

**CITY OF WEST LINN
POLICY AND PROCEDURES FOR COMMUNITY ROOM USE AT
SUNSET FIRE HALL**

General Statement of Policy:

It is the policy of the City of West Linn those Community Rooms shall be made available, under capable and responsible adult supervision, for community activities. The Community Rooms are also available for use by private businesses and private parties. The City reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion. Applicants may appeal to the City Council any City administration decision to deny a request for building use.

Application Procedures:

1. Application forms are available from the City of West Linn Parks & Recreation Department, 22500 Salamo Road, #1100, West Linn, Oregon 97068
Telephone: 503- 557-4700 Fax: 503- 656-4106
2. Applicant must be 18 years or older.
3. Applicants must submit \$500 deposit with the reservation form to confirm the date. All checks will be made payable to the City of West Linn. Full refunds will be granted if written notification is given to the City 30 days prior to the event. Cancellations giving less than 30 days notice will require a \$50.00 cancellation fee and cancellations with less than 14 days notice will forfeit \$100 for cancellation fee.

Group Size and Availability:

1. The 2nd floor is accessible by stairs and a lift, if needed. Please let us know if you will need access to the lift so that we can get you the key and instructions.
2. Only one private group at a time is allowed. A one-hour time period will be scheduled between groups using the facility.
3. The Community Rooms are available seven days a week. The hours for community use will be:
7:00 am to 10:00 pm Monday through Thursday
7:00 am to 11:00 pm on Friday and Saturday
7:00 am to 9:00 pm Sunday

As a guideline, if noise related complaints are received, the standard to resolve those complaints shall be: **noise from activities should not be heard outside of the facility.**

Please refer to West Linn City Municipal Code Ordinance 5.400 – 5.535.

Care of Facility:

1. **Set-up:** All groups are responsible for setting up for their own function and returning tables to original storage areas and cleaning the facility prior to leaving. Chairs are to be securely **stacked** in the caddies. If the Parks & Recreation Department or their staff, at their sole discretion, believes the facility has been adequately cleaned, they will refund to the applicant any cleaning deposit paid, or cause the deposit to be forfeited if the facility is not adequately cleaned.
2. **Clean-up:** Clean-up shall include the following: **(1)** sweep and mop, **(2)** remove all garbage and debris **(3)** close all windows and doors **(4)** return tables and chairs to the storage area **(5)** remove all personal and rental items **(6)** clean kitchen area (if utilized) **(7)** inspect restrooms for cleanliness **(8)** clean outside areas for garbage or debris created by group utilization. **The last 30-60 minutes of time are to be used solely for clean up.**

Refunds:

All refunds are made by the City of West Linn. Cleaning deposit refunds will be processed following inspection of the facility for cleanliness, damage to equipment, the facilities, and grounds and/or missing property. All refunds will be mailed directly to the applicant from the Finance Department of the City of West Linn. Checks are mailed on a weekly basis. Depending on use date allow up to two weeks for refund checks to arrive.

Rules and Restrictions:

1. All Community Rooms and occupants are governed by all City and County ordinances and Oregon State Laws.
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. 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. There should be no amplified music or noise audible outside of the building.

Community Rooms

Page 3

5. User(s) are responsible for all occupants. We request user(s) and their guests to be considerate of the residents in the area, regarding noise levels and vehicle parking.
7. Areas posted "**NO PARKING**", and all other parking ordinances/laws will be upheld. **Parking in restricted areas could result in towing of the vehicle.**
8. User(s) assume all liability during the time of use.
9. User(s) shall keep the Community Rooms clean and in a healthful, sanitary condition at all times. Hallways, exits, etc. must be clean, clear and open at all times.
10. User(s) are responsible for the security of the Community Rooms and prompt return of the key. Replacement cost for keys is \$50.00.

Oversight:

1. Any representative from the City of West Linn shall have the authority to enter these premises at all times to monitor/spot check functions for compliance with policies, procedures and rules.

Repeat Users:

1. Duration of use will be scheduled for current school year (September – August)
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.

FEE SCHEDULE

Number of Attendees	Charges per Hour			
	Non Profit Meeting Fees (max 2 hours)	Non Profit Events	Resident	Non Resident
Less than 25	\$7 hr	\$10 hr	\$30 hr	\$40 hr
25 to 49	\$7 hr	\$15 hr	\$40 hr	\$50 hr
50 -100	\$7 hr	\$20 hr	\$50 hr	\$60 hr
Alcohol Fee	NA	\$70	\$70	\$70

*****Refundable cleaning and damage deposit: \$500.00**

No event to exceed 100 attendees.

CITY OF WEST LINN

APPLICATION FOR SUNSET COMMUNITY ROOM USE

Name of organization / individual requesting use

Category

Date requested

Day

_____ to _____
Total time area reserved

_____ to _____
Actual event hours

Describe activity in detail: _____

Number of people expected to attend: _____

Will money be collected for any reason or will products be sold? _____

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES/RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, Boards, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of Community Rooms and surrounding areas.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant. Failure to meet this obligation within thirty (30) days of billing will be cause for cancellation of future privileges and for legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of West Linn. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or for replacement of stolen equipment.

HOLD HARMLESS AGREEMENT

I agree to be responsible for the conduct of our group in and about the facilities in use, for the control of noise, group participants, litter and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that use of the Community Rooms shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Oregon. It is understood and agreed that the City, it's Mayor, City Council, Boards, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of this facility.

- * _____ I am over 18 years of age.
- * _____ I agree to adhere to all policies set forth by the City.
- * _____ All information, to the best of my knowledge, provided on this form is truthful.
 - All three statements above must be initialed by applicant.

Keys are to be picked up at the Parks Department during normal business hours in the week prior to your event. Please indicate if you anticipate use of the elevator.

Signature Name Date

Address City Zip code

Home Phone: _____ Business Phone: _____

User fee: \$_____ per hour X _____ hours = \$_____ Date pd. _____

Facility Deposit: \$500 Date pd. _____ Check # _____ *OR*
Credit Card Type: _____ CC# _____ CVV _____

Exp. Date _____ Name as appears on card: _____
.....

For office use only:

Approval by: _____ Date: _____

Key picked up by: _____ Key # _____ Date _____

Post event inspection by: _____ Date _____

Results: _____ acceptable _____ unacceptable.

Areas unacceptable: _____

Status of cleaning deposit: _____ Check Returned to patron
 _____ Check Voided/destroyed
 _____ Credit Card refunded
 _____ Refunded Partial. Amount refunded: \$ _____
Date of Check Request _____

Key returned: _____ Yes _____ No