

**CITY OF AMITY  
RESOLUTION NO. 2018-16**

**A RESOLUTION ADOPTING RULES FOR RENTAL OF THE COMMUNITY CENTER,  
CONSISTENT WITH ORDINANCE 657.**

**WHEREAS**, the City Council adopted Ordinance 657 regulating the rental of City-owned facilities and providing penalties for violation and;

**WHEREAS**, the City Council wishes to adopt rules for the rental of the Community Center, and;

**WHEREAS**, the rules for renting City-owned facilities are designed to protect the City of Amity, public property, and citizens, and;

**WHEREAS**, the fees set in the proposed rules are designed to offset costs of staff time, overhead, and materials associated with reviewing rental applications.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Amity;

**SECTION 1.** Hereby Adopts the Community Center Rental Rules, attached as Exhibit A.

**SECTION 2.** Any procedures that conflict with any rules or laws of the State of Oregon or the City of Amity are hereby declared to be void and shall not invalidate any remaining clauses.

**SECTION 3.** This resolution shall become effective become effective September 5, 2018.

Passed by the City Council this 5<sup>th</sup> day of September 2018, by the following votes:

**AYES:** Joshua Simonson, Caralyn Miller, Max Walker, Dawn King

**NAYS:** None

**APPROVED BY THE MAYOR, this 5th day of September 2018.**

  
\_\_\_\_\_  
Michael Cape, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Jackie Loos, City Recorder/Treasurer

## EXHIBIT A

### COMMUNITY CENTER

- 1) The Community Center will either, 1) be opened for the user; or 2) a key will be issued to the authorized user after submission of a key distribution form. 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 five (5) business days following the event, the user will be held responsible for all costs associated with re-keying the facility's locks and supplying new keys for staff and Council members.
- 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, materials, and disposal of trash.
- 3) Decorations must not be attached to the walls or the ceilings of the City Buildings without City approval.
- 4) Climbing or standing on any piece of furniture is prohibited.
- 5) Rental of the Community Center 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 Center must not interfere in any way with the conduct of City business. Disruptive or noisy groups will be required to leave the Community Center/rented space and will forfeit their fees and deposit.
- 8) Availability of the Community Center is at the discretion of the City. Food or beverage consumption in the Community Center will be reviewed on a per reservation basis and subject to specific conditions of the City.

**9) Fees for use of the Community Meeting Room are as follows:**

User Classification	First Day	Second Day	Third Day
Private – Resident	\$60.00	\$40	\$15
Private – Non-Resident	\$120.00	\$80	\$30
City Event/Public Agency/Non-Profit	\$0	\$0	\$0

- 10) A \$150.00 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 and key(s) are returned.
- 11) No deposits or fees will be collected for public agencies, i.e. fire district, school district, county, etc. or non-profits that provide a specific benefit to the community.
- 12) Applicants/users must abide by the general rules for the rental of City-owned facilities adopted by separate ordinance and resolution (the general rules address insurance requirements among other regulatory provisions).