

RESOLUTION NO. 808

A RESOLUTION ADOPTING RULES GOVERNING USE OF THE COMMUNITY CENTER, JORDAN BRIDGE, CITY PARKS, AND OTHER CITY FACILITIES; ESTABLISHING CHARGES; AND REPEALING PREVIOUS RULES.

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

WHEREAS, the Stayton 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 related policies;

WHEREAS, the City desires to charge reasonable fees directed toward the recovery of its costs in personnel time and materials in the management and maintenance of its facilities; and

WHEREAS, the City of Stayton deems it appropriate to repeal Resolution No. 748 with this superceding Resolution.

NOW, THEREFORE, BE IT RESOLVED that:

SECTION 1. Resolution No. 748 is hereby repealed and superceded.

SECTION 2. The "RULES GOVERNING THE USE OF CITY OF STAYTON PUBLIC FACILITIES" appended hereto, designated Exhibit "A" are hereby adopted.

ADOPTED BY THE STAYTON CITY COUNCIL this 1st day of October, 2007.

CITY OF STAYTON

Signed: Oct 8, 2007

By: Virginia L. Honeywell
Virginia L. Honeywell, Mayor

Signed: Oct. 8 2007

ATTEST: Chris Childs
Chris Childs, City Administrator

APPROVED AS TO FORM:

David A. Rhoten
David A. Rhoten, City Attorney

EXHIBIT A.

RULES GOVERNING THE USE OF CITY OF STAYTON PUBLIC FACILITIES

1. PERMITS:

- a. A Facility Use Permit is required for exclusive private or public use of any City facility including the Community Center, the Jordan Bridge, Tennis Courts (scheduled events only), parks (scheduled events only), or other City facilities, excluding the Stayton Family Memorial Pool and the Stayton Public Library Meeting Rooms. Permits may be obtained from a Facility Coordinator designated by the City Administrator.
- b. A separate Pool Rental Agreement is required for any reserved use of the Stayton Family Memorial Pool. Pool Rental Agreements may be obtained directly from swimming pool staff.
- c. A separate Library Rental Agreement is required for any reserved use of the Stayton Public Library Meeting Rooms. Library Rental Agreements may be obtained directly from Library staff.
- d. The City reserves the right to terminate any Facility Use Permit, Pool Rental Agreement or Library Rental Agreement at any time without cause.
- e. A Facility Use Permit is not transferable.
- f. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.
- g. Alcoholic beverages may be served and consumed at the Community Center only when permitted by the City. Alcoholic beverages may not be served or consumed on any other public property or premises, except the City Council may authorize, by lease, the consumption of alcoholic beverages at a City-owned facility for which an exclusive lease is granted to a non-profit organization. Upon application to the City, the City Administrator, or designee, may grant a revocable Facility Use Permit to responsible persons or organizations for an event or activity at the Community Center at which alcoholic beverages may be served and consumed. In addition to the rules governing the use of the Community Center stated herein, the rules for serving or consuming alcoholic beverages at the Community Center are as follows:
 - i. A \$50 non-refundable, alcoholic beverage service permit fee will be charged, in addition to the regular application fee charged for a "City of Stayton Facility Use Permit." (The applicant must be at least 21 years old.)
 - ii. Alcoholic beverages served or consumed will be limited to beer (cans or bottles only - no kegs allowed) and/or wine. Food and non-alcoholic beverages must also be served.

- iii. Serving, possession or consumption of alcoholic beverages is strictly limited to within the interior of the Community Center building. Possession of alcohol in the parking lot or adjacent to the building will be subject to citation.
- iv. If an event is open to the general public, an OLCC permit will be required and OLCC's rules must be strictly followed. (If an event requires a special license from the OLCC, the OLCC license must be turned in to the City no later than one week prior to the event scheduled. For questions regarding whether or not an OLCC license is necessary, call OLCC at 503-378-4871.)
- v. The applicant will be required to furnish a general liability insurance policy with a liquor rider for a minimum of \$1,000,000 coverage. The insurance certificate must have an original signature; must cover the date(s) of the event scheduled; must name the City of Stayton, its elected/appointed officials, officers, agents, employees and volunteers as additional named insured; and, must be turned in to the City no later than one week prior to the event scheduled.
- vi. In addition to the requirements listed below in Section 4. Security, if private security is used rather than personnel from the Stayton Police Department, the Chief of Police, or designee, must be notified prior to the scheduled event date that a function is occurring and whether any special considerations are required.
- vii. An additional cleaning deposit of \$100 shall be collected at the time application is made to the City. This deposit is refundable upon inspection by City personnel after the event.
- viii. The host of the scheduled event will be responsible for providing alternate transportation to individuals who are visibly intoxicated or impaired.

2. RULES:

- a. As provided by applicable Oregon Revised Statutes, smoking in any City building or on the Jordan Bridge is strictly prohibited.
- b. Facility hours are indicated on the Facility Use Permit. If the facility is not vacated at the agreed upon time, additional rent, custodial and security time will be charged.
- c. Rent commences as soon as the facility is made available to the user. User must be aware that buildings such as the Community Center have multiple daily uses and at times 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. At NO TIME shall a facility or building be left unlocked and unattended. When in use, the Community Center doors must remain closed at all times.
- e. The facility will either be opened for the user, or a key will be issued to the authorized user. If the key is not returned to City Hall within five (5) working days after the event, the user will be charged \$25.00 for each key not returned. If any key remains unreturned after thirty (30) calendar days following the event, the user will be held responsible for all costs associated with re-keying the facility.
- f. City inventory is provided for the user's convenience only. The user is responsible for its reasonable use and safekeeping. Any City inventory items (tables, chairs, etc.) must be cleaned and returned to their proper storage place. All decorations and garbage must be removed. If the facility itself (or City inventory items) is not returned to its original condition, the user will be charged for any additional cleaning required of City personnel or for the repair or replacement of any inventory items damaged.
- g. Decorations must NOT be attached to the walls or the ceiling of City buildings.
- h. Climbing on any piece of furniture is prohibited. A ladder or step stool is located in the custodial closet at the Community Center for user convenience.
- 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 Stayton Police Department reserve the right to immediately terminate the music and the Facility Use Permit.
- j. Candles are permitted inside City facilities ONLY with express written approval stated on the Facility Use Permit.
- k. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose, are prohibited in any building and in the parking areas.
- l. Use of birdseed is prohibited in any building, but may be used in the parking areas.
- m. Facility rental(s) shall require a "walkthrough" with City staff, both prior to the rental and after the rental is complete, during regular City business hours (Monday - Friday, 8 a.m. - 5 p.m.).
- n. The City may require the user to provide combined single limit insurance coverage of \$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.

3. **RESERVATIONS AND FEES:**

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

USE	ENTIRE BUILDING	SOUTH END	NORTH END
CIVIC			
Rental:	\$17.25/hr	\$12.30/hr	\$ 8.60/hr
Cleaning:	\$80.00	\$50.00	\$30.00
PRIVATE			
Rental:	\$ 22.20/hr	\$17.25/hr	\$12.30/hr
Cleaning:	\$100.00	\$65.00	\$35.00
COMMERCIAL			
Rental:	\$ 25.85/hr	\$20.90/hr	\$17.25/hr
Cleaning:	\$100.00	\$65.00	\$35.00
MEETINGS ONLY (no food or beverages served) - Stated Rent plus \$15 Cleaning Fee			
**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

- b. A deposit of 25% of the total rental fee, or the entire cleaning fee, whichever is greater, will be required to reserve a City facility.
- c. An additional fee of 25 percent of the total rental fee will be charged to non-resident users.
- d. All fees must be paid in full 10 business days in advance of the date of use.
- e. Fees and deposits made for use of the Community Center, Jordan Bridge, City parks, and other City buildings are non-refundable unless notice of cancellation is given 10 business days prior to the reserved date.
- f. 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 for security or rental. If a facility is used in excess of the scheduled time, additional rent and security fees will be charged to the user.
- g. 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.
- h. **Parks Facilities:**
 - i. No fees for everyday individual or family use.

- ii. Groups may rent entire parks, excluding the Jordan Bridge or Tennis Courts, for \$500 per day. In addition, a \$500 refundable deposit is required. The deposit will be returned provided no damage occurs and the park is clean upon inspection. The renter is responsible for any damage beyond the deposit. Refundable deposits will be mailed within 30 days by the City.
 - iii. Security may be required. (See "Security" Section 4)
- i. **Jordan Bridge:**
- i. \$80.00 base Rental fee for first three (3) hours
\$15.00/hr. Rental fee for each additional hour
 - ii. Key Deposit (electrical panel) - \$25 cash only. Deposit is made at time of key pickup and refunded (in cash) when key is returned. Key(s) must be returned to City Hall no later than five (5) working days after the event.
 - iii. Reservations are secured with a deposit of 25% of the total rental amount.
- j. **Tennis Courts:**
- i. \$100 per day for organized events or tournaments (all 3 courts).
- k. **Swimming Pool, Group Rental Fees:** (Contact Swimming Pool Staff for Pool Rental Agreement and applicable fees)
- l. **Library Meeting Rooms:**
- i. \$15 cleaning fee (no food or beverages served).
\$25 cleaning fee (food or beverages served).
 - ii.

<u>Use</u>	<u>One Side</u>	<u>Both Sides</u>
Civic	\$10.00/hr.	\$15.00/hr.
Private	\$15.00/hr.	\$20.00/hr.
Commercial	\$20.00/hr.	\$25.00/hr.
 - iii. Key Deposit - \$25 cash only. Deposit is made at time of key pickup and refunded (in cash) when key is returned. Key(s) must be returned to the Library no later than five (5) working days after the event.
 - iv. Reservations are secured with a deposit of 25% of the total rental amount.
- m. **Fee Reductions and Waivers**
- i. All events sponsored or co-sponsored by the City of Stayton may use facilities (excluding the swimming pool) at no cost. Except for officially sanctioned meetings of established City boards or committees, no request for reservation of City facilities for City-sponsored activities shall receive preferential consideration over other parties 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 City Administrator or Coordinator of the Community Center to obtain fee reductions or waivers. The City Administrator or designee 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 or designee may either approve or deny the request.

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

- a. A minimum of two (2) security officers shall be required at dances, weddings, wedding receptions, birthday parties, company parties and other similar events, park rented events with expected attendance of 300 persons or more, or any other event where the City Administrator or designee deems that security is in the best interest of all parties concerned. The exact number of officers required will be determined by the Chief of Police. City and City co-sponsored events will not require security provided that City staff are present at the event.
- b. Security may be contracted from a private licensed/bonded firm as approved by the Stayton Police Department, or, security may be obtained by hiring Stayton Police Department personnel, to be determined and assigned by the Chief of Police.
- c. Remuneration shall be as follows:
 - i. Private licensed/bonded security firms shall be paid directly as established between the renter and the security firm. A copy of the security contract shall be submitted to the Facility Coordinator no less than 10 business days prior to the event.
 - ii. Police personnel shall be paid for at a minimum of three (3) hours each at the rate of \$25.00/hr.

Payment shall be made to the Facility Coordinator or designee a minimum of ten (10) business days prior to the event.

If you choose to use City security, the City Administrator or Facility Coordinator will coordinate with the Stayton Police Department to schedule necessary personnel.

- d. Requested event times shall be submitted in writing to the Facility Coordinator with the appropriate remittance for security costs. Event times shall not exceed those hours listed in Section 5, Hours.

5. **HOURS:**

- a. The Parks are generally available for rental on a "first come first served" basis between the hours of 8:00 a.m. and 10:00 p.m. every day of the week..
- b. The Jordan Bridge is generally available for rental on a "first come first served" basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- c. The Library Meeting Rooms are generally available for rental on a "first come first served" basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- d. The Community Center is generally available for rental on a "first come first served" basis:

Sunday - Thursday:	8 am-10 pm
Friday and Saturday	8 am-12 Midnight

- e. The City Administrator, or authorized designee, may approve, for good cause, overnight use of a park facility. Such authorization is subject to the applicant properly obtaining a City Camping Permit pursuant to SMC 8.12.630.
6. **DEFINITIONS:** For the purposes of these rules of use for City of Stayton facilities.
- a. "Civic" groups include non-profit service organizations which do not restrict membership and do not charge fees other than membership dues. County, state and federal government agencies (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.
7. **INSURANCE:** The City may require the user to maintain General 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."