

**CITY COUNCIL AGENDA COVER-SHEET**

**From: Nancy Batchelder, City Recorder**



Regular Meeting Agenda Item

Work Session Discussion Topic

- Add to agenda for \_\_\_\_\_ meeting.
- Continue this item until \_\_\_\_\_.
- Item dismissed.

**DATE:** March 24, 2014

**Title:** Updated Commons Policy Manual

**Item:** For the past several months, the Parks and Commons Commission has been reviewing the current Commons Policy Manual and they have made changes that they are recommending to the City Council for adoption.

I am not able to provide a copy of the updated manual with the proposed changes marked because the entire outline of the document was reworked. But I have attached the listing for the original outline and the revised outline.

***Some of the major changes included in this update include:***

One of the questions that the Commission asked was: can the fragrance and water bottle value statements be edited since those were adopted by City Council? the Commission felt that the water bottle statement in particular could use some changes for clarification. (It has been misinterpreted by some to mean that no plastic water bottles of any kind are allowed in the Commons.)

The Commission voted to limit the number of Arts and Crafts type Festivals, where the primary activity is vendor booths selling to the public to the current number on the books as of March 20, 2014, which is 8. This suggestion is being made because of the extraordinary amount of wear and tear placed on the building by those large events.

The Commission voted to charge renters that are paying the Commercial or Private Rental Rate for set-up and tear-down that exceed one hour each. This is because the larger events, such as the crafts fairs typically take one day to set-up.

Most of the changes were minor and were designed to add clarity to the existing language

**Related Goal:**

**Goal: Provide for the effective governance of the City of Yachats**

**Goal: Improve administrative processes to maintain and surpass previous high standards**

PARKS AND COMMONS POLICY MANUAL (original order of headings)

FACILITIES AND MANAGEMENT  
PARKS AND COMMONS COMMISSION  
FRIENDS OF THE COMMONS  
BULLETIN BOARDS AND ADVERTISING  
    MAIN HALLWAY BULLETIN BOARD  
    NORTH HALLWAY BULLETIN BOARD  
    OUTSIDE READER BOARD  
SAFETY  
    FIRE SAFETY  
    GENERAL  
SECURITY REQUIREMENTS  
ALCOHOL USE/SALE  
ROOM USES  
    Room 1  
    Rooms 3, 5, 8  
    Room 4  
    Room 5  
    Room 6  
    Room 7  
    Multipurpose Room/Stage  
    Basement  
YACHATS COMMONS PROGRAMMING/ROOM USE POLICY  
    Free Category  
    Community Rate  
    Private Rate  
    Commercial Rate  
CONTRACTS AND APPEALS  
INSURANCE REQUIREMENTS  
YACHATS COMMONS RENTAL RATES  
GRAND PIANO USE POLICY  
    FIREARMS SALES/DISPLAY PROHIBITED  
    STAGE/SOUND/LIGHTING POLICY  
    PORTABLE SOUND SYSTEM USE  
RENTERS' RESPONSIBILITIES  
KEY POLICY  
    MASTER KEYS  
    LONG-TERM USE  
    CHECKOUT  
    KEY RETURN  
    GENERAL USE RULES  
    DEPOSITS/FINES  
STORAGE POLICY  
DUMPSTER USE  
CONCESSIONS  
BUMPING POLICY  
COMMUNITY PARK  
    PLAYGROUND  
    Picnic Shelter  
    PARKING  
    TRAILS  
    WALKING PATH  
    SPORTS FIELD  
    SKATEBOARDING  
    WETLANDS

PARKS AND COMMONS POLICY MANUAL revised order of sections

FACILITIES AND MANAGEMENT  
PARKS AND COMMONS COMMISSION  
FRIENDS OF THE COMMONS  
BULLETIN BOARDS AND ADVERTISING  
    MAIN HALLWAY BULLETIN BOARD  
    NORTH HALLWAY BULLETIN BOARD  
    OUTSIDE READER BOARD  
HEALTH AND SAFETY  
    TOBACCO  
    FRAGRANCES  
    DOGS  
    FIRE SAFETY  
    VIOLATIONS  
ENVIRONMENTAL CONCERNS  
SECURITY  
ALCOHOL USE/SALE  
FIREARMS SALE/DISPLAY  
ROOM DESCRIPTIONS AND DETAILS  
    Room 1 (Civic Meeting Room)  
    Room 3  
    Room 4  
    Room 5 (Commons Kitchen)  
    Room 6  
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    Multipurpose Room/Stage  
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ROOM USE CATEGORIES AND RENTAL RATES  
    ROOM USE CATEGORIES  
        Free Use  
        Use by Donation  
        Community Use  
        Private Use  
        Commercial Use  
    RENTAL RATES  
CONTRACTS AND APPEALS  
INSURANCE  
OTHER RENTAL CATEGORIES  
    GRAND PIANO  
    STAGE/SOUND/LIGHTING  
    PORTABLE SOUND SYSTEM  
RENTERS' RESPONSIBILITIES  
USE OF KEYS  
    GENERAL RULES  
    MASTER KEYS  
    LONG-TERM USE  
    CHECKOUT  
    KEY RETURN  
    LOST KEYS  
    DEPOSITS/FINES  
STORAGE  
DUMPSTER  
CONCESSIONS  
BUMPING  
COMMONS OPEN SPACE  
    PLAYGROUND  
    ENCLOSED PICNIC SHELTER  
    PARKING  
    WETLANDS  
    WALKING PATH  
    SPORTS FIELD  
    SKATEBOARDING



**YACHATS COMMONS  
POLICY MANUAL**

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## **FACILITIES AND MANAGEMENT**

The Commons includes the Commons building and the City-owned grounds (4.85 acres) between 4th Street and 6th Street. This area includes the playground, open area, sports field, and wetlands/woods to the east property line of lots on Ocean View Drive.

The Commons, as City property, is under the general supervision of the Yachats City Council. As established by ordinance, the Parks and Commons Commission is responsible for advising the Council. The Parks and Commons Commission comprises seven members appointed by the Council who serve three-year terms. The Commission elects one member to act as Chair. The City Recorder, City Hall support staff, and User Support Manager are responsible for daily operations of the facility.

The City has the right to deny any or all privileges to a party violating Commons policy. Any person suspended from a Commons event or program for misconduct will not be allowed to use any portion of the Commons building or grounds during the term of suspension.

## **PARKS AND COMMONS COMMISSION**

The Parks and Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and the City Budget Committee.

## **FRIENDS OF THE COMMONS**

The Friends of the Yachats Commons Foundation (Friends) is a nonprofit 501(c)(3) organization whose mission includes the support of the Commons as a community center. The Friends is a volunteer group, and membership is open to anyone in the community. The Friends elects a board of directors who manage the organization. Major goals are the development and management of fundraising events and the encouragement of diverse use. Funds raised are used to make improvements to the Commons. The Friends and User Support Manager also assist renters after hours.

## **BULLETIN BOARDS AND ADVERTISING**

All items to be posted on the bulletin boards must be left with City Hall staff. Postings regarding commercial events or sales or business advertisements are not allowed.

### ***MAIN HALLWAY BULLETIN BOARD***

This board is used solely for posting information about Commons events or community events held in the Commons and information pertaining to the City of Yachats.

### ***NORTH HALLWAY BULLETIN BOARD***

This board is used for posting information about Greater Yachats and regional events and local nonprofit programs and classes.

### ***OUTSIDE READER BOARD***

The reader board is managed by the Friends and kept current by Friends volunteers. Use of the reader board is prioritized as follows:

1. Emergencies
2. Commons/Friends events

To have an event considered for display ask the Commons User Support Manager when renting the space.

## **HEALTH AND SAFETY**

### ***TOBACCO***

The Commons building is a NO TOBACCO area. Tobacco use is prohibited on Commons property.

### ***DOGS***

During normal business hours, and at any other time when any part of the Commons building is in use, dogs accompanying their owners into the Commons building must be leashed. Dogs providing security when the building is not in use by the public may be off leash.



## ***FIRE SAFETY***

Attendance in any space may not exceed the capacity of that space posted on the emergency exit plan or vary from the specified type of use. Tables, chairs, and other objects may not be placed or allowed to remain in corridors, hallways, or doorways per fire codes. The Yachats Fire District Chief may be asked to inspect the setups for any large event to ensure compliance with fire and safety codes.

Flammable materials, including but not limited to oils, candles, combustible fuels, kerosene, gasoline, or pyrotechnics (fireworks), may not be used or stored in the building, with the exception of Sterno-heated chafing dishes used by a licensed food establishment, with permission granted by the City Recorder.

All public meetings must be held in rooms with two exits. Rooms 3 and 7 have only one exit each.

## ***VIOLATIONS***

Any renter found in violation of the health and safety regulations above will be given written notice that no future contracts for use of the Commons by that renter will be approved by the City.

## **ENVIRONMENTAL VALUES**

### ***FRAGRANCES***

The City of Yachats supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the City's citizens, staff, and visitors, City facilities open to the public are encouraged to maintain a fragrance-free environment. Please refrain from using scents, including personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person can feel safe and comfortable. Your cooperation is greatly appreciated.

### ***DISPOSABLE PLASTIC BOTTLES***

Yachats is a village that values natural resources. Water packaged in plastic bottles and transported from remote locations consumes unnecessary fossil fuel resources and creates a lasting waste management problem not only for our community, but for the entire planet. Therefore, the City Council requests that users of the Yachats Commons and other City properties refrain from the use and sale of water contained in plastic bottles. *[If changes are allowable, suggested edits: "...packaged in disposable plastic bottles"; "... from remote locations unnecessarily consumes fossil fuel resources..." and "...sale of water packaged in disposable plastic bottles."]*

## **SECURITY**

Security and proper supervision of events are major concerns. All events must have adult supervision.

Hired security personnel may be required for out-of-town sponsors of active recreational, dance, or concert events, or evening events lasting more than 2 hours and/or attended by more than 50 people in the multipurpose room or a major portion of the building.

When professional security services are required, the City may contract with the Lincoln County Sheriff's Office on an hourly basis. Security costs are not included in the room rental rates and will be charged in advance at the going rate. Upon payment of the invoice for the Sheriff's services, any remaining money will be returned to the renter.

Users wishing to contract for security privately must provide acceptable proof of such contract with a certified professional security provider.

Determinations regarding the need for security will be made case by case on the basis of information on the contract or by interview with the renter. Decisions regarding security are made at the discretion of the City Recorder.

## **ALCOHOL USE/SALE**

The sale or consumption of alcohol at events in the Commons and on Commons grounds will be by written permission from City Council only. Requests for such permission must be presented in writing on an Application for Use of Alcohol on City Property form. These forms are available at City Hall. The completed form must be submitted to the City Recorder for approval by either the Mayor or City Council President.

The sale and consumption of alcohol will be contained within well-defined boundaries. Hours of sale and security requirements will be determined by the Oregon Liquor Control Commission (OLCC) with input from the Lincoln County Sheriff's Office.

The sponsoring group will be responsible for maintaining adequate controls to ensure that:

- servers are at least 21 years of age
- no person under the age of 21 is served
- alcohol will be consumed within designated areas
- no cans/bottles of alcohol will be brought into the event area from outside the event area
- no person will be served who appears to be intoxicated

Security must be provided by the sponsoring group or the Lincoln County Sheriff's Office solely at the expense of the renter. Security staff must be situated at each point of distribution to enforce regulations and end of event. Alcohol will be limited to beer and wine only, two cups per customer per visit and dispensed in cups only -- cans or bottles are not to be sold.

The City, OLCC, or Sheriff's Office may close the sale of alcohol at any time during an event at their discretion.

The City Council may require a written statement outlining how an applicant plans to comply with the OLCC regulations as well as OLCC service permits for any group that will be serving alcohol.

## **FIREARMS SALE/DISPLAY**

The Commons building, including its grounds, is a public facility by state law, and is also used for Municipal Court. Sale or display of firearms, as defined by state law, is prohibited in the Commons or on the grounds by any renter holding a Yachats Commons Use Permit/Contract. Any violation of the firearms policy may be cause for and result in cancellation of an existing permit/contract and a ban on future rental of the Commons by the violator of this policy.

## **ROOM DESCRIPTIONS AND DETAILS**

When room rentals are made, the type of activity and associated noise level will be considered. The working hours of City Hall (8:30 a.m. - 4:30 p.m. weekdays) will be taken into consideration. Noisier events will normally be held in the north end of the building.

Meals will not be prepared or served in any rooms that are carpeted. During building-wide events, food must be prepared and served out of Room 5 (Commons Kitchen) only. Any exceptions shall be made at the discretion of the City Recorder.

With the exception of lease agreements with the Yachats Youth and Family Program, no room will be allocated for exclusive permanent rental.

Room 1 (Civic Meeting Room) Not available for rent.

This room is used by City Hall from 8:30 a.m. to 4:30 p.m. for City Council meetings, Commission meetings, work sessions, and other open public meetings. At the City Recorder's discretion it may be rented for conferences and seminars at times when not in use by the City

Room 2 (City Hall Offices) Not available for rent.

### Room 3

This room has a capacity of 49 seats without tables. It has a small pull-down screen for presentations. This room has 1 exit door.

### Room 4 (Preschool)

This room is rented on a long-term basis to the Yachats Youth and Family Activities Program (YYFAP) for use as a preschool. Renters wishing to use this room shall contact YYFAP to inquire about use of this space.

### Room 5 (Commons Kitchen)

Room 5 is the designated Commons Kitchen. All food for an event shall be prepared and/or served from Room 5. If an event requires use of the kitchen facilities, the kitchen rental rate will be charged in addition to the rent for any room(s) being used for the event. Room 5 may also be rented without the use of the kitchen facilities. Renters of this room may be impacted by multipurpose room noise. Maximum occupancy: 49 people, with or without tables.

The kitchen facilities are commercially approved and include a 6-burner gas stove, double-wide reach-in cooler, filtered drinking water, coffee-maker, triple sink, and 150 place settings.

Room 6 (Friends/User Support Manager's office) Not available for rent.

### Room 7

Room 7 has a capacity of 27 seats without tables. A wall of north-facing windows provides soft light. This room has 1 exit door.

### Room 8

Room 8 has a capacity of 49 people without tables. A wall of north-facing windows provides soft light.

### Multipurpose Room/Stage

This large room with a stage at one end and two basketball hoops is used for recreation, sports, dances, plays, concerts, and exercise classes. It is also appropriate for seminars, conferences, and festivals. Event lighting is available, as well as spotlights for the stage.

Stage use shall be limited to pre-approved theater and performance events. Exceptions shall be considered on a case-by-case basis by the City Recorder.

Maximum occupancy for theater seating is 225, with no more than 17 chairs in a row and a 4-foot aisle. Other configurations with fewer chairs in a row and more aisles may be approved if adequate safety precautions are provided. Maximum occupancy with tables: 162 people including serving staff; 14 round tables, 8 people per table. Serving table allowed. Aisle between double doorways must be left open. Aisle of 4 feet between all tables for craft show setup. Clearance on southwest door 4 feet.

Basement (Yachats Youth and Family Program and storage) Not available for rent.

## **ROOM USE CATEGORIES AND RENTAL RATES**

### ***ROOM USE CATEGORIES***

#### **Free Use**

Yachats government (City Council and Commissions)  
Community events to raise funds for the Commons  
Friends of the Commons fundraising events  
Yachats Youth and Family Program  
Fee-waived groups and public information at the City Recorder's discretion (e.g., candidates' forum)

#### **Use by Donation**

Open community gym and exercise programs, and recurring open community events that do not generate income for the instructor, sponsors or individuals (e.g., yoga, zumba, tai chi, discussion groups, song circles). Donations submitted to City Hall in lieu of rent.

#### **Community Use**

Non-recurring nonprofit events that build a stronger sense of community while benefitting the individual: educational, sports, cultural and arts, recreation, social  
Nonexclusive service clubs/organizations  
Tax-supported agencies (e.g., community colleges)  
Other federal, state, or county government agencies  
Commercial events open to the public that are sponsored by nonprofit groups or organizations (e.g., Chamber of Commerce Arts and Crafts Fair)  
Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) where the public is invited and donations are solicited for the benefit of local nonprofits or the Commons  
Hardship fundraising events not involving commercial activities, organized by a group of community members to benefit another community member in need

## Private Use

Private meetings or events with restricted access (e.g., family reunions, wedding receptions)

Fundraising events involving commercial activities organized by a group of community members to benefit another community member in need (e.g., a fair or show where the funds for the community member in need are raised from the rental of space to commercial vendors who will be selling products for their own profit).

Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) not involving donations to local nonprofits or the Commons, whether public or private.

## Commercial Use

Commercial or for-profit events open to the public, i.e., activity for which the purpose of the rental is to make profits for an individual or company.

## ***RENTAL RATES***

### **Rental Rates for Commons Rooms**

Space	Commercial Use	Private Use	Community Use
Meeting Rooms 3, 5, 7, 8	\$36/hr \$180/day	\$18/hr \$90/day	\$9/hr \$45/day
Multipurpose room	\$60/hr \$300/day	\$30/hr \$150/day	\$15/hr \$75/day
Kitchen	\$100/half-day \$200/day	\$55/half-day \$115/day	\$35/half-day \$70/day
Use of coffee-maker only	\$15	\$10	\$5

### **Rental Rates for Equipment**

Equipment	Rental Price	Rental on Site?	Rental off Site?
Dishes	\$15	yes	no
Black chairs	\$2.50 each	n/a	yes
Folding chairs	\$1.50 each	n/a	yes
Rectangular tables	\$5.00 each	n/a	yes
Round tables	n/a	no charge	no
Theater Lighting	\$100	yes	no

Rental of Commons equipment for off-site use is based on availability and the needs of Commons users and renters, who have priority in all cases. Equipment shall not leave the building except as approved by the City Recorder or designee. Rental forms must be completed and fees paid to the City before any equipment can be released.

Rehearsal time for events will be free and available within reason. Rehearsal times will be accommodated as much as possible provided the space is not needed for paying events. If paying events come up, rehearsals will need to be rescheduled or moved to another room. Rehearsal time can be guaranteed by paying community rates.

A refundable cleaning/damage deposit of \$200 for the multipurpose room and \$100 for each meeting room is required and is to be paid in advance. Deposit may be waived by the City Recorder. Renters will be financially responsible for the value of any lost equipment or damage beyond normal wear and tear in excess of the deposit amount.

If the facility is left clean, the deposit will be returned. The City Recorder has the right to charge users for whatever cleaning or repair may be required, based on actual time and materials needed.

Renters paying Commercial and Private Rates will be charged for setup and cleanup time exceeding one hour. The fee will be charged by the hour or by the day, whichever is less.

Renters paying the Community Rate will not be charged for setup and cleanup time unless the space could have been used by another renter during that time.

Use/rental of outdoor space other than the enclosed picnic shelter is negotiated with the City Recorder in coordination with the Parks and Commons Commission.

Prior approval by the City Recorder is needed to reserve the exclusive use of the picnic shelter. (See Enclosed Picnic Shelter section for rental information.)

Arts and Crafts Festivals, when the primary activity is vendor booths selling to the public are limited to 8 per year.

## **CONTRACTS AND APPEALS**

The City Recorder will determine rental categories and may waive fees when appropriate. Special contracts may be negotiated with the Parks and Commons Commission.

Contracts for ongoing renters are generally issued on a multi-month basis and are reviewed at least annually and extended at any time by the City Recorder or designee. Contracts may be revoked at any time by the City Recorder.

Decisions made by the City Recorder may be appealed to the Parks and Commons Commission. Decisions made by the Parks and Commons Commission may be appealed to City Council.

## **INSURANCE**

Certain activities, performances, events, and instructional classes require insurance and the documentation of a Certificate of Liability Insurance if Commons facilities or grounds are to be used.

The following lists represent the types of uses that will require certificates of insurance. They should not be considered complete listings.

- A. Organized dance or sports instruction and participation.
  - Recreational dance
  - Tumbling
  - Baton
  - Martial arts
  - Cheerleading
  
- B. Single-event activities.
  - Festivals
  - Concerts
  - Dances
  
- C. Multiple or long-term educational or recreational programs involving children.
  - Preschool, day care
  - Alternative education
  - Baton, dance, or physical fitness instruction
  
- D. Instructional programs involving overtly hazardous equipment, tools, or materials.

Liability insurance will have a \$500,000 single limit.

Documentation of coverage through existing business, residential, or organization insurance may be acceptable. The City of Yachats shall be listed as Certificate Holder.

Certificates of Insurance for single events are to be attached to rental contracts. For ongoing events, records must be kept of annual dates, certificates that expire, and notice given to renters prior to such expiration.

Determination regarding the need for certificate may be necessary on a case-by-case basis, depending on information on the rental contract or by interview. Certificate of Insurance must be received (with contract and rental fee) prior to the event.





## ***STAGE/SOUND/LIGHTING***

The Friends have installed professional-grade sound and lighting equipment on the Commons stage in order to provide the opportunity for community and commercial activities such as theatrical events, music and dance performances and recitals, lectures, speeches, poetry readings, and screening of films and videos.

In order to maintain this equipment and provide for its prolonged use, the following guidelines have been established. A \$100 stage lighting fee will be charged. This fee is split 50/50: \$50 for stage lighting equipment and \$50 for an authorized trained stage lighting technician. The Friends may provide assistance for a donation. Community theater groups may have members trained as authorized technicians.

Rental of the stage will be at the discretion of the City Recorder for uses other than events that are usual and customary activities associated with a stage.

Structures, stage sets, attachments, or equipment added to the stage will be approved by the City Recorder.

No food or drinks are allowed on the stage.

Only UL-approved electrical cords in safe working condition may be used and are to be connected to wall outlets in such a manner as not to interfere with the drapes.

Children under age 18 must be supervised by a responsible adult at all times.

The main drape on the stage shall be pulled closed when events in the multipurpose room might cause damage to the stage and/or its equipment (e.g., basketball, volleyball, softball, etc.)

## **RENTERS' RESPONSIBILITIES**

Oregon law (ORS 105.682, et seq.) provides that the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in building and/or park, such as use of a meeting room or the picnic shelter, do not apply to other uses of the building, the park or the public trails, or to your ability to enter other areas of the building, park or public trails. Therefore, the City of Yachats is not liable for injuries, death or property damage arising out of any use of building, park or public trails for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property.

1. All applicants for rental space must be 18 or older.

2. City Hall is responsible for working with renters to ensure compliance with policies and any contract agreement(s); however, the renter is liable for that compliance.
3. City Hall will coordinate with each renter to determine equipment needs and will check rooms/equipment for damage and cleanliness at the beginning and end of an event. Each renter is responsible for special needs on the reservation form prior to the event and for leaving the rooms clean/usable or better for the next renter. Renters are responsible for setting up and tearing down their own events and returning Commons property to its original location(s).
4. Renters must also determine the need to use their own personal equipment (e.g., extension cords).
5. City Hall does not clean rooms, wash dishes, or empty trash (with the exception of the rest rooms). The cleaning supply closet across the hall from Room 4 is stocked with brooms, mops, paper products, etc. It should be relocked after use. Trash containers should be emptied into the dumpster in back of the Commons and new liners put into the containers. Recycle bins are available outside near the southwest wall.
6. All renters are responsible for obtaining the proper permits and licenses needed for their particular events or food service. Copies of those permits and licenses must be submitted to City Hall and attached to the rental contract. The Yachats Prepared Food and Beverage Tax shall be collected and submitted when applicable.
7. The Commons building is a NO TOBACCO area. Tobacco use is prohibited on Commons property.
8. Alcohol use will not be permitted without prior written approval of City Council. An Application for Use of Alcohol on City Property form must be submitted and approved prior to the event. This form is available inside City Hall.
9. Renters should be aware of the statement on fragrances under the Environmental Values heading and should make reasonable efforts to comply with its requests.
10. Renters should be aware of the information on disposable plastic bottles under the Environmental Values heading and should make reasonable efforts to comply with its requests.
11. Only those rooms contracted for are to be used. Renters will contact City Hall if any changes in rooms are to be made, additional space is required, or equipment needed.
12. The driveway in front of the Commons is for dropoff and handicap access only. Renters must ensure that no vehicles are parked in that area during events.
13. No tables, chairs, or other objects may be placed or allowed to remain in the hallways except as approved by the Fire Marshall or Yachats Fire District Chief.
14. No flammable materials such as candles (except Sterno-heated chafing dishes) may be used or stored in the building, and all other fire/safety precautions shall be taken.

15. Equipment may not be removed from the building without prior approval of City Hall.
16. Renters are responsible for locking the room(s) they have used at the end of the scheduled use. Renters shall also coordinate with other users to ensure that all rooms in the building and the building's main doors are locked at the end of the day. If the key checked out to them for their use will not lock any doors they find unlocked, they should call the User Support Manager at 541.961.6597 for assistance. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
17. Renters are responsible for replacement of lost or damaged equipment and repairs to rooms. Nails or tacks, etc., are prohibited as a means of securing items to walls, railings, ceilings, etc. Painters' tape is permitted.
18. Renters will make reasonable efforts to assure that any person who conducts him/herself in a disorderly manner and/or minors who have consumed alcoholic beverages do not remain on any part of the premises during activities. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
19. Renters will not permit violations of federal, state, or local laws to occur in connection with their activities.
20. Renters should contact City Hall Monday-Friday from 8:30 to 4:30 (except holidays) for assistance at 541.547.3565. Otherwise, the User Support Manager is available at 541.961.6597.
21. Linens, catering, and all decorations are the renter's responsibility.
22. The City of Yachats is not responsible for lost items.
23. Reservations are not firm until a completed contract has been signed by renter and City.

## **USE OF KEYS**

### ***GENERAL RULES***

Keys are only for the use of the person/organization checking them out and only for the scheduled rental(s). Renters/users are reminded that they must clear any extra or extended use with City Hall ahead of time.

If the key checked out to renters for their use will not lock any doors they find unlocked at the end of their event/activity, they should call the User Support Manager for assistance.

Renters owing money (e.g., fines, etc.) related to Commons use are not allowed further room rental or key checkout until the money is paid.

## ***MASTER KEYS***

These keys are for maintenance, security, and fire protection personnel only. They will not be checked out to renters/users.

## ***LONG-TERM USE***

Renters/users with a signed contract/agreement that use the Commons more than once a week may be given a key on a long-term basis. This privilege may be requested when the rental agreement is signed. Approval can be given by the City Recorder and will be reviewed regularly.

## ***CHECKOUT***

Keys are checked out for scheduled events. City Hall staff may collect deposits and will keep appropriate records.

## ***DEPOSITS***

A refundable deposit of \$15 per key may be collected at checkout. The deposit will be refunded upon prompt return of keys. The deposit may be waived by the City Recorder.

## ***KEY RETURN***

Keys are to be returned within 24 hours after the end of the scheduled use or by the next business day to City Hall or to the City's drop box at the southernmost doors in the front of the building.

## ***LOST KEYS***

If a key is lost and the room has to be rekeyed, the renter/user who lost the key will be charged for the labor and materials necessary to have the room(s) or door(s) rekeyed at the going business rate.

## **STORAGE**

As negotiated with the City Recorder, cabinets in the Commons may be used for storage. This convenience is primarily for long-term renters. Users are responsible for all materials and supplies stored and for locking them up. Users must supply City Hall with a set of keys for any lock installed.

If additional storage is needed that could require replacement of a portable cabinet, case, or large items in rooms, arrangements must be made with City Hall.

## **DUMPSTER**

For some large events, organizations or groups will be required to provide an additional dumpster or pay for an extra pickup of the City dumpster.

## **CONCESSIONS**

If food service is planned for an event, concessions are allowed. All concessionaires and caterers will comply with Business License and Prepared Food and Beverage Tax laws.

## **BUMPING**

The bumping policy below is established for regularly scheduled events or renters for use in case a need for priority use arises.

Occasionally, regular or intermittent users may be asked to yield to special uses. When this occurs, the City Recorder will give notice to the designated representative of the user to be bumped.

## **COMMONS OPEN SPACE**

The Commons open space consists of 4.85 acres including a playground, enclosed picnic shelter, sports field, woods, wetland area, open space, and parking. The use of the sports field and picnic shelter must be coordinated with the City Recorder. Family use or pickup sports games are permissible as long as events are not scheduled in the area.

### ***PLAYGROUND***

The playground is available to individuals or families for their use on a first-come, first-served basis. Use is at one's own risk.

**ENCLOSED PICNIC SHELTER**

Prior approval by the City Recorder is required to reserve the exclusive use of the picnic shelter even if fees are waived.

Rates for Enclosed Picnic Shelter

Commercial Use	Private Use	Community Use
\$36/hr \$120/day	\$18/hr \$60/day	\$9/hr \$30/day

**PARKING**

Maximum parking available in the area of the Commons building and grounds is 198 spaces, including 8 handicap. Some parking is on private property.

Parking for the Commons is available in the lot at the north end of the building on the south side of 5th Street. The north side of the lot is used by the Bank of the West during business hours. Parking is also available in the back of the Commons. Parking should take place on the south side of the fenced area. For larger events, parking may occur on the north side of the fenced area and on the edge of the grassy area. Parking is also available along 4th Street and west of the retaining wall behind Bank of the West. At all times be aware that children may be in the area. Care should be taken when driving in the vicinity. Vendor use of this area is by permission only.

The driveway in front of the Commons is for drop-off and handicap access only. Renters must ensure that no vehicles are parked in that area during events.

**WETLANDS**

A part of the open area to the west of the Commons is a delineated wetlands and shall be respected as such. Trails may not be cut in the woods or wetlands area. Pick up all litter and dispose in appropriate trash containers. Do not dispose of any chemicals or liquids in the area. Do not attempt to feed the fish or birds.

**WALKING PATH**

The walking path and boardwalks on the Commons property are available to the public. Please stay on the path.

## ***SPORTS FIELD***

The sports field is to be used primarily for athletic and play activities. Other uses must be approved by the City Recorder. The field is available on a first-come, first-served basis unless it has been previously scheduled with the City Recorder. Any organized events/team play must be scheduled with the City Recorder.

## ***SKATEBOARDING***

Skateboarding is allowed in a designated area with ramps in back of the Commons. The area may be used by skateboarders unless an event is scheduled in this area. Then all ramps must be removed and all skateboarding will stop. Loading and unloading of equipment into the Commons building may also occur in this area and require skateboarding to stop. Skateboarders may not interfere with events that occur in the Commons or on Commons grounds. This includes the Youth Center programs and events.