

**RESOLUTION NO. 1307**

**A RESOLUTION ADOPTING FACILITY RENTAL APPLICATION PROCEDURES AND FEES, AND OUTLINING THE POLICIES PERTAINING TO THE DISTRIBUTION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES IN A CITY FACILITY.**

WHEREAS, the Wilsonville Parks and Recreation Department has coordinated the rental/use of city owned public facilities by community and private groups since January of 1991; and

WHEREAS, the Wilsonville Community Center has become increasingly popular for the rental of wedding, birthday and similar parties; and

WHEREAS, the Wilsonville Parks and Recreation Advisory Board, at their regularly scheduled meeting April 11, 1995, reviewed the Facility Use Agreement Policies after incidents of damage and misuse of the Wilsonville Center by rental groups, and has duly considered the subject and has reviewed the recommendations of staff; and

WHEREAS, staff no longer feels that the damage and misuse of the building by rental groups is an isolated incident, and no longer feels confident in the ability to preserve the safety of the facility and its occupants during large gatherings that serve alcoholic beverages; and

WHEREAS, the City of Wilsonville finds that in order to provide an orderly and efficient use of its city facilities to their fullest potential, a reservation system is necessary. It shall be the policy of the City of Wilsonville to make city-owned facilities available, under capable supervision, for community activities of a recreational, business or civic nature, and thus necessitating the collection of fees as set forth below. The City Council authorizes the Recreation Director to approve application for any public city facility use or to deny any and all permits if such action is necessary for the best interest of the City of Wilsonville.

**NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

**CITY OF WILSONVILLE  
FACILITY USE AGREEMENT POLICIES**

1. The Parks and Recreation Department staff is responsible for the scheduling of city facilities. Any person, persons, or organizations wishing to use a city facility must submit a completed facility use application form with all required fees to the designated Parks and Recreation staff member. Applicants must be 21 years of age or older.
2. Use agreements are not transferable. The City of Wilsonville reserves the right to change or cancel any part of the facility use agreement.
3. In order to allow many different groups an opportunity to use the city facilities, any repetitive users from Group #2 and Group #3 will be reviewed on a routine basis. No meetings or religious services shall be scheduled on a regular on-going basis. Exceptions may be negotiated with a designated Parks and Recreation staff member for a one-time use.
4. Facility users must enter, use and vacate building according to the terms on the use agreement.
5. Neither the name nor address of any city facility may be used as an official address or headquarters of the applicant or any organization.
6. Groups composed of minors must be supervised by one (1) adult for every fifteen (15) children/youth while using a city facility. **City staff will not be held responsible for the supervision of children.**
7. No group shall conduct any activity causing extra duties for the facilities staff unless previous agreement has been made. Fees will be assessed for increased services and charged to the facility user applicant.

**Special Restrictions**

1. Smoking shall not be allowed inside the buildings.
2. Control of lights, thermostats and other facility equipment, as well as locking and unlocking of the doors, are responsibilities of the monitor/staff who should be informed of special needs by the group holding the use agreement.
3. Alcoholic beverages of any kind **SHALL NOT BE ALLOWED** inside the buildings except by special approval. A City of Wilsonville Alcoholic Beverage application form is available upon request.. **City staff reserves the right to cancel, before or during, any and all functions if alcohol is deemed a problem. The consumption of alcoholic beverages is restricted to the confinements of the building. Alcoholic beverages are not allowed outside of the building. All applicants with an expected attendance of one-hundred (100) or more individuals that wish to sell or serve alcoholic beverages must pay for the services of a professional security guard to be in attendance. The security guard will be hired and paid for at a rate and choosing of the City of Wilsonville. Serving or consumption of alcohol is permitted at the Wilsonville Center and/or Tauchman House only. Applicant assumes any and all liability resulting from the service and/or sale**

of alcoholic beverages. **All applicants that wish to sell alcoholic beverages (having a no-host bar) during their function must receive an approved O.L.C.C. license prior to date of event.**

4. Open flames and candles of any kind are not allowed.
5. Applicant may serve light refreshments only (e.g. cookies, vegetables and dip, coffee and punch). Other kitchen use requests must be specified on the facility use application and subject to approval by a department staff member. **Food and beverages must remain inside the multi-purpose room. No food and/or beverages are allowed in the lobby area.**
6. Decorations shall not be put up without the prior approval of the building supervisor or designated staff.
7. **Wilsonville facilities are open for group activities until 10 p.m.. Groups must have facility clean and personal items removed from facility no later than 12 a.m.**
8. The professional security guard and city building monitor shall enforce the rules and regulations established by the city for use of city facilities. The professional security guard and/or monitor may at any time remove or cause to be removed any individual from the facility if that individual's behavior interferes with the enjoyment of the facility by others in attendance, endangers the safety of others or otherwise violates any City of Wilsonville rules and regulations regarding the appropriate use of the facility.

#### **Equipment**

1. Use of facility furniture and equipment shall be requested at the time of application. The assigned Facility Monitor will be responsible for approval of room set-up and take down or rearranging of any furniture or equipment unless otherwise negotiated on the facility use agreement. Applicant will be responsible for moving furniture.
2. Under no circumstances are chairs, tables or other equipment to be removed from the building (unless otherwise negotiated on the facility use agreement).
3. Functions which are held at the Community Center and request to use the kitchen equipment, dishes and silverware are required to receive proper instruction from city staff prior to use.
4. Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the ground prior to, or after applicants function.

#### **Clean-up**

**All floors should be swept clean and mopped, tables wiped down, restrooms cleaned, outside of building inspected and all garbage placed in the appropriate containers. Please leave the facility as clean as you found it.**

#### **Cancellations/Refunds**

Facility cancellation must be submitted in writing to the Parks and Recreation Department. The applicant will forfeit fees according to the following notification schedule:

1. If a cancellation is done within thirty (30) days prior to the reservation date, all fees except for a ten dollar (\$10) service charge will be refunded.

2. If a cancellation is done between twenty-nine (29) days and fifteen (15) days prior to the reservation date, fifty percent (50%) of all user fees shall be refunded to the applicant.
3. If a cancellation occurs from fifteen (15) days to zero (0) days prior to the reservation date, one-hundred percent (100%) of all fees shall be forfeited by the applicant. All efforts will be made to keep the room schedule intact, once reservations are made; however, the city retains the right to cancel and/or relocate a meeting/function.

**FACILITY PRIORITY USE**

- Group #1      City of Wilsonville Government: Meetings, activities and programs sponsored by the City of Wilsonville. Each department/division manager has top priority in scheduling their own facility. (e.g. Library Director has the opportunity to schedule Library meetings and sponsored library activities **BEFORE** any other city or private group).
- Group #2      Non-Profit: Community service and civic groups, charitable organizations and state/local government meetings.
- Group #3      Profit/Private: Weddings, organizations, political groups and business meetings, individuals or any other function that is not included in Group 1 or Group 2.

<b>SCHEDULING TIMELINES</b>		
<b>Group Classification</b>	<b>Weekends</b>	<b>Weekdays</b>
<u>Group 1</u> City of Wilsonville Sponsored / Government	May schedule buildings up to one year prior to event.	May schedule buildings up to one year prior to event.
<u>Group 2</u> Non-profit / Community Service Groups	May reserve buildings up to 11 months prior to date of event.	May reserve buildings up to 2 months prior to date of event.
<u>Group 3</u> Profit / Private	May reserve buildings up to 10 months prior to date of event.	May reserve buildings up to 2 months prior to date of event.

**The City of Wilsonville reserves the right to cancel or change facility use agreements when deemed necessary.**

<b>FACILITY FEE CHART</b>				
<b>Facility Area</b>	<b>Maximum # of People</b>	<b>Rental Fee - Group 3 only</b>	<b>Monitor / Staff / Security / Janitorial May pertain to Group 1, 2 &amp; 3</b>	<b>Clean-Up Fee</b>
Community Center Multi-purpose Room	264 Dancing 125 Dining	\$25 per hour	\$8 per hour Building Monitor; \$13 per hour Security Guard	\$20 Flat Fee
Community Center Kitchen	N/A	\$25 Flat Fee	\$8 per hour	N/A
Community Center Classroom	40	\$15 per hour	\$8 per hour	N/A
Library Willamette Room	75	\$20 per hour	Rental during normal operating hours only.	N/A
Community Development Conference Room	197	\$25 per hour	\$8 per hour	N/A
Tauchman House (Kitchen only)	10	\$10 per hour	\$8 per hour	\$20 Flat Fee

**Group #1 and 2 will be charged the monitor/staff fee if the applicant is requesting use of the facility during non-operating hours. A two (2) hour minimum fee will be charged. Group #3 will be charged the rental fee, monitor/staff fee and clean-up (if applicable). A two (2) hour minimum rental and monitor/staff fee will be charged. A one and one-half (1.5) hour minimum clean-up time period will automatically be assessed to groups that serve alcoholic beverages.**

<b>Clean-up and Damage Deposit</b>	
\$100	0-49 anticipated attendance
\$150	50 or more anticipated attendance
\$250	Alcoholic Beverages served (permit required)
<p>A separate clean-up/damage deposit check must accompany all facility use applications and rental payments. The deposit check must be postdated to the date of the scheduled function. A two week time line is normal for return of deposit checks.</p>	

Normally, rental applications will be denied for dates that fall on recognized holidays. If an applicant reserves a facility on a holiday which is recognized by the City of Wilsonville, and the city grants special approval, the monitor/staff fee will be doubled.

**The Wilsonville Center has a maximum room capacity of 264 people when completely void of any and all furniture. The Center can accommodate a maximum of 125 individuals for dining purposes. If any tables and chairs are needed for applicants reservation, the City of Wilsonville limits the number of guests in attendance to 180.**

**\*\* Due to cost of living changes and other outside influences, the building monitor and security guard fees may change. This action will not require City Council approval.**



**CITY OF WILSONVILLE  
GUIDELINES FOR SERVING ALCOHOLIC BEVERAGES  
UNDER CITY PERMIT**

You have received a permit to use a public facility of the City of Wilsonville in which you plan to serve alcoholic refreshments. As the individual receiving a permit, you must file with the City of Wilsonville the name(s), address, driver's license number and date of birth of those persons who will be serving the alcohol. Such person(s) must be over the age of 21 years. No alcohol may be served to anyone under 21 years of age and no one shall be served who is under the influence of intoxicants. **Distributing alcohol to a person under 21 years of age or to a person under the influence of alcohol is a crime.**

Alcohol may only be furnished or served by the designated server(s) of the permitted holder. Under no circumstances may party members bring their own alcohol on to the premises (No B.Y.O.B.'s).

Please be advised, you may also need to obtain a permit through the Oregon Liquor Control Commission. The city reserves the right to cancel your permit at any time prior to or during your use of its facility.

It is your responsibility to obey all rules, City Ordinances and State Laws. The City of Wilsonville accepts no responsibility for any claim of injury to person, or damage to property from your serving alcoholic beverages.

I have read, understand and agree to comply with all guidelines and regulations set forth above. I further understand that by signing this agreement, I give my permission for the city to perform a background criminal history check on individuals serving alcohol and/or responsible for the rental of the facility.

I shall hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the serving of alcoholic beverages resulting in bodily injury, property damage, or personal injury, including but not limited to settlements, judgments, costs and attorney's fees.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please provide the following information for all alcoholic beverage servers:**

Name: _____ Address: _____ _____ Driver's License # _____ Date of Birth: _____	Name: _____ Address: _____ _____ Driver's License # _____ Date of Birth: _____
--	--

<i>Office Use Only:</i>	
<b>Date Received:</b> _____	<b>Reservation No.</b> _____
<b>Guidelines Application Approved:</b> _____	
Recreation Director	Date

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19 th day of August, 1996, and filed with the Wilsonville City Recorder this same date.

  
GERALD A. KRUMMEL, Mayor

ATTEST:

  
Sandra C. King, City Recorder

SUMMARY OF VOTES:

Mayor Krummel	Yes
Councilor Lehan	Yes
Councilor Hawkins	Absent
Councilor MacDonald	Yes
Councilor Leahy	Yes



**City of Wilsonville  
Parks and Recreation Department  
FACILITY USE APPLICATION**

NAME OF USER GROUP \_\_\_\_\_  
 NAME OF CONTACT PERSON \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 HOME TELEPHONE NUMBER \_\_\_\_\_ WORK NUMBER \_\_\_\_\_  
 REQUESTED FACILITY \_\_\_\_\_ AREA(S) \_\_\_\_\_  
 DATE(S) OF USE \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_  
 TIME FOR SET-UP (DECORATING) \_\_\_\_\_ TIME FOR CLEAN-UP \_\_\_\_\_  
 SPECIAL EQUIPMENT/SERVICES REQUIRED \_\_\_\_\_  
 NATURE OF EVENT/ACTIVITY \_\_\_\_\_  
 ANTICIPATED ATTENDANCE \_\_\_\_\_ AGE(S) OF GROUP \_\_\_\_\_

Classification Information

- Group 1  City of Wilsonville sponsored and government meetings  
 Group 2  Non-profit Organizations/Community Service Groups  
 Group 3  Profit/Private

Facility Use Fees

Rental : \$ \_\_\_\_\_  
 Monitor/Staff @ \$8/hr \$ \_\_\_\_\_  
 Janitorial Clean up \$ \_\_\_\_\_  
 Kitchen \$ \_\_\_\_\_  
 Security @ \$13/hr \_\_\_\_\_  
 Total Fees: \$ \_\_\_\_\_

Damage/Clean up Deposit \$ _____ (separate check dated the day of event)  Date Paid _____ Receipt #: _____  Date Returned _____ Staff Initial _____ (if applicable)
---

Alcoholic Beverage Application: Approved  Denied

Refreshments to be served: \_\_\_\_\_

Please make checks payable to: <b>City of Wilsonville          3000 SW Town Center Loop E.          Wilsonville, Oregon 97070</b>
--

I hereby request the use of the above facility as specified and agree by the established regulations relating to facility use. I agree to keep the facility in a clean and orderly condition, and also agree to be responsible for any damages to the facility if damaged by my activities or use, reasonable wear and tear excepted.

I understand that this use agreement is non-transferable. The City of Wilsonville reserves the right to change or cancel any part of a use agreement and related scheduled activity.

I further agree to defend and hold harmless the City of Wilsonville, its agents and representatives, from any and all claims which may arise from loss of or damage to my personal property as a result of this agreement. I understand that any personal property kept by me in or at the facility is at my own risk, and the City of Wilsonville, its agents and representatives, accept no responsibility for the security of such property whatsoever. I also understand that City staff is present on the premises during normal operating hours only, and that no services relating to security are provided by City after said operating hours.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>	
Reservation Number: _____	Deposit Fee Collected \$ _____ Ck # _____ Rental Fee Collected \$ _____ Ck # _____
Application Approved By: _____ Recreation Director	Date: _____

A copy of this form will be returned to you after approval and should be taken to the facility on the day of your rental.