

RESOLUTION NO. 502

A RESOLUTION ADOPTING RULES GOVERNING USE OF THE COMMUNITY CENTER, JORDAN BRIDGE, AND OTHER CITY FACILITIES; ESTABLISHING CHARGES; AND REPEALING ORDINANCE NO. 485.

WHEREAS, the Stayton 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 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 policies for fee waivers; 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;

NOW, THEREFORE, BE IT RESOLVED by the Stayton City Council that the "Rules Governing Use of City of Stayton Facilities," attached hereto as Exhibit A, are hereby adopted; and

Stayton Resolution No. 485 is hereby repealed.

Passed by the Stayton City Council this 7th Day of December 1992.

Date: 12-22-92

By:

Willmer Van Vleet
WILLMER VAN VLEET, Mayor

ATTEST

Date: 12-22-92

By:

David W. Kinney
DAVID W. KINNEY, City Administrator

NOTE: Users are responsible to comply with provisions of the attached "Rules and Regulations for Use of City of Stayton Facilities."

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 and Equipment Available for Renter's Use if 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)
- Chairs (270 available) Coffee Cups (170 available) Punchbowl and Ladle
- Overhead Projector Silverware (250 place settings) Podium/Microphone Setup

Other: approx. # of guests- _____

* * * * *

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 _____ Beki Petersen
 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 _____

Security Fee: \$ _____ Name: _____

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, tennis courts (scheduled events only), parks (scheduled events only), 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. RULES

- a. As provided by Oregon Revised Statutes (ORS 433.850), smoking in the community center and swimming pool facilities 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 at NO TIME be left unlocked or unattended.
- 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 \$10.00 for each key not returned.
- f. Users are responsible for cleaning up all decorations and for removing garbage from city facilities. Tables at the community center should be cleaned. Any items taken from the city's inventory must be cleaned and put away.
- g. Decorations must NOT be attached to the walls or the ceiling.
- h. A ladder is located in the custodial closet at the community center for user convenience. Climbing on any piece of furniture is prohibited.
- i. Doors must remain closed at all times.
- j. 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.
- k. Candles are permitted inside city facilities ONLY with express written approval on the Facility Use Permit.
- l. **Alcoholic beverages** are permitted ONLY with express written approval by the City on the Facility Use Permit. An Oregon Liquor Control permit is required if alcohol is to be sold on the premises. Security must be provided for all alcohol use at the Community Center as well. 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.

A deposit of **\$350.00** is required for wedding receptions and events where alcohol will be served; to be paid seven (7) days prior to the event. The deposit will be refunded after the reception if no damage is done to the building.
- m. Inventory provided is for the user's convenience. The user is responsible for its reasonable use and safekeeping. Any items from the community center kitchen area or pool office area must be cleaned and returned to their proper places.
- n. 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.
- o. Use of birdseed is prohibited in any building, but may be used in the parking areas.

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. 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 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.
- g. 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/Meeting Room</u>
Civic			
Rental	\$ 11/hr	\$ 8.50/hr	\$ 5.50/hr
Cleaning	\$ 50	\$35	\$20
Private			
Rental	\$ 15.00/hr	\$11/hr	\$ 8.25/hr
Cleaning	\$100	\$50	\$25
Weddings Only/Cleaning	\$150.00		
Commercial			
Rental	\$ 17.00/hr	\$14.00/hr	\$11/hr
Cleaning	\$100	\$50	\$25

	<u>Entire Building</u>	<u>South End</u>	<u>NorthEnd/Meeting Room</u>
Meetings Only (no food or beverages served)			
**Civic	\$11.00/hr	\$ 8.25/hr	\$ 5.50/hr
**Private	\$14.50/hr	\$11.00/hr	\$ 8.25/hr
**Commercial	\$16.50/hr	\$13.75/hr	\$11.00/hr

A base cleaning fee of \$10.00 will be charged for meetings only if the group consists of 20 or more people. Users are responsible for set-up for their activity.

- g. **Jordan Bridge**
 - i. **Fees**
 - \$50 base rental fee for first three (3) hours
 - \$10/hr rental fee for each additional hour
 - ii. Fees for use of the Jordan Bridge are non-refundable.
 - iii. 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. **Parks/Tennis Courts: No fees**
- i. **Swimming Pool, Group Rental Fees:**
 - i. \$50/hr for groups up to 40 persons
 - ii. \$75/hr for groups 40 to 100 persons
- 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.

** 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.

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