

**CITY OF WEST LINN**  
**APPLICATION FOR SUNSET FIREHALL COMMUNITY ROOM USE**

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Name of organization / Individual requesting use

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Date requested

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Day

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\_\_\_\_\_ to \_\_\_\_\_  
Total time area reserved

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\_\_\_\_\_ to \_\_\_\_\_  
Actual event hours

Describe activity in detail: \_\_\_\_\_

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Number of people expected to attend: \_\_\_\_\_

**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, restrictions, 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.
- \* \_\_\_\_\_ I agree to pick up the keys Monday – Thursday at City Hall during business hours 7:30 am-5:30 pm
- All four statements above must be initialed by applicant.

**Keys are to be picked up at the Parks & Recreation Department during normal business hours 7:30 am-5:30 pm Monday – Thursday in the week of your event. Please indicate if you anticipate use of the elevator.**

Signature

Name

Date

Address	City	Zip code
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Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Non-Profit Tax ID #: \_\_\_\_\_

Facility Fee: \$\_\_\_\_\_ per hour X \_\_\_\_\_ hours = \$\_\_\_\_\_ Date pd. \_\_\_\_\_

Alcohol Fee-\$75= \$\_\_\_\_\_ Date pd. \_\_\_\_\_

Facility Deposit: \$500 Date pd. \_\_\_\_\_ Check # \_\_\_\_\_ OR

Credit Card Type: \_\_\_\_\_ 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

**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 the user fee and separate \$500 deposit with the completed reservation form to confirm the date. All checks will be made payable to the *City of West Linn*.

**Group Size and Availability:**

1. The 2<sup>nd</sup> 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. The renter will not enter the facility until the designated rental time. The renter will vacate the property at the approved rental end time.
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 original 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.** If the Parks & Recreation Department 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.

**Cancellation/Refunds:**

All refunds are made by the City of West Linn. 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.

**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.
5. Alcohol:
  1. Beer, wine and champagne are the only alcoholic beverages permitted. A \$75 fee applies.
  2. If alcohol is to be served, all laws of the Oregon Liquor Control Commission must be strictly enforced.
  3. It is the applicant's responsibility to contact O.L.C.C. for current rules.

- 6. 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. User(s) assume all liability during the time of use.
- 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. Smoking is prohibited inside and within 10 feet of the building.
- 9. **Any decorations to the walls or ceiling must be adhered with removable tape. Do not use nails, tacks, staples or anything similar that will permanently place holes in the walls. All event decorations must be removed.**
- 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 – June)
- 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 (2 hours Max)	Non Profit Events	Resident	Non Resident
Up to 49	\$40 hr	\$45 hr	\$65 hr	\$75 hr
50 -100	\$60 hr	\$65 hr	\$85 hr	\$100 hr
Alcohol Fee	Not Available	\$75	\$75	\$75

- \*Refundable cleaning and damage deposit: \$500.00**
- \*The Applicant is responsible for informing the group members of their duties/responsibilities under Rules and Restrictions.**
- \*No event to exceed 100 attendees.**