

RESOLUTION NO. 399

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF STAYTON:

1. The Stayton City Council hereby approves the "Rules Governing Use of City of Stayton Facilities," dated August 15, 1988, attached hereto as Exhibit "A" and directs that these rules are effective immediately upon passage by the City Council.

PASSED AND ADOPTED THIS 15th DAY OF AUGUST, 1988.

  
\_\_\_\_\_  
WAYNE LIERMAN, MAYOR

ATTEST:

  
\_\_\_\_\_  
DAVID W. KINNEY, CITY ADMINISTRATOR

## 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, Jordan Bridge, Swimming Pool, City Hall 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. Building Rules:

- a. Hours: An opening & closing time is shown on the facility use permit. If the building is not vacated at the agreed upon time additional rent plus custodial time will be charged.
- b. USERS are responsible for cleaning up all decorations and removing garbage from city facilities.
- c. Users should NOT leave the building unattended.
- d. Users should NOT attach decorations of any kind to the walls & ceilings.
- e. Users should NOT stand on furniture. A ladder is available upon request.
- f. Doors must remain closed at all times.
- g. Music must be kept a reasonable level. If noise exceeds reasonable sound limits, the City and Stayton Police Department reserve the right to terminate the facility use permit immediately.
- h. No candles are permitted inside a building without express written permission on the facility use permit.
- i. Alcoholic beverages are permitted only upon express written approval by the City on the facility use permit.

RESOLUTION NO. 399

Exhibit A: Rules Governing Use of City of Stayton Facilities  
15 August 1988

3. Reservations & Fees:

- a. All fees must be paid in full by the date of use.
- b. Weekend fees and deposits are non-refundable.
- c. Fees and deposits for weekly rentals may be refunded by the City if 3-week advance notice is given.
- d. All fees are based on the fee rental schedule. If no fee is listed, the City may establish a reasonable fee for the use of a building. Fee waivers may be granted by the City under special conditions.
- e. Reservations for use of the Jordan Bridge may be made in advance. Approximately 24 hours before your event, the City recommends the applicant fill in the reservation board on the bridge. The City waives all liability if an event on the Jordan Bridge is interrupted by any other users of the park.

f. Community Center Fees:

<u>Cleaning</u>		<u>Rental</u>	
\$100.00	+	\$ 10.00/hr.	Entire Building (w/food/liquor)
50.00	+	7.50/hr.	South End (if food/liquor are served)
25.00	+	5.00/hr.	North End (No food or liquor) +
		5.00/hr.	Cadet Fee if liquor is served. (Minimum \$20)

g. Jordan Bridge Fees:

\$ 50.00 base	Rental fee for 1st three (3) hours.
+ 10.00/hr.	Rental fee each additional hour.
+ 5.00/hr.	Cadet Fee if liquor is served.

h. Fee Reductions and Waivers:

- i. All events sponsored by the City of Stayton may use city facilities at no cost. Reservations for city sponsored activities shall not receive preferential treatment for scheduling and shall be made on a 1st-come, 1st served basis.
- ii. Public agencies and non-profit organizations may submit requests to the Community Center Manager to obtain fee reductions or fee waivers. The Community Center Manager will review all requests for fee waivers and fee reductions. Decisions to approve or deny requests will be based on the non-

RESOLUTION NO. 399

Exhibit A: Rules Governing Use of City of Stayton Facilities

15 August 1988

profit organization's ability to pay, number of Stayton residents served, whether or not the facility is available for the group, and the importance of the service to the community. The Community Center Manager may either approve or deny the request or may submit the request to the City Administrator for a decision.

4. 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".

RESOLUTION NO. 399

Exhibit A: Rules Governing Use of City of Stayton Facilities  
15 August 1988

Fee: \$ \_\_\_\_\_

CITY OF STAYTON  
FACILITY USE PERMIT

Applicant: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_  
\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly

Hours: Setup: \_\_\_\_\_ m. to \_\_\_\_\_ m.  
Hours: Event: \_\_\_\_\_ m. to \_\_\_\_\_ m.

Type of Event: \_\_\_\_\_

Will there be a Band? \_\_\_ Yes \_\_\_ No

Will Alcohol Be Served? \_\_\_ Yes \_\_\_ No If Yes, what type? \_\_\_\_\_

Does Applicant Have Certificate of Insurance? \_\_\_ Host Liquor Liability Insurance with City as "Named Insured"  
(Attach Certificates of Insurance) \_\_\_ General Liability Insurance with City as "Named Insured"

Facility to be Used:

- Community Center: \_\_\_ Entire Hall \_\_\_ South End Only \_\_\_ North End Only \_\_\_ Foyer Only \_\_\_ Kitchen
- Jordan Bridge: \_\_\_ Bridge & Park Area \_\_\_ Bridge Only
- Other: \_\_\_\_\_

Materials/Equipment Needed:

- \_\_\_ Tables 12' (12 available)      \_\_\_ Plates 10" (100 available)      \_\_\_ Coffee Pot 100 cup (1 available)
- \_\_\_ Tables 8' ( 9 available)      \_\_\_ Plates 6" (142 available)      \_\_\_ Coffee Pot 55 cup (4 available)
- \_\_\_ Chairs (270 available)      \_\_\_ Punch Bowl & Ladle      \_\_\_ Podium/Microphone Setup
- \_\_\_ Other Materials/Equipment: \_\_\_\_\_

I hereby apply for a City of Stayton Facility Use Permit. I have read, understand and agree to comply with all rules and regulations set forth by the City of Stayton. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair of damage to equipment or the facility and for the replacement of any inventory or equipment lost or damaged during use of the facility. 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 City of Stayton as a result of the negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City of Stayton against, and to hold the City of Stayton harmless from same including attorney fes, arising out of, or conected with, or resulting from the use of the City 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
-----------------------------------	------	-----------------------------	------

(Applicant Do Not Write Below This Line-----City Staff Use Only)

Custodian Information: Applicant Arrival Time \_\_\_\_\_ Departed \_\_\_\_\_

Damage Remarks: \_\_\_\_\_

Deposit Amount: \$ _____	Receipt Number _____	Date Paid _____	Initial _____
Rental Amount: \$ _____	Receipt Number _____	Date Paid _____	Initial _____
___ Cadet(s): \$ _____	Receipt Number _____	Date Paid _____	Initial _____

Certificates Of Insurance Attached \_\_\_ Host Liquor Liability \_\_\_ General Liability

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, Jordan Bridge, Swimming Pool, City Hall or other city facility.
- b. The City reserves the right to terminate any facility use permit at any time without cause.
- c. This permit is not transferable.
- d. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.

2. Building Rules:

- a. Hours: An opening & closing time is shown on the facility use permit. If the building is not vacated at the agreed upon time additional rent plus custodial time will be charged.
- b. USERS are responsible for cleaning up all decorations and removing garbage from city facilities.
- c. DO NOT leave the building unattended.
- d. DO NOT attach decorations of any kind to the walls & ceilings.
- e. DO NOT stand on furniture. A ladder is available upon request.
- f. Doors must remain closed at all times.
- g. Music must be kept a reasonable level. If noise exceeds reasonable sound limits, the City and Stayton Police Department reserve the right to terminate the facility use permit immediately.
- h. DO NOT use candles inside a building without express written permission on the facility use permit.

3. Reservations & Fees:

- a. All fees must be paid in full by the date of use.
- b. Weekend fees and deposits are non-refundable.
- c. Fees and deposits for weekly rentals may be refunded by the City if 3-week advance notice is given.
- d. All fees are based on the fee rental schedule. If no fee is listed, the City may establish a reasonable fee for the use of a building. Fee waivers may be granted by the City under special conditions.
- e. Reservations for use of the Jordan Bridge may be made in advance. Approximately 24 hours before your event, the City recommends the applicant fill in the reservation board on the bridge. The City waives all liability if an event on the Jordan Bridge is interrupted by any other users of the park.

f. Community Center Fees:	Cleaning	Rental	
	\$100.00	+	\$ 10.00/hr. Entire Building (if food/liquor served)
	50.00	+	7.50/hr. South End (if food/liquor served)
	25.00	+	5.00/hr. North End (No food or liquor served)
		+	5.00/hr. Cadet Fee if liquor is served. (Minimum \$20)
g. Jordan Bridge Fees:	\$ 50.00 base		Rental fee for 1st three (3) hours.
	+ 10.00/hr.		Rental fee each additional hour.
	+ 5.00/hr.		Cadet Fee if liquor is served.

- 4. 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".

For More Information on City of Stayton Facility Rentals contact:

Judy Johnson, Manager  
769-3461

Building Address: Community Center, 400 W. Virginia St., Stayton, Oregon  
Mailing Address: City of Stayton, 362 N. 3rd Ave., Stayton, OR 97383