

RESOLUTION NO. 439

A RESOLUTION ADOPTING RULES GOVERNING USE OF THE COMMUNITY CENTER, THE JORDAN BRIDGE, AND OTHER CITY FACILITIES.

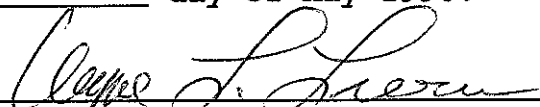
WHEREAS, the Common Council of the City of Stayton desires to adopt rules and regulations governing the use of the Stayton Community Center, the Jordan Bridge, and other community facilities; and

WHEREAS, the Common Council of the City of Stayton finds that it is in the best interests of the City to adopt rules governing the use of public facilities, fee schedules, and waivers of fee policies;

NOW, THEREFORE, BE IT RESOLVED THAT COMMON COUNCIL OF THE CITY OF STAYTON hereby approves the *Rules Governing Use of City of Stayton Facilities*, dated 21 May 1990, attached hereto as Exhibit A, and directs that, upon passage by the Common Council of the City of Stayton, these rules become effective 1 July 1990.

PASSED BY THE COMMON COUNCIL this 21st day of May 1990.

SIGNED BY THE MAYOR this _____ day of May 1990.



WAYNE L. LIERMAN, Mayor

ATTEST



DAVID W. KINNEY, City Administrator Date

6-05-90

rp:b(5-15-90)

RULES FOR USE OF CITY OF STAYTON FACILITIES

1. PERMITS

- a. A Facility Use Permit is required for use of any city facility including the Community Center, the Jordan Bridge, the swimming pool, or other city facility.
- b. The City reserves the right to terminate any Facility Use Permit at any time without cause.
- c. The Facility Use Permit is not transferable.
- d. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.

2. COMMUNITY CENTER RULES

- a. As provided by Oregon Revised Statutes (ORS 433.850), smoking in the community center is prohibited. A designated smoking area is provided outside each exit.
- b. Building hours are indicated on the Facility Use Permit. If the building is not vacated at the agreed upon time, additional rent plus custodial time will be charged.
- c. Rent commences as soon as the building is made available to the user. User must be aware that the building has multiple daily uses and only one hour is provided between uses. Therefore, hours must be scheduled in consecutive blocks of time which include time for set-up, the activity, and clean-up. For example, if the user has reserved the community center for a function on Saturday evening, but has requested access to the building Friday evening to set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the building is unavailable to other users, and Saturday evening until the building has been vacated.
- d. The building should NOT be left unattended.
- e. Users are responsible for cleaning up all decorations and for removing garbage from city facilities. Tables at the community center should be cleaned.
- f. Decorations must NOT be attached to the walls or the ceiling.
- g. A ladder will be provided for user convenience if requested. Climbing on any piece of furniture is prohibited.
- h. Doors must remain closed at all times.
- i. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen. If noise exceeds reasonable sound

limits, the City of Stayton and the Police Department reserve the right to immediately terminate the Facility Use Permit.

- j. Candles are permitted inside city facilities ONLY with express written approval on the Facility Use Permit.
- k. Alcoholic beverages are permitted ONLY with express written approval by the City on the Facility Use Permit.
- m. All inventory is provided for the user's convenience. The user is responsible for its reasonable use and safekeeping.
- n. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose are prohibited in the building and in the parking areas.
- o. Use of birdseed is prohibited in the building, but may be used in the parking areas.
- p. The City may require the user to provide combined single limit insurance coverage of \$500,000.00. 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.

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 are non-refundable unless notice of cancellation is given three months prior to the reserved date.
- d. Fees and deposits made for weekday use of the community center may be refunded if notice of cancellation is given three weeks prior to the reserved date.
- e. Fees for use of the Jordan Bridge are non-refundable.
- 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.
- g. Reservations for use of the Jordan Bridge MUST be made in advance. The City waives all responsibility and any liability if an event on the Jordan Bridge is interrupted by any other park user.

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

	<u>Entire Building</u>	<u>South End</u>	<u>North End</u>
Civic			
Rental	\$ 10/hr	\$ 7.50/hr	\$ 5.00/hr
Cleaning	\$ 50	\$35	\$20
Private			
Rental	\$ 13/hr	\$10/hr	\$ 7.50/hr
*Cleaning	\$100	\$50	\$25
Commercial			
Rental	\$ 15/hr	\$12.50/hr	\$10/hr
Cleaning	\$100	\$50	\$25

	<u>Entire Building</u>	<u>South End</u>	<u>North End</u>
Meetings Only (no food or beverages served)			
**Civic	\$10/hr	\$ 7.50/hr	\$ 5.00/hr
**Private	\$13/hr	\$10.00/hr	\$ 7.50/hr
**Commercial	\$15/hr	\$12.50/hr	\$10.00/hr

Set-up fees of \$10/hr will be charged unless user sets the room up for use. A base cleaning fee of \$10.00 will be charged if the group consists of 20 or more people.

- i. Jordan Bridge Fees

\$50 base rental fee for first three (3) hours
 \$10/hr rental fee for each additional hour
 \$25 cadet fee if liquor is served (patrol officer for building perimeter)

- j. Fee Reductions and Waivers

- i. All events sponsored by the City of Stayton may use facilities no cost. Requests for reservation of city facilities for city-sponsored activities shall not 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.

- * Additional \$50.00 cleaning deposit is required for private wedding receptions. The extra charge will be refunded to user if no extra clean-up is required after the reception. Also included is a \$25.00 cadet fee if alcohol is served.

- ** For the purposes of these rules of use for City of Stayton facilities, "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; "Private" groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.; "Commercial" groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group.

rp:b(5-16-90)
/u/usr1/res/439

RENTAL FEE: \$ _____
CLEANING FEE: \$ _____

CITY OF STAYTON FACILITY USE PERMIT

Applicant: _____ Person in Charge: _____

Address: _____ Phone: _____

Date(s) Requested: _____ Hours: Set-up _____ .m. to _____ .m. Event _____ .m. to _____ .m.

NOTE: Hours from set-up through clean-up must be consecutive hours

Type of Event: _____ Activity will be: ___ Weekly; ___ Monthly.

Will there be a band? ___ Yes; ___ No. Will alcohol be served? ___ Yes; ___ No. If so, what type? _____

Certificate of Insurance (attach to Permit): _____

Facility to be Used: () Community Center: ___ Entire Hall; ___ North End only; ___ South End only; ___ Foyer.

() Jordan Bridge; () Other _____

Materials/Equipment Needed:

___ 12' Tables (12 available)	___ 10" Plates (180 available)	___ 100-cup Coffee Pot (1 available)
___ 8' Tables (9 available)	___ 6" Plates (142 available)	___ 55-cup Coffee Pot (4 available)
___ Coffee Cups (170 available)		___ Punchbowl and Ladle
___ Silverware (250 place settings available)		
___ Chairs (270 available)	___ Podium/Microphone Setup	___ Overhead Projector

Other: _____

* * * * *

I hereby apply for a City of Stayton Facility Use Permit. I have read, I understand and agree to comply with all rules and regulations set forth by the City of Stayton. I further pledge that I am of legal age and will be responsible for the care of the facility during its use. Further, I will be responsible for the repair of damage to equipment or the facility should any occur and for the replacement of any inventory or equipment lost or damaged during use of the facility for the activity for which I have accepted responsibility. I further understand that this permit is revokable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice.

I hereby agree to reimburse and hold the City of Stayton harmless from any and all liability, claims, causes, actions, suits, loss, damage, or expense of any kind or description which may be claimed against or incurred by the agents or invitees and shall indemnify the City of Stayton against and hold the City of Stayton harmless from same, including attorney fees which may arise out of or be connected with or result from the use of the City's facility during the period of reservation.

I further agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Authorized Signature of Applicant _____ Date _____ Approved by City of Stayton _____ Date _____

DO NOT WRITE BELOW THIS LINE: CITY USE ONLY

Custodian Information: Applicant Arrival Time _____ Departure Time _____

Damage Noted: _____

Deposit Amount: \$ _____	Receipt No.: _____	Date Paid: _____	Initial _____
Rental Amount: \$ _____	Receipt No.: _____	Date Paid: _____	Initial _____
Cadet Fee: \$ _____	Cadet Name: _____		

Certificate of Insurance Attached: _____

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