

## RESOLUTION No. 644

A RESOLUTION AMENDING RESOLUTION No.641 - RULES GOVERNING THE USE OF THE JORDAN BRIDGE AND OTHER CITY FACILITIES.

WHEREAS, the Stayton City Council has adopted rules and regulations governing the use of of the Jordan Bridge; and

WHEREAS, the City of Stayton receives requests from citizens for administrative services related to facility use requiring the expenditure of personnel time and materials; and

WHEREAS, the City needs to charge fees sufficient to recover the cost in personnel time and materials to render the services requested; and

WHEREAS, the City of Stayton Code disallows use of alcohol in any public space; and

WHEREAS, reservations are contracted for the Jordan Bridge four to six months in advance;

NOW, THEREFORE, THE STAYTON CITY COUNCIL hereby resolves as follows:

SECTION 1. That Sections 3, 4 and 5 of the "Rules of Use of City of Stayton Facilities" are hereby amended to read:

### 3. RESERVATIONS AND FEES

- a. All fees must be paid in full by the date of use.
- b. An additional fee of 25 percent will be charged to non-resident users.
- c. Fees and deposits made for weekend use of the Community Center and the Jordan Bridge are non-refundable unless notice of cancellation is given three months prior to the reserved date. Refunds may also be given if the canceled date is rescheduled to another user.
- d. Fees are charged for the hours for which the facility is scheduled. If the user vacates the facility before the scheduled time is up, no refund will be granted.
- e. Fees and deposits made for weekday use of the Community Center and the Jordan Bridge may be refunded if notice of cancellation is given three weeks prior to the reserved date.
- f. All fees are based on the fee rental schedule. If no fee is listed on the schedule, the City may establish a reasonable fee for use. Fee waivers may be granted by the City in special circumstances.

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- g. Community Center Fees (rental of north side does not include kitchen privileges; cleaning fees are non-refundable):

USE	ENTIRE BUILDING (659 STANDING; 350 SEATED)	SOUTH END (497 STANDING; 232 SEATED)	NORTH END (162 STANDING; 78 SEATED)
Civic Rental Cleaning	\$17.25/hr. \$61.00	\$12.30/hr. \$42.75	\$ 8.60/hr \$24.50
Private Rental *Cleaning	\$22.20/hr \$183.00	\$17.25/hr \$61.00	\$12.30/hr. \$30.55
Commercial Rental Cleaning	\$25.85/hr \$183.00	\$20.90/hr \$61.00	\$17.25/hr \$30.55
MEETINGS ONLY (no food or beverages served)			
**Civic	\$17.25/hr	\$12.30/hr	\$ 8.60/hr
**Private	\$22.20/hr	\$17.25/hr	\$12.30/hr
**Commercial	\$25.85/hr	\$20.90/hr	\$17.25/hr

- h. A base cleaning fee of \$12.00 will be charged for meetings at the Community Center only if the group consists of 20 or more people. Users are responsible for set-up for their activity.
- i. An additional \$61.00 cleaning deposit is required for private wedding receptions and/or quinceneras at the Community Center.
- j. Parks/Tennis Courts: No fees.
- k. Jordan Bridge:
- i. Fees:
 

\$ 80.00 base	Rental fee for first three (3) hours
\$ 15.00/hr	Rental fee for each additional hour
  - ii. Key deposit - \$100 cash only. Deposit is made at time of key pickup and refunded (in cash) when key is returned.
  - iii. Reservations are secured with a deposit of 20% of the total rental amount.

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- i. Fee Reductions and Waivers
  - i. All events sponsored by the City of Stayton may use facilities at no cost. No request for reservation of city facilities for city-sponsored activities shall receive preferential consideration for scheduling. Reservations shall be made on a first-come, first-served basis for all activities.
  - ii. Public agencies and non-profit organizations may submit requests to the coordinator of the community center to obtain fee reductions or waivers. The coordinator will review all such requests and the decision to approve or to deny the request will be based on the non-profit organization's ability to pay, the number of Stayton residents served, whether the facility is available, and the value of the service to the community. The city administrator may either approve or deny the request.

4. DEFINITIONS: For the purposes of these rules of use for the City of Stayton facilities:

- a. "Civic" groups include non-profit service organizations which do not restrict membership and that do not charge fees other than membership dues. County, state, U.S. government (for uses other than public meetings) are included in this group.
- b. "Private" groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.
- c. "Commercial" groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group.

5. INSURANCE: The City may require the User to maintain General Liability Insurance Coverage (\$500,000) or Host Liquor Liability Insurance Coverage (\$1,000,000). If required by the City, the User must provide the City with a Certificate of Insurance naming the City of Stayton as an additional "Named Insured".

APPROVED BY THE STAYTON CITY COUNCIL this 7<sup>th</sup> day of June 1999.

Date: June 9<sup>th</sup>, 1999 By: Henry A. Porter  
HENRY A. PORTER, Mayor

Date: 6.9.99 Attest: [Signature]  
THOMAS L. BARTHEL, City Administrator

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