

**CITY OF WEST LINN POLICY AND PROCEDURES
FOR WEST LINN ADULT COMMUNITY CENTER USE**

General Statement of Policy:

It is the policy of the City of West Linn that The West Linn Adult Community Center shall be made available, under capable and responsible adult supervision, for community activities. The West Linn Adult Community Center is available for use by public groups, private businesses and private parties. The City reserves the right to grant or deny permission for building use. Applicants may appeal any City administration decision to deny a request for building use to the City Council.

Application Procedures:

1. Application forms will be turned in to the City of West Linn Adult Community Center 1180 Rosemont Road, West Linn, OR 97068. Call 503-557-4704.
2. Applicant must be 21 years or older.
3. ***Applicants must submit full fees with reservation form to confirm date.*** Checks will be made payable to the *City of West Linn*.
4. Reservation can be made for the 4 Multi-Purpose rooms, classrooms, kitchen facilities, and the outside facilities.
5. **Applicant responsible to pick up facility key the last weekday prior to event and return key first working day after event. Any lost key is \$50.00 fee.**

Availability:

1. City sponsored events have priority over Non-City sponsored events.
2. City of West Linn Neighborhood Associations may hold a monthly meeting at no charge.
3. The West Linn Adult Community Center is available seven days a week. The hours for community use will be:

5:00 p.m. to 10:00 p.m. Monday through Thursday

5:00 p.m. to 12:00 a.m. on Friday

7:00 a.m. to 12:00 a.m. Saturday

7:00 a.m. to 10:00 p.m. Sunday

Bands and amplified music must stop at:

10:00 p.m. Monday through Thursday

11:00 p.m. on Friday and Saturday

9:00 p.m. on Sunday

As a guideline, if noise related complaints are received, the standard to resolve complaint shall be, **the noise from activities should not be heard more than 200 feet from facility.**

General Rules and Restrictions:

1. All City and County ordinances and Oregon State Laws govern Community Rooms and occupants.
2. Failure to adhere to any municipal ordinances or to any regulation outlined in the City Council's Policy and Procedures for Community Room Use, will mean forfeiture of any deposits that otherwise would be returned to renter, immediate removal from the premises as a trespasser and may also subject renter to other charges under municipal ordinances or state law.

3. City law enforcement officers shall have the right to attend any function for the purpose of inspections, etc. The Chief of Police or any law enforcement officer has the right to terminate use of these facilities during any function should the participant's conduct violate any local or state laws, regulations or codes (including noise). All fees & deposits will be forfeited.
4. **All loud noise and amplified music will stop at 10:00 p.m. Monday - Thursday, 11:00 p.m. on Friday and Saturday, and 9:00 p.m. Sunday.**

Special Restrictions:

1. **Smoking shall not be allowed** inside the building.
2. Open flames and candles of any kind are not allowed.
3. Existing wall decorations may not be removed.
4. Any decorations put up must be with tape. No nails, tacks, or anything else that will permanently place holes in the walls.

Procedures:

Set-up:

Applicant is responsible for setup and takedown. **If it is necessary for staff to put furniture back in its place, applicant will be assessed a \$20 per hour fee to be subtracted from deposit.**

Clean-up:

All floors should be swept and mopped, tables wiped down, restrooms left tidy, outside of building inspected and all garbage placed in appropriate containers. Please leave the facility as clean as you found it. **If it is necessary for staff to provide additional cleaning the User will be assessed a \$20 per hour fee to be subtracted from deposit for clean-up after your event.**

Under no circumstances are chairs, tables or other equipment to be moved from the building.

Functions held at the facility that **include the use of kitchen equipment**, dishes or silverware, **require applicant to check with Adult Community Center staff** prior to the day of the event to learn proper care and use of the equipment.

Equipment, supplies or other products belonging to private groups **may not be stored** in the facility or on the grounds prior to, or after the applicant's function.

Refunds:

Cleaning deposit refunds will be processed following inspection of the facility for cleanliness, damage to equipment, the facilities, grounds and/or missing property. All refunds will be mailed directly to the applicant from the City of West Linn. Depending on use date allow up to three weeks for refund checks to arrive.

Cancellation/Refunds

If it is necessary to cancel a reservation, a written or email request is required, providing the following information: Name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed: 503-723-4251, mailed: 22500 Salamo RD, West Linn OR 97068 ATTN: Adult Community Center, emailed: tcarlson@westlinnoregon.gov or brought to the West Linn Adult Community Center: 1180 Rosemont Road, West Linn, OR 97068. A partial or full refund will be issued according to the following schedule:

30 or more days prior to date of reservation:

All fees and deposits will be refunded, minus a \$25 processing fee.

Less than 30 days, but more than 14 calendar day's prior to date of reservation:

50% of fees plus full deposit will be refunded.

14 calendar days or fewer prior to date of reservation:

100% of fees will be forfeited, but full deposit will be refunded.

Alcohol:

Beer, wine and champagne are the only alcoholic beverages permitted. If alcohol is to be served, all laws of the Oregon Liquor Control Commission must be strictly enforced. It is the applicant's responsibility to contact O.L.C.C. for current rules.

Oversight:

A representative may be designated, depending on User Group, to open and close the facility for all gatherings outside of normal facility hours of operation.

User Group Definitions:

1. Non-profit groups, government, schools, having business meetings. (2 hrs. max)
2. Non-profit groups, government, schools, having classes, programs and all other events.
3. Resident fees – City of West Linn resident or business in West Linn.
4. Non-resident fees
5. Other rentals, long term agreements with special requests, service in kind agreements, etc. Requires approval through City Council. (Contact Parks & Recreation for procedures.)

Ongoing Repeat Users:

1. Duration of use will be scheduled up to one year in advance of application date.
2. The City of West Linn will have the right to cancel a scheduled use, with two weeks notice.
3. Payments for use will be made the first week of each month, for the whole month. It is the responsibility of the user to make payment to the City.