



## **CITY OF CRESWELL MUNICIPAL BUILDING USE POLICIES AND PROCEDURES.**

### **PHILOSOPHY**

It is the desire of The City of Creswell that the Community Center, Cobalt Building, and City Hall Conference Rooms be a place where families and people of all ages are served via entertainment, recreation, education and social activities. The City of Creswell through the rules, regulations, and ordinances adopted by the City Council, states its intention to make said buildings available on a fee use basis. Such activities shall be sponsored by responsible persons, organizations, agencies or institutions that meet the requirements set herein or by the City Administrator.

For those who wish to make use of these facilities, the following rules shall apply in addition to completion of the reservation application or approved contract.

A schedule of events shall be maintained by The City of Creswell who shall assign the available time periods to approved applicants and collect fees for use thereof.

### **I. BUILDING USE**

- A. Use of municipal buildings will be granted in so far as the activities do not infringe upon or interfere with conducting the business of The City of Creswell, its Boards or Commissions.
- B. The City staff shall inform the applicant of their responsibilities by providing them a copy of this policy. Any applicant denied use of the facility may appeal the decision to The City Administrator.

### **II. SCHEDULING**

- A. All reservations for use of municipal buildings shall be on a first come, first serve basis and shall be made by submitting a reservation application and paying in full (including deposit).
- B. A written application for rental must be made in person at City Hall Monday through Friday from 9:00 A.M. to 5:00 P.M.
- C. Requests for use of municipal buildings may be approved by City Staff on behalf of the City Council.
- D. Cancellation of reservations must be made 48 hours prior to the scheduled event by notifying City Staff. Otherwise no refund of fees will be considered.
- E. Requests should be made well in advance to assure the availability of the facilities, with a minimum notice of 72 hours when at all possible.

### **III. CITY RETAINS RIGHT TO PREEMPT ANY SCHEDULE OF EVENTS**

- A. The Mayor or City Council shall retain the right to preempt any schedule of events to permit the use of the facilities when it is in the interest of and/or welfare for the general public.
- B. Whenever there is a conflict in the use of municipal facilities, any function authorized by the City Council shall have first priority for the use thereof.

### **IV. OPERATING HOURS**

Community Center and Cobalt Building may be rented seven days a week. Rental hours shall not exceed 11:00 PM (including clean-up). City Staff shall provide a copy of Ordinance No. 447 to inform groups about hours related to noise violations. The City Hall Conference Room shall only be rented from 9:00 AM- 5:00 PM, during City Hall operating hours.

### **V. TYPES OF ACTIVITIES WHICH ARE NOT ALLOWED**

- A. Activities which are discriminating, as defined by the Local, County, State, or Federal mandates.
- B. Uses which are contrary to the laws of the United States or any political subdivision thereof.
- C. Uses exceeding the seating/holding capacity of the room or facility.
- D. Uses where the applicant does not assume full responsibility for the preservation of order and liability for any damage for or loss of City property, and for personal injury and strict observation of all regulations.

### **VI. RULES GOVERNING YOUTH ACTIVITIES**

- A. There must be adequate adult supervision of activities that involve persons under eighteen (18) years of age.
- B. Supervision by adults extends to the entire building and building grounds. Children are not permitted outside the approved rented area on the application.
- C. Control must be exercised at pre- assembly and dismissal periods. All entrances and exits shall be controlled.
- D. All athletic activities are responsible to provide their own first aid and ice packs.

**VII. STORAGE**

- A. Storage space shall be available at the Community Center (99 S. 1<sup>st</sup> St) and Cobalt Building (364 Cobalt Ln) for \$25.00 a month. Storage shall be available only to organizations that have regularly scheduled meetings or events at City Facilities. City Council reserves the right to reduce the charges upon request.

**VIII. RENTERS PROPERTY**

The City of Creswell assumes no responsibility for the property brought to, left at or stored in municipal facilities by the renter.

**IX. RESPONSIBILITY FOR DAMAGES**

- A. Any group renting the facilities is responsible for any damage to the facilities and shall notify the City Hall within 24 hours of any known or related incident of damage during their scheduled events.
- B. Misuse or damage to the facilities may be sufficient cause to cancel the Renters Contract or future use of the facility and/or keep all deposits.

**X. ALCOHOLIC BEVERAGES**

- A. In order for alcohol and/or liquor to be served at an event, the applicant shall obtain a liquor license, or special events liquor license from The Oregon Liquor Control Commission.
- B. A damage deposit of \$100 dollars shall be required in order to serve alcoholic beverages in a City Facility. The deposit shall be refunded no later than 5 business days after the event.
- C. The applicant must provide liquor liability insurance stating the City as additionally insured.
- D. Person(s) serving alcoholic beverages shall abide by all OLCC rules and regulations.
- E. All alcoholic beverages must be consumed on the premises; no alcohol is allowed outside the building.

**XI. SMOKING PROHIBITED**

There shall be no smoking in municipal buildings. This includes the bathroom facilities and hallways. Smoking outside the building may occur with at least 10 feet of space from the building..

**XII. CITY PROPERTY**

No City property located on or within the premises of municipal facilities may be removed without the express consent and approval of the City Council, City Administrator or other City Representative.

**XIII. CLEANUP AND CLEANING DEPOSIT**

- A. Any group renting the facilities is responsible for general cleanup. There will be additional charges for any group (less than 20 people) leaving the facilities dirty. The groups contact person renting the facilities will be notified if any problems arise.
- B. Rental to groups of people or organizations that **do not reside within City limits**, and where 20 or more persons will be in attendance and where food and/or beverages may or may not be served, shall require a deposit of **\$250** at the time of signing the rental agreement. The \$250 deposit fee shall be held by the City until a post rental review of the condition and cleanliness has been conducted by City staff no later than the first business day following the event. If the City finds the space was maintained by the renter in satisfactory condition, the \$250 shall be refunded no later than five (5) business days after the event. If the City finds otherwise, the \$250 shall be deposited in the General Fund and shall be used to pay for the cleaning and/or repairs that were caused by the event and were not taken care of by the renter. **\*\* The City Administrator shall have the authority to waive the requirement of the above deposit \*\***
- C. Rental to groups of people or organizations that **reside within City limits**, and where 20 or more persons will be in attendance and where food and/or beverages may or may not be served, shall require a deposit of **\$150** at the time of signing the rental agreement. The \$150 deposit fee shall be held by the City until a post rental review of the condition and cleanliness has been conducted by City staff no later than the first business day following the event. If the City finds the space was maintained by the renter in satisfactory condition, the \$150 shall be refunded no later than five (5) business days following the event. If the City finds otherwise, the \$150 shall be deposited in the General Fund and shall be used to pay for the cleaning and/or repairs that were caused by the event and were not taken care of by the renter. **\*\* The City Administrator shall have the authority to waive the requirement of the above deposit\*\***

D. Garbage shall be removed from the building and placed in the outside dumpster at 99 S. 1<sup>st</sup> St (Community Center).

**XIV. KITCHEN RULES (COMMUNITY CENTER ONLY)**

Groups must bring their own cookware and utensils if they plan to serve or cook food. If the group renting is providing food for the general public, a Lane County food handlers permit is required to use the kitchen. The kitchen and associated equipment must be clean to obtain full refund of the cleaning deposit.

**XV. BUILDING USE CHARGES**

**1<sup>st</sup> Preference—Any person or group that resides within Creswell City Limits;** Non-Profit Organizations; Creswell School District #40, excluding regular classroom instruction; religious societies, excluding regularly scheduled meetings; and Political Parties and Political Organizations, excluding campaigning activities. Non-partisan groups may be allowed with approval by City Administrator.

**2<sup>nd</sup> Preference:** Private sector groups, or any person(s) that reside outside Creswell City Limits.

**\*Governmental, Non-Profit Organizations and City School Districts will be allowed free use of these facilities six times per year. Use beyond this will be charged the 1<sup>st</sup> preference rate.\***

**FEES: CHARGE FOR FIRST HOUR / CHARGE FOR EACH ADDITIONAL HOUR**

**1<sup>st</sup> Preference Group**

<b>Community Center:</b>	<b>Cobalt Building:</b>	<b>City Hall Conference Rooms:</b>
Lounge: \$5/ \$1	Multi-Purpose room: \$25/ \$5	Upstairs Conference: \$15/ \$5
Craft Room: \$10/ \$5	Classroom/Flex space: \$20/ \$5	
Conference Room: \$10/ \$5		
Kitchen: \$15/ \$5		
Multi-purpose room: \$25/ \$5		

**2<sup>nd</sup> Preference Group**

<b>Community Center:</b>	<b>Cobalt Building:</b>	<b>City Hall Conference Rooms:</b>
Lounge: \$10/ \$2	Multi-Purpose room: \$50/ \$15	Upstairs Conference: \$30/ \$10
Craft Room: \$20/ \$5	Classroom/Flex space: \$40/ \$10	
Conference Room: \$20/ \$5		
Kitchen: \$30/ \$10		
Multi-purpose room: \$50/ \$15		

\*Note: In addition, any group that remains in the facility beyond its scheduled time shall be subject to a surcharge of the first hourly rate.

\*\*City Administrator shall reserve the right to reduce the charges upon the request and appearance of representative(s) of any group for a single special event. The decision may be appealed to the City Council.\*\*

- A. Building use charges shall be paid at the time of reservation.
- B. Full refunds shall be made if the cancellation was submitted 48 hours prior to the event.
- C. \$10 key (per key) deposit shall be required of all users checking out a key to the facilities. Deposit shall be refunded upon return of key to City Hall. Groups holding regularly scheduled meetings may leave a deposit “on file”.