUCCESSFUL IN RANDOM DRAWING	<input type="checkbox"/> OTHER _____

APPROVING AUTHORITY SIGNATURE	TITLE	DATE

KEY

Options to choose from:

French Prairie (Wilsonville) I-5:

French Prairie, Northbound, Office
French Prairie, Southbound, Office

Boardman (Boardman) I-84:

Boardman, Eastbound, Office
Boardman, Westbound, RV

Charles Reynolds (La Grande) I-84:

Charles Reynolds, Eastbound, RV
Charles Reynolds, Westbound, RV

Tillamook (Tillamook) HWY 101:

Tillamook, EB & WB, Office

Manzanita (Grants Pass) I-5:

Manzanita, Northbound, RV
Manzanita, Southbound, RV

Ontario (Ontario) I-84:

Ontario, Westbound, RV

Memaloose (The Dalles) I-84:

Memaloose, Eastbound, RV
Memaloose, Westbound, RV

Baker Valley (Baker City) I-84:

Baker Valley, Eastbound, RV
Baker Valley, Westbound, RV

Santiam (Albany) I-5:

Santiam, Northbound, Office
Santiam, *Southbound, *Blue house
* \$30 per day goes to Albany Visitors Association
*Southbound permits are only available after 4pm on
Fridays, all day Sat-Sun & all major holidays
Santiam, Southbound, RV

Stanfield (Hermiston) I-84:

Stanfield, Eastbound, RV
Stanfield, Westbound, RV

Weatherby (Ontario) I-84:

Weatherby, EB & WB, RV

CONDITIONS:

As described in chapter 63, section 10, Oregon Laws 2012 and OAR 733-030-0520

- (1) Coffee, nonalcoholic beverages and cookies may be distributed without charge. Distribution of carbonated beverages is not allowed in rest areas with carbonated beverage vending machines.
- (2) Distribution of food, other than cookies prepared in a licensed facility, is prohibited.
- (3) Donations may be received for the items provided but not sought or requested. One opaque container with the word "donations" or "contributions" in a maximum of one-inch letters may be used.
- (4) The "Free Coffee" service is to be located in the area designated. The service must not obstruct access to any building or other structure in the rest area.
- (5) The area is to be kept clean by the organization of all litter, cups, etc. attributable to the service.
- (6) No more than two (2) signs or posters identifying the service and the organization by name only may be used i.e. "Free Coffee--Served By _____". The signs are limited to a maximum of ten square feet each and placed in the area designated for the service including on vehicles within which the service is provided.
- (7) Signs are not to be placed outside the rest area confines other than signs that may be provided by the Travel Information Council. Signs must be removed when the service is closed and upon expiration of the permit.
- (8) The Travel Information Council may provide limited access to water and electricity in the rest area. The organization shall limit electrical use to 120V 20 AMPS. The Council reserves the right to charge for electrical usage.
- (9) The organization is responsible for all equipment and supplies necessary for the service and any extraordinary costs incurred by the Travel Information Council as a result of this service.
- (10) The organization shall comply with state and local rules and regulations including state and local health department rules and regulations in the distribution of coffee, other nonalcoholic beverages and cookies under this permit.
- (11) Permits are not transferable and may be revoked for noncompliance with state statute, administrative rule, or the terms of the permit.

This permit is granted with the specific understanding that the Permittee shall be responsible and liable for all accidents, damages, or injuries to persons or property resulting from the operation of this service. The Permittee shall indemnify and hold harmless the State of Oregon, the Travel Information Council, their officers, agents and employees, against any loss, injury, damage, claims, suits or actions resulting from or arising out of the acts, conduct or operations of the Permittee, its agents or employees in connection with this operation. A copy of this permit must be on-site during the operation of the "Free Coffee" service.

Mail, email or fax permits to:

ATTN: Kristy Huffman/Coffee Program
Oregon Travel Experience
1500 Liberty St. SE, Ste 150
Salem, OR 97302

kristyh@oregonte.com *email*
503-378-6282 *fax*