

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 West Linn Adult Community Center.
4. Reservation can be made for the 3 Multi purpose rooms, classroom, 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 meetings 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 p.m. on Friday

7:00 a.m. to 12:00 p.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. 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. Applicant 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 Finance Department of the City of West Linn. Depending on use date allow up to two weeks for refund checks to arrive.

Cancellation/Refunds

If it is necessary to cancel a reservation, a written 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, mailed or brought to the Parks and Recreation Department. 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. (4 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.)

Repeat Users:

1. Duration of use will be scheduled for current Fiscal Year only, (July 1 – June 30).
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.

West Linn Adult Community Center – Facility Rental Application
 Adult Community Center, 1180 Rosemont Road., West Linn, OR 97068. Telephone 503-557-4704

**Applicant responsible to pick up facility key, at Adult Community Center, the last
 weekday prior to event and return key immediately after use.**

Today's Date _____ Company/Organization/Group _____

Address _____ City/State/Zip _____

Contact person _____ Daytime phone _____

Non-profit Tax ID # _____ Letter of Determination from IRS is Attached _____

Nature of Event _____ Date Requested for Event _____

Total Facility Time _____ a.m. p.m. TO _____ a.m. p.m. Actual Event Time _____ a.m. p.m. TO _____ a.m. p.m.

Rooms to be utilized by group? _____

Will you be serving beer, wine, or champagne? _____ Yes (fee applies) _____ No

Facility Requested: PLEASE CIRCLE APPROPRIATE FEES & ROOM (S) YOU WISH TO RESERVE

	Non-profit meetings	Non-profit Events	City Resident Fees	Non-resident Fees
Facility Rental (All rooms except kitchen)	\$72 App. fee	\$60 Per hour	\$90 per hour	\$108 per hour
Main Multi Purpose #1	\$36 App. fee	\$24 Per hour	\$42 per hour	\$54 per hour
Multi Purpose #2 (back left)	\$30 App. fee	\$18 Per hour	\$24 per hour	\$30 per hour
Multi Purpose #3 (back right)	\$30 App. fee	\$18 Per hour	\$24 per hour	\$30 per hour
Classroom	\$24 App. fee	\$12 Per hour	\$18 per hour	\$24 per hour
Kitchen – only with Multi #1 rental.	\$18	\$30	\$12 per hour	\$30 per hour
Alcohol Fee	\$60	\$60	\$60	\$60

Please fill in the
 Appropriate fees:

Facility Fee – _____ hours at \$ _____ = \$ _____

Alcohol Fee- \$60 \$ _____

Kitchen Fee – _____ hours at \$ _____ = \$ _____

China, Silverware, kitchenwares fee - \$30 \$ _____

Tablecloth (Rental) _____ pieces @ \$9 each = \$ _____

Total fees for group \$ _____ **Date Pd** _____

Refundable cleaning/damage deposit - \$500 check \$ _____ **Date Pd** _____

Or

Credit Card Type _____ # _____ CVV _____ Expire Date _____
 Name on Card _____

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 The West Linn Adult Community Center 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 and taken from deposits. Failure to meet any obligations beyond deposit amount 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. All alcohol use shall be governed by all applicable ordinances, State laws and O.L.C.C. Regulations. I understand that it is my responsibility to read, understand and obtain all O.L.C.C. documents or permits as required.
4. 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 and containment of alcohol and 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 The West Linn Adult Community Center shall be in accordance with Policies and Procedures, local ordinances, O.L.C.C. Regulations 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 21 years of age.
* I agree to adhere to all policies set forth by the City, and acknowledge deposit may be kept to pay for damage caused by group or to clean facility after use.
* All information, to the best of my knowledge, provided on this form is truthful.
* Applicant responsible to pick up facility key the last weekday prior to event and return key the first working day after event.
* Applicant must initial all statements above.

Signature Name Date

Visa MasterCard Expires Amount \$ (If card used for deposit card will be charged)

Card # Cardholder Name Signature

Payment Received by Date:

For office use only:

Key Issued to Date Key # Card #

Key returned Date

Post event inspection by: Date

Results: Acceptable. Unacceptable.

Comments:

Date of Check Request/Returned: Amount Requested: Processed by: