

**CITY OF WEST LINN**  
**SUNSET FIRE HALL RENTAL APPLICATION AND USE**

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Name of organization / individual requesting use

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Type of event

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Date requested

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Day of the Week

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Total time of rental

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Actual event timeframe

*(Reservations are available by the hour only.)*

Describe activity in detail:

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, 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, its 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 between 7:30am - 5:30pm at West Linn City Hall.

\* *All four statements above must be initialed by applicant.*

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Signature

Name

Date

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Address

City

Zip Code

Cell/Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ per hour X \_\_\_\_\_ hours = \$ \_\_\_\_\_

Additional Fees:  *Alcohol* (+ \$ 75)      Total: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_Payment Method:  *Cash*       *Credit Card* *Check\**\* Checks payable to: City of West Linn

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**For office use only:**

Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

Key picked up by: \_\_\_\_\_ Key #: \_\_\_\_\_ Date: \_\_\_\_\_

Post event inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Results:  *Acceptable*       *Unacceptable*Areas unacceptable: Key returned:  *Yes*       *No*

**CITY OF WEST LINN  
POLICY AND PROCEDURES FOR  
SUNSET FIRE HALL RENTAL**

**General Statement of Policy:**

It is the policy of the City of West Linn that 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

**City of West Linn Parks & Recreation Department**

**22500 Salamo Road, #1100**

**West Linn, Oregon 97068**

Telephone: 503-557-4700

Website: <https://westlinnoregon.gov/parksrec/sunset-fire-hall>

2. Applicant must be 18 years or older.

3. Applications can be submitted in person, by mail, or by email.

Email: [sfhrentals@westlinnoregon.gov](mailto:sfhrentals@westlinnoregon.gov)

After reviewing the submitted application, staff will contact you to process the required payment. If you are a non-profit, a non-profit ID number will be required at the time of payment.

Checks payable to: **City of West Linn**.

**Group Size and Availability:**

1. The 2<sup>nd</sup> floor is accessible by stairs, inside and outside. There is a lift available for ADA accessibility only. 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 Sunset Fire Hall is available seven days a week. The hours for community use are the following:

8:00 am to 10:00 pm Monday through Thursday

8:00 am to 10:00 pm Friday and Saturday

8:00 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. **Arrival & Set-up:** The renter(s) will not enter the facility until the designated rental time. All renter groups are responsible for setting up for their own function. Hallways, exits, etc. must be clean, clear and open at all times.
2. **Clean-up & Departure:** All renter groups are responsible for cleaning up after their own function. 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.** The renter(s) will vacate the property at the approved rental end time.

**Cancellation/Refunds:**

All refunds are made by the City of West Linn. Sunset Fire Hall Rental fees shall be refunded in the following manner:

- **100% minus \$10 processing fee**, if refund is requested more than 30 days in advance of scheduled date.
- **50% minus \$10 processing fee**, if refund is requested between 16 and 30 days in advance of scheduled date.
- **No refund** if requested 15 days or less in advance of scheduled date.

**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 flat 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 Sunset Fire Hall 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**

*Reservations are available by the hour only.*

Number of Attendees	Non-Profit & WL Affiliates (Max 2 hours)	Resident	Non-Resident
Up to 49	\$30 flat fee	\$75/hr	\$95/hr
50 - 100	\$40 flat fee	\$95/hr	\$120/hr
Alcohol Fee (Additional Flat Fee)	Not Available	\$75	\$75

- \* **The Applicant is responsible for informing the group members of their duties/responsibilities under Rules and Restrictions.**
- \* **No Amplified Music Allowed.**
- \* **No event can exceed 100 attendees.**