

CITY OF WEST LINN POLICE DEPARTMENT
POLICY AND PROCEDURES FOR
JOHN SATTER COMMUNITY ROOM (JSCR)

GENERAL STATEMENT OF POLICY:

It is the policy of the City of West Linn that the West Linn Police Department's John Satter Community Room (JSCR) shall be made available under capable and responsible adult supervision for community activities. The JSCR 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.

The JSCR has a capacity of approximately 35 people. There is a \$50.00 refundable fee for use of the JSCR for groups 3, 4, 5, and 6; and an additional \$50.00 check/card deposit for use of after-hours access card. The \$100.00 will be refunded upon prompt return of the after-hours access card and inspection of the room after use for cleanliness and/or any damage(s).

USERS

The JSCR is available to the following users:

- Group 1 (priority 1) - Programs administered by the City of West Linn government; i.e., elected officials and city department staff members.
- Group 2 (priority 2) - City-appointed committees and chartered groups, officially recognized Neighborhood Associations and related groups.
- Group 3 (priority 3) - Government agencies in the local area, other than City of West Linn.
- Group 4 (priority 4) - Recognized non-profit civic and service organizations and social organizations operating in the West Linn area.
- Group 5 (priority 5) - Residents of the City of West Linn.
- Group 6 (priority 6) - Professional, business, and commercial groups operating in the West Linn area.

The City of West Linn does not bar access to the JSCR to any party on the basis of race, religion, sex, creed, age, national origin nor social or political views.

SCHEDULING OF ROOM

For purpose of scheduling, the JSCR time available shall be designated as follows:

Periods during day

Mornings: 7:00 a.m. – 12:00 noon
Afternoons: 12:00 noon – 5:00 p.m.
Evenings: 5:00 p.m. – 11:00 p.m.

Days of the week

“A” Time: Monday through Friday mornings
Monday through Friday afternoons
“B” Time: Monday through Friday evenings
“C” Time: Saturday through Sunday mornings
Saturday through Sunday afternoons
Saturday through Sunday evenings

When scheduling the JSCR, users need to include the time necessary to set up, clean up, and restore the room.

ADVANCED SCHEDULING

Group 1: Can schedule up to twelve (12) months in advance of a specific date for “A,” “B,” and “C” times.

Group 2: Can schedule up to six (6) months in advance of a specific date for “A,” “B,” and “C” times.

Group 3, 4, & 5: Can schedule up to three (3) months in advance of a specific date for “B” and “C” times.

Group 6: Can schedule up to one (1) month in advance of a specific date for “B” and “C” times.

PROCEDURES FOR SCHEDULING THE JSCR

Group 1 and 2: Submit an e-mail to **wlpdrecords@westlinnoregon.gov** and supply the requested date and time, and identify Department/Group and a contact person. A response to your request will be received advising whether the meeting is confirmed or declined.

Group 3, 4, 5, and 6: Complete written request application and submit to **wlpdrecords@westlinnoregon.gov** or via mail at 1800 8th Avenue, West Linn, Oregon 97068, preferably received seven (7) days in advance of date requested. A response to your request will be received advising whether the meeting is confirmed or declined.

The requesting party (Groups 3, 4, 5, and 6) shall submit a check or supply a card in person for the amount of \$100.00 (\$50 for use of the after-hours access card; and \$50 for cleaning deposit. The \$100.00 will be refunded upon prompt return of the after-hours access card and inspection of the room after use for cleanliness and/or any damage(s).

The after-hours access card may be signed out and picked up not more than two days in advance of the requested date during business hours at the City of West Linn Police Department. **The after-hours access card must be returned the first working day after the event.**

CANCELLATION POLICY

The City of West Linn Police Department reserves the right to cancel with due cause and with five (5) days' notice to the requesting party.

The City of West Linn Police Department reserves the right to cancel without prior notice in the event of an emergency requiring the use of the JSCR for city emergency operations.

CONDITION OF ROOM

1. The JSCR shall be left in a clean condition, with full inventory and without damage.
2. Existing wall decorations may not be removed. Any decorations put up, must use the supplied tack strips on the wall. No nails, tacks, or anything else that will permanently place holes in the walls. No decorations, postings, banners or other similar items shall be left attached to the ceiling, walls, doors, or floors.
3. Open flames and candles of any kind **are not allowed**.

ROOM USAGE

1. Meals may be consumed in the JSCR. Food preparation, including baking and frying, **is not allowed** in the JSCR.
2. Alcoholic beverages **may not be** brought into the JSCR nor consumed on the City of West Linn Police Department's property.
3. Light refreshments and non-alcoholic beverages may be served in the JSCR.

USER RESPONSIBILITY

1. The users of the JSCR are responsible for the setup of the room.
2. The users of the JSCR are responsible for the removal of all equipment, supplies, and other items belonging to the organizations other than the City of West Linn Police Department. 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.
3. The users of the JSCR are responsible to ensure the JSCR is left clean and in the condition in which it was found. Containers, beverage cans, bottles and "dry" trash shall be placed in the receptacles provided. Food containers and "wet" garbage shall be removed from the room by the user.
4. The users of the JSCR are responsible for the supervision of minor children using the room. Groups with minor children shall provide at least one responsible adult for each ten (10) minor children.
5. The users are responsible for the condition of the room. The users/reserving party will be charged for any damage to the furnishings, equipment, ceiling, walls, flooring, and doors. The user/reserving party is responsible for checking out the after-hours access card prior to the event. The after-hours access card may be signed out and picked up not more than two days in advance of the requested date during business hours at the City of West Linn Police Department. The after-hour access card will unlock the lobby door area of the City of West Linn Police Department, which is adjacent to the JSCR.

EQUIPMENT AVAILABLE FOR USE

1. Tables (15) and chairs (33) are provided for the JSCR users. Under no circumstances are chairs, tables or other equipment to be moved from the building.
2. A United States flag and State of Oregon flag with stands are provided in the JSCR.
3. A sink is provided for general use.

4. There are public restrooms for use along with a drinking fountain in the lobby area outside of the JSCR.
5. ***No equipment in the JSCR will be loaned, rented, nor removed from the JSCR.***

NO SMOKING POLICY

The City of West Linn Police Department in a non-smoking building which includes the JSCR area.

ACCIDENTS OR INJURIES

In the event of an accident or injury, call 9.1.1 from a cell phone for emergency response crews; or use the phone provided on the wall and call 9.9.1.1.

GENERAL

1. All City and County ordinances and Oregon State Laws govern the JSCR and occupants.
2. Failure to adhere to any municipal ordinances or to any regulations 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. The City of West Linn neither approves nor disapproves of content, topics, subject matter nor points of view of individuals or groups using the JSCR.
5. The City of West Linn is not responsible for accidents, injuries, illnesses or loss of group or individual property.

REFUND

All refunds are made by the City of West Linn. The \$100 deposit refunds will be processed following inspection of the facility for cleanliness, damage to equipment, the facilities, and grounds and/or missing property, and return of the after-hours access card. 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.