

## **Policy 16-15 Facility Reservations**

**Adopted: June 7, 2016**

### Statement of Policy:

The City of Happy Valley often receives requests for the use of its facilities. This policy establishes guidelines, scheduling practices, and rental procedures for the use of City facilities. This policy is in addition to and complements any existing and future policies regarding use of City facilities.

### Scope of Applicability

This policy applies to both City-initiated facility uses and non-City initiated facility uses.

### Administration

The City Manager, or designees, are responsible for ensuring the compliance with this policy. The City Manager is granted the authority to review and amend this policy as needed.

### Definitions

1. "Partners" means, government agencies and their advisory groups, organizations of which the city is a member, and organizations through which a public service is provided on behalf of the City. The City recognizes that these groups provide a benefit to the general community of Happy Valley.

### General Reservation Guidelines

1. Reservations must be made through the completion of an application form provided by the City. Upon approval, users will receive confirmation and building access information for their reservation, if necessary.
2. Proof of insurance may be required depending on the facility and use.
3. Public facilities will not be closed to the general public for exclusive use, unless authorized by the City Manager or designee.
4. The following spaces are generally available for facility reservation:
  - a) Council Chambers
  - b) Hoodview Room
  - c) Rebstock Room
  - d) Annex at Happy Valley Policing Station
  - e) Library Community Room

5. Each facility has specific limitations such as, but not limited to, the allowance of meals, number of people allowed, frequency of reservations, and hours of availability. Specific restrictions for each facility may change and be updated.
6. Use of City meeting facilities does not constitute an endorsement by the City. All publicity will carry the name of the organization sponsoring the event or meeting. The City will not be identified or implied as a sponsor unless it is a City event.
7. Users must clean the facility and leave it as they found it.
8. Users will be held responsible for any damage caused by their use of the facility.
9. Alcohol is not permitted in or on the premises of any City facility.
10. Smoking and tobacco use is prohibited in all City buildings, parks, and public grounds (Ordinance 386).
11. Use of open flames and candles are not allowed in City facilities.
12. Users may not operate a business from City facilities.
13. Use of City facilities use must not result in:
  - a) Endangerment to the health or safety of the public or employees;
  - b) Damage to public property without due compensation or adequate insurance;
  - c) Detriment to, or interference with, city operations;
  - d) Use of city resources to promote a candidate or ballot measure;
  - e) Illegal activity; or
  - f) Violation of City policies.
14. The City of Happy Valley is not responsible for the storage of articles or supplies associated with a planned reservation or special use.
15. Some uses may require a Special Event Permit to be obtained through the City of Happy Valley Community Services Department. Special event permit fees cannot be refunded.
16. All efforts will be made to keep an approved room reservation intact, however, the City retains the right to relocate or cancel a meeting or function due to City business, without notice, if necessary. The City will make every effort to relocate an event to another date, time, room or facility.

Reservation Priority

1. The City discourages regular, consecutive, non-city reservation of its facilities. At all facilities except the Library Community Room, no more than one reservation per organization will be accepted in a 30 day period.
2. The use of public facilities is allowed for the following organizations utilizing the priority schedule:

User	Fees	Priority
City business meetings or events and City-sponsored events	No application fee No hourly fee No change fee	First
Recognized City Partners	No application fee No hourly fee No change fee  Pending event scope, <u>certain fees may apply, such as:</u> Room cleaning and re-configuration fee	Second
Homeowner Associations Located in Happy Valley	No application fee No hourly fee  Pending event scope, <u>certain fees may apply, such as:</u> Change fee Room cleaning and re-configuration fee	Third
Local youth sports or local youth value based organizations*  *Submission of Rosters required for Annex discount (no application or hourly fee) showing 50% or more of members are Happy Valley residents	<u>If using City Hall:</u> Application fee Hourly fee Change fee Room cleaning and re-configuration fee  <u>If using Annex or Library Community Room:</u> No Application fee* No hourly fee* Pending event scope, <u>certain fees may apply, such as:</u> Change fee Room cleaning and re-configuration fee	Fourth

<p>Nonprofit Organizations Located in Happy Valley</p>	<p>Pending event scope, <u>certain fees may apply, such as:</u>          Application fee          Hourly fee          User fee          Impact to City facilities          Staff involvement          Other fees</p>	<p>Fifth</p>
<p>Filming Organizations</p>	<p>Pending event scope, <u>certain fees may apply, such as:</u>          Application fee          Hourly fee          User fee          Impact to City facilities          Staff involvement          Other fees</p>	<p>Sixth</p>
<p>Nonprofit Organizations Located Outside of Happy Valley</p>	<p>Pending event scope, <u>certain fees may apply, such as:</u>          Application fee          Hourly fee          User fee          Impact to City facilities          Staff involvement          Other fees</p>	<p>Seventh</p>
<p>Businesses*           * The use of city facilities by businesses is limited to the Library Community Room.</p>	<p>Pending event scope, <u>certain fees may apply, such as:</u>          Application fee          Hourly fee          User fee          Impact to City facilities          Staff involvement          Other fees</p>	<p>Eighth</p>