



# City of Mt. Angel

## Long-Term Community Room Use Application

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Use: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
(examples: meeting, training)

Sun \_\_\_\_\_ to \_\_\_\_\_ Thu \_\_\_\_\_ to \_\_\_\_\_

Mon \_\_\_\_\_ to \_\_\_\_\_ Fri \_\_\_\_\_ to \_\_\_\_\_

Tue \_\_\_\_\_ to \_\_\_\_\_ Sat: \_\_\_\_\_ to \_\_\_\_\_

Wed \_\_\_\_\_ to \_\_\_\_\_ (including setup and cleanup time)

- Food will be served
- Alcohol will be served  
(City alcohol permit required)

Fees must be paid in full at least 10 business days before the use date in order to maintain the reservation. If fees are not paid, the room will not be held for future meetings and the City will accept applications from others for that time. If key(s) have not been returned after 14 business days following the last paid use date, the user will be charged to re-key the room.

The following must be received with the application in order to reserve the date:

**Certificate of liability** for \$500,000 (\$1,000,000 if having alcohol), naming the City as additional insured. Required with each application. Faxed applications & insurance will not be accepted.

**Payment:**  
 \$25/first 4 hours  
 \$50/day  
 \$10/day Civic groups  
 Free—Government Organizations  
 \$25 cleaning deposit  
 \$100 key deposit

I have read the rules and regulations (from Resolution 1244 and City Fee Schedule) attached to this application and agree to abide by them.

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

<b>Office Use Only</b>	Rental Fee: \$ _____ Deposits: \$ _____ / _____ Total: \$ _____ Receipt #: _____
	<input type="checkbox"/> Certificate of Liability Received <input type="checkbox"/> City Alcohol Permit Received
	Approved by: _____ Date: _____
	<input type="checkbox"/> Copy to Library <input type="checkbox"/> Reservation Entered in Calendar by: _____
	<input type="checkbox"/> Key Checked Out On: _____ <input type="checkbox"/> Key Returned On: _____
	Room Verified Clean by: _____

## General City Facility Use Rules (Resolution 1244)

1. All reservations require submission of a Mt. Angel City-owned facility application. The person signing the application must be present at the function and will be responsible for ensuring the use policies and procedures are followed.
2. City business will take precedence over any and all other events.
3. Applicants must be twenty-one (21) years of age or older.
4. Adults must stay on the premises with children. If children are waiting for rides, the Applicant is responsible for remaining until either parents or guardians have collected all children.
5. Application, rental fees and deposit, and certificate of insurance for use must be received at least ten (10) business days in advance of the rental date.
6. City-owned facilities shall be used solely for the activities stated within the Rental Application. The Applicant may not assign, nor rent or sublet any part of the premises. The Applicant shall not make any alterations to any City property without expressed written consent of the City Administrator. Upon any violation of these provisions, Applicant shall forfeit all amounts paid, may be subject to Civil Infractions, and will be liable to the City for any damage.
7. Additional fees may be charged if any city staff member(s) must be present in order to facilitate the rental of the City-owned facility. It is the responsibility of the applicant to inform the city prior to the rental.
8. For events where alcohol will *not* be served the applicant must provide evidence of the City of Mt. Angel named as an insured with a minimum one half million dollar (\$500,000) general liability per occurrence policy.
9. For events where alcohol *will* be served the applicant must provide evidence of the City of Mt. Angel named as an insured with a minimum one million dollar (\$1,000,000) general liability per occurrence policy.
10. Events that expect to have alcohol at or on the premises of a city-owned facility shall have an approved City Alcohol Permit prior to requesting the rental. Approval of an alcohol permit is not a guarantee that the rental of the city-owned facility will be made available. Additional insurance requirements may apply. Fees or deposits for alcohol permits are established by separate resolution and are in addition to fees collected for rental of city-owned facilities.
11. All groups or individuals using City-owned facilities agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility.
12. Cancellations shall be made in writing not less than two (2) days prior to the scheduled event. A ten dollar (\$10.00) service charge will be retained for each cancellation. Fees will be forfeited if an event is cancelled with less than two (2) days notice.
13. The City reserves the right to terminate any Facility Use Permit at any time without cause.
14. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.
15. As provided by applicable Oregon Revised Statutes, smoking in any City facility is strictly prohibited.
16. Facility hours are indication on the permit. If the facility is not vacated at the agreed upon time, additional rent, and city staff time will be collected.

17. Rental commences as soon as the facility is made available to the user. Therefore, hours must be scheduled in blocks of time that will include time for set-up, the scheduled activity and clean-up. For example, if the user has reserved the Community Meeting Room for a function on Saturday evening, but has requested access to the building Friday evening for set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the premises is unavailable to other users, and Saturday evening until the premises has been vacated. This policy also applies to reservations for Street Closures and Parks.
18. Upon clear evidence that the function is to the benefit to the community at large, the City Administrator reserves the right to waive all or part of the fees as listed in this resolution.

## **COMMUNITY MEETING ROOM:**

1. The Community Use Room will either, 1) be opened for the user; or 2) a key will be issued to the authorized user. If the key is not returned to City Hall within two (2) business days after the event, the user will be charged twenty-five dollars (\$25.00) for each key not returned. If any key remains unreturned after fourteen (14) business days following the event, the user will be held responsible for all costs associated with re-keying the facility's locks.
2. The user is responsible for its reasonable use and safekeeping. Any City inventory (tables, chairs, etc.) must be cleaned and returned to their proper storage place. All decorations and garbage must be removed. If the facility is not returned to its original condition, the user will be charged for any additional cleaning at the actual cost of staff time and materials.
3. Decorations must NOT be attached to the walls or the ceilings of the City Buildings. Use of rice, confetti, glitter, or other small articles or similar objects used for decoration or any other purpose are prohibited.
4. Climbing or standing on any piece of furniture is prohibited.
5. Rental of the Community Meeting Room shall require a walkthrough with City Staff at a time that is mutually convenient before and after the rental. It is the applicant's responsibility to make arrangements for this. Failure to do so may result in forfeiture of the deposit.
6. Any group wishing to use the sound system or projection equipment must first obtain permission from the City Administrator or designee. The system may only be operated by authorized City personnel, and fee to cover the City's cost will be assessed.
7. Use of the Community Meeting Room must not interfere in any way with the conduct of City business. Disruptive or noisy groups will be required to leave the meeting room and will forfeit their fees and deposit.
8. Availability of the room is at the discretion of the City. Food or beverage consumption in the room will be reviewed on a per reservation basis and subject to specific conditions of the City.
9. A \$25.00 cleaning deposit will be collected at the time of application. The deposit is fully refundable only if the room is left in a clean manner with no damage.