

CITY OF WEST LINN POLICY AND PROCEDURES
WEST LINN ADULT COMMUNITY CENTER RENTAL APPLICATION AND USE

General Statement of Policy:

It is the policy of the City of West Linn that The West Linn Adult Community Center (ACC) 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.

ACC Application Procedures:

1. Application forms can be submitted to the City of West Linn Adult Community Center 1180 Rosemont Road, West Linn, OR 97068 or emailed to: tcarlson@westlinnoregon.gov or mmatthies@westlinnoregon.gov.
2. Applicant must be 21 years or older.
3. Applicants must submit rental fees with application form to confirm date. Rental dates cannot be "held". Rental fees can be made by check or credit card.
4. Once approved, the **renter is responsible for facility key pick-up during operating hours of 9:00 a.m. to 3:00 p.m. on the last weekday prior to event.**
5. The facility key must be returned to the ACC by the first working day after event or placed in the West Linn Library return bin located in the ACC parking lot. ACC closure and key return instructions are located in the key envelope. There is a \$50.00 fee for a lost key.

ACC Availability:

1. City sponsored events have priority over Non-City sponsored events.
 2. City of West Linn Neighborhood Associations may hold a monthly meeting at no charge.
 3. The ACC has **77** available parking spaces, **3** spaces are reserved for handicap parking. Please only park in the designated parking spots. Street parking is not available.
 4. The ACC is available seven days a week. Hours for rental use are:
 - 4:00 p.m. to 10:00 p.m., Monday-Thursday
 - 4:00 p.m. to 12:00 a.m., Friday
 - 7:00 a.m. to 12:00 a.m., Saturday
 - 7:00 a.m. to 10:00 p.m., Sunday
- All loud noise, bands and amplified music must stop at:
- 10:00 p.m., Monday- Thursday
 - 11:00 p.m., Friday & 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.

ACC 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 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. 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 rental fees will be forfeited.

Restrictions:

1. Smoking is prohibited inside and within 10 feet of the building.
2. Open flames and candles of any kind are prohibited.
3. Existing wall decorations may not be removed.
4. 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.

Procedures:

Set-up:

1. The renter is responsible for room setup, takedown and clean up. The setup, takedown and clean up time must be incorporated in the total hours rented. **If it is necessary for staff to return furniture back to its original location, the renter will be assessed an additional \$100.00 fee which will be paid by credit card the following business day. If the renter fails to pay the additional fee, the Adult Community Center has the right to cancel future reservations for scheduled use. Any balance of rental payments will be returned to the renter, minus a \$150 processing fee.**
2. The renter will not enter the facility until the designated rental time. The renter will vacate the property at the approved rental end time.

Clean-up:

1. All floors should be swept and mopped, tables wiped down, restrooms left tidy, outside of building inspected and all garbage and recyclables placed in appropriate containers.
2. All tables and chairs must be returned to the configuration found at the beginning of the function. If it's necessary for staff to provide cleaning, the renter will be assessed an additional **\$100 janitorial fee** which will be paid by credit card the following business day. Please leave the facility clean.
3. Under no circumstances are chairs, tables or other equipment to be removed from the building.
4. Functions held at the ACC that include the use of kitchen equipment, dishes or silverware, require the renter to meet with ACC staff prior to the day of the event to learn proper care and use of the equipment.
5. Equipment, supplies or other products belonging to private groups/renters may not be stored in the ACC or on the grounds prior to, or after the renter's function.

Cancellation/Refunds:

1. If it is necessary to cancel a reservation, an email request is required, providing the following information:
 - A. Name of group, applicant contact information, and date of intended use. Email cancellation requests to: tcarlson@westlinnoregon.gov and/or dkolb@westlinnoregon.gov
 - B. A partial or full refund will be issued according to the following schedule:
 1. **30 or more days prior to date of reservation:** All fees will be refunded, minus a \$25 processing fee.
 2. **Less than 30 days, but more than 14 calendar days prior to date of reservation:** 50% of fees refunded.
 3. **14 calendar days or fewer prior to date of reservation:** 100% of fees will be forfeited.

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.

User Group Definitions:

1. Non-profit groups, government, schools, having business meetings. (total 2 hrs.)
2. Non-profit groups, government, schools, having classes, programs and all other events. (2hrs.+)
3. Resident fees: City of West Linn resident or business located in West Linn City limits.
4. Non-resident fees: Resident or business located outside the West Linn City limits.
5. Other rentals, long term agreements with special requests, service in-kind agreements, etc. requires approval through City Council. Contact Parks & Recreation for procedures.

Ongoing Repeat Users:

1. Duration of use will be scheduled up to one year in advance of application date.
2. The City of West Linn will have the right to cancel a scheduled use with a four week 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.

Adult Community Center Room Descriptions:

Grand Fir Room

48 x 33 (1584 sq. ft.), 106 occupancy, hardwood floors.

Dining: The Grand Fir Room can comfortably seat 100 chairs auditorium style or fifteen-60" round tables, with 6-8 chairs seated at each table. Audio Visual equipment is available for this room.

Cedar Room

29' x 30' (870 sq. ft.), 58 occupancy, linoleum floors

Dining: The Cedar Room can comfortably seat 48 chairs auditorium style or six-60" round tables with 6-8 chairs seated at each table.

-The Cedar Room can be combined with the Oak Room for 1450 sq. ft., 97 occupancy. The Cedar, Oak & Pine Rooms can be combined for 2030 sq. ft., 136 occupancy.

Cedar Room with Kitchen, 61 occupancy, linoleum floors

The kitchen must be rented in conjunction with the Cedar Room.

Oak Room

20' x 29' (580 sq. ft.), 39 occupancy, hardwood floors.

Dining: The Oak Room can comfortably seat 50 chairs auditorium style or eight-60" round tables with 6-8 chairs seated at each table.

-The Oak Room can be combined with the Pine Room for 1,160 sq. ft., 78 occupancy.

Pine Room

20' x 29' (580 sq. ft.), 39 occupancy, hardwood floors.

Dining: The Pine Room can comfortably seat 50 chairs auditorium style or eight-60" round tables with 6-8 chairs seated at each table.

-The Pine Room can be combined with the Oak Room for 1,160 sq. ft., 78 occupancy.

Hemlock Room

20' x 20' (400 sq. ft.), 21 occupancy, linoleum floors.

Dining: The Hemlock Room can comfortably seat 21 chairs auditorium style or placed around the five-6ft tables which are stored in the room.

Maple Room

28' x 20 (560 sq. ft.), 30 occupancy, linoleum floors.

Dining: The Maple Room can comfortably seat 30 chairs auditorium style or placed around the eight-6ft tables which are stored in the room. Audio Visual equipment is available for this room.

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

Today's Date: ____/____/____ Company/Organization/Group: _____

Address: _____ City/State/Zip: _____

Contact person: _____ Daytime phone: _____

Non-profit Tax ID # _____ (IRS Letter of Determination is attached)

Nature of Event: _____ Date Requested for Event: ____/____/____

Total Facility Time (including set-up/clean-up): _____:____ a.m. p.m. **TO** _____:____ a.m. p.m.

Room(s) to be utilized by group: _____

Will you be serving beer, wine, or champagne? ____ Yes (\$75 fee applies) ____ No

	Non-Profit Meetings (2 hours max)	Non-Profit Events	City Resident Fees	Non-Resident Fees
Facility Rental (300 occ.)	Not available	\$70 Per Hour	\$100 Per Hour	\$125 Per Hour
Grand Fir Room (106 occ.)	\$75 Fee	\$50 Per Hour	\$75 Per Hour	\$90 Per Hour
Cedar Room (58 occ.)	\$40 Fee	\$25 Per Hour	\$45 Per Hour	\$55 Per Hour
Cedar Room with Kitchen (61 occ.)	\$60 Fee	\$40 Per Hour	\$60 Per Hour	\$75 Per Hour
Oak Room (39 occ.)	\$35 Fee	\$20 Per Hour	\$25 Per Hour	\$30 Per Hour
Pine Room (39 occ.)	\$35 Fee	\$20 Per Hour	\$25 Per Hour	\$30 Per Hour
Hemlock Room (21 occ.)	\$30 Fee	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour
Maple Room (21 occ.)	\$30 Fee	\$15 Per Hour	\$20 Per Hour	\$25 Per Hour
Alcohol Fee	Not available	\$75	\$75	\$75

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

Alcohol Fee- \$75 = \$ _____

Audio Visual Equipment Usage Fee-\$50 = \$ _____

Total fees: \$ _____

Date Paid: _____ / _____ / _____

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. Failure to meet any obligations within ten (10) 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 additional cleaning/furniture placement fees may be charged.
- * _____ All information, to the best of my knowledge, provided on this form is truthful.
- * _____ Applicant is responsible for facility key pick-up between operating hours of 9:00a.m. -3:00p.m, on last weekday prior to event and return key the first working day after event.
- * _____ Applicant will not enter the facility until the approved rental time.
- * _____ Applicant will leave the facility at approved rental completion time.
- * **Applicant must initial all statements above.**

_____/_____/_____
Signature Name Date

Payment Received by _____ Date: _____

For office use only:

Key Issued to: _____ Date _____ Key # _____

Key returned _____ Date _____

Post event inspection by: _____ Date _____

Results: _____ Acceptable. _____ Unacceptable.

Additional cleaning & furniture placement fees billed \$ _____