

FACILITY USE APPLICATION PROCESS, PROCEDURES AND CONDITIONS OF USE

PLEASE READ THE BELOW INFORMATION CAREFULLY. This agreement affects your legal rights and applies to all future use of City facilities.

GENERAL INFORMATION

Facility use is available to City recognized partners, local, regional, state and federal government organizations to establish, promote and strengthen partnerships and values that will enhance the quality of life for its residents.

The City may cancel or deny an application of any person or organization when it is determined by the City that the proposed use of the facility will not be in the best interest of the City.

The City discourages regular, consecutive usage of any of its facilities. This allows usage by a larger pool of users. No more than one reservation will be accepted in a 30-day period and no more than 4 reservations in any one calendar year per organization or user. Local Homeowner's Associations are limited to 12 reservations per year.

Use of the City's meeting facilities does not constitute an endorsement by the City of Happy Valley of the viewpoints expressed by participants in the program or meeting. All publicity shall carry the name of the organization sponsoring the event or meeting. The City shall not be identified or implied as a sponsor.

All applications are subject to review and approval by designated City Staff.

AVAILABILITY

*******No City facilities are available for use on City recognized holidays******

Annex-capacity 50 people (floor plan attached)

Location: 12915 SE King Road

Available schedule:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday

- 9:00 am until 9:00 pm

Council Chambers –capacity 120 people (floor plan attached)

Location: 16000 SE Misty Drive

Available schedule:

On a limited basis- Monday, Wednesday, Thursday evenings (available if City does not have regularly scheduled meetings)

- 5:00 pm to 9:00 p.m.

City Hall Conference Rooms (floor plan attached)

Location: 16000 SE Misty Drive

Rebstock Room - First Floor – **capacity 10**

Hoodview Room – Second Floor – **capacity 10**

Available schedule:

- Monday thru Thursday
- 5:00 p.m. to 9:00 p.m.

Please call 503-783-3838 to request a “Facility Use Application” or see our website for an application and further information at www.happyvalleyor.gov. Click on the top tab “Government”, click on “City Hall”, under “Facility Use Procedures”, click on “Facility Use Application”.

All efforts will be made to keep an approved room reservation intact, however, the City of Happy Valley 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 your event to another date, time, room or facility.

CONDITIONS OF USE

- Applicants must be 21 years of age or older.
- The Facility Use Application must be received a minimum of **14 days prior to the requested reservation** date.
- A completed application, certificate of insurance and payment of applicable fees must be submitted for **each date requested**. No telephone reservations will be accepted.
- The applicant will be present at the function and will be responsible for ensuring the Conditions of Use are followed.
- The room must be vacated at the scheduled time.

- The reservation is only for the approved room or facility. This does not include other additional areas (adjoining conference rooms, etc.)
- Reservations are not transferrable to another party/organization.
- The applicant shall incur all costs for use and be responsible for any damages to City property.
- All applications for use are subject to review and approval by designated City staff.
- No food allowed in any areas, unless previously approved by Staff Facility Coordinator.
- Smoking and tobacco use is prohibited in all City buildings, parks and public grounds, including parking lots. *Happy Valley Ordinance 386*
- Use of open flames, candles, glue, confetti and glitter are not allowed in any of the facilities.
- Alcohol is not permitted in or on the premises of any City facility.
- Activities must not be disruptive to others present in the building.

_____ Initials of user/applicant

INSURANCE REQUIREMENTS

- **Proof of insurance (with the" City of Happy Valley named as an additional Insured, not the name of the room you are using) to be *delivered to City Hall no later than 7 days before the event.**
 - The applicant agrees to furnish the City of Happy Valley evidence of commercial general liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence / \$2,000,000 general annual aggregate for bodily injury and property damage for the protection of, and naming the City, its officers, councilors and _____ employees as additionally insured against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this facility usage.

Reservations will not be confirmed until ALL REQUIREMENTS have been met (i.e. copies of current insurance, payment of fees, if required, etc.

- To obtain insurance for your event:
 - Inquire with your home or renter's insurance carrier
 - Check out TULIP (Tenant User Liability Insurance Program) – see attached TULIP information
 - Any other "event" insurance carrier

*Please send your Certificate of Insurance to:
 City of Happy Valley
 Katie Coffey
 16000 SE Misty Drive
 Happy Valley, OR 97086
 You may fax it in to 503-658-5174 or email it
 to kcoffey@happyvalleyor.gov

_____ Initials of user/applicant

DATE /TIME CHANGE REQUESTS

- All requests for schedule changes or cancellations must be in writing submitted by the original applicant (e-mail is acceptable).
- Changes to date, location and/or time for a confirmed reservation will require a **\$20 change fee.**
- Payment is due prior to any changes being made. Changes will be accommodated based on availability.

_____Initials of user/applicant

RENTAL CONFIRMATION

The City will send you a confirmation of your event via mail or e-mail prior to your event date. Please bring the confirmation letter with you on the day of your event. The confirmation letter will provide access information and instructions. City emergency contact information will also be furnished on the confirmation letter.

CANCELLATION/REFUND POLICY

Application fee is non-refundable.

A refund of hourly fees paid will be issued in accordance with the following schedule:

- 30 or more days prior to the date of the event/meeting -Full refund
- 14 to 29 days prior to event date-Full refund, less \$25.00 Administration fee
- Less than 14 prior to event date - No refund.

All refunds will be in the form of a check to the applicant.

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. We will make every effort to relocate your event to another date, time, room or facility.

If the City should find it necessary to re-schedule or relocate your event and an alternative date, time or location cannot be accommodated; the City will issue a full refund of any fees that have been paid.

_____Initials of Applicant

ROOM USE, SETUP AND CLEAN UP

Rooms are provided in “as is” condition. The user/applicant agrees that the commencement of use of the room is your acknowledgement that the room was in good order and satisfactory when you took possession.

Please book enough time to allow your set up of the room upon your arrival and re- configuration of the room and clean up before your departure.

1. During use of the room, user/applicant must maintain and secure the room in a good, clean and safe condition.

2. All tables and chairs must be wiped down and returned to their normal configuration/location. Room configurations are posted in each room. **** Annex users-the "U" shaped table cannot be moved**.**
 - a. If clean up and/or re-configuration is required by City Staff; applicant understands that they will be billed for the involved City Staff member's hourly rate (as determined by the City).
 - b. If the room is not returned to its pre- use condition and normal configuration, future facility use privileges may be rescinded or additional fees may be assessed.
3. The floor/carpet must be vacuumed or cleaned from all debris.
 - a. City provides cleaning wipes, a vacuum and a broom and dustpan.
4. All trash, garbage or recycling must be picked up and put into the provided receptacles.
5. Activities must not be disruptive to others present in the building.
6. Functions occurring in City facilities must not violate any City of Happy Valley ordinances or state statutes.
7. Use of tape, tacks, pins etc, is not permitted except on the foam core boards. Please do not use any tape, tacks or pins on any walls, furniture, artwork or woodwork.
8. No food is allowed in any carpeted areas in any of the facilities; unless previously authorized by City staff.
9. Please review the "Check Off List for Facility Users" prior to leaving the facility to ensure that you leave the room ready for the next user and that the building is secure.
10. All users must enter and exit through the front door, except in emergencies.

_____Initials of applicant

SECURITY, ACCESS AND EQUIPMENT USE

1. Please note that City Staff cannot provide supplies or office support. Office equipment, including telephones, copy machines, coffee makers, and office supplies are not available for facility users. City Hall audiovisual equipment is not available for facility users. If you would like to use the City's audio-visual equipment, a City Staff member must operate the equipment and additional fees will apply.
2. Staff Kitchen (located in City Hall) is not available for public use.
3. No public phone is available at any of the City's facilities.

City Hall Users:

- a. Propping open any doors at any time will result in a silent alarm and a Staff person or a police officer will respond.
- b. Lights in the Council Chamber are controlled by a wall switch located on the inside west wall next to the interior entrance d doors. All other meeting room lights are controlled automatically and will turn off on their own.

Annex Users:

- a. Lights must be turned off upon exiting the facility at the end of your event.
- b. All groups must enter and exit through the front door, except in emergencies.
- c. If white boards are used, please erase them before you exit the building.
- d. The "U" shaped table is not to be moved.

_____ Initials of Applicant

DAMAGE AND CLEANING CLAUSE

By signing the Facility Use Application, you are agreeing to the following:

The room/facility will be left clean, undamaged and returned to its normal configuration as follows:

Applicant responsibilities include:

- Tables are wiped clean.
- Floors are swept, vacuumed or cleaned of debris.
- All furniture is returned to its original configuration or original storage area.
- Garbage, trash and recycling is picked up and put into appropriate containers.

The room/facility user may also be liable for:

1. Repair or replacement of equipment or facilities damaged due to neglect, vandalism or misuse.
2. Additional expenses incurred by the City to clean the room/facility if not left in the same condition as found.
3. Any additional expenses incurred by the City as a result of misuse, negligence or vandalism.

____Initials of applicant

LIABILITY

The City is not responsible for any lost or stolen property relating to any use of its facilities. All groups or individuals using City facilities/rooms agree to take appropriate measures to protect persons and property. Users must defend and indemnify the City, its officials and employees against any and all claims as a result of person(s) attending any function at its facilities. This includes any expenses incurred by the City defending any such claim.

____Initials of applicant

The City accepts applications in person, via fax or e-mail. Payments for facility use may be made via cash, check, credit card or debit card. Checks should be made out to City of Happy Valley. Credit card payments may be made via telephone. Your completed application may be faxed, e-mailed, mailed or hand delivered as follows:

E-mail: kcoffey@happyvalleyor.gov

USPS Mail: City of Happy Valley
Attention: Katie Coffey
16000 SE Misty Drive Happy
Valley, Oregon 97086

Fax: 503-658-5174 Attention:
Katie Coffey

Hand delivery: To Receptionist at 16000 SE Misty Drive, Happy Valley, Oregon 97086

I hereby certify that I am the authorized representative of the organization or group listed in the Facility Use Application and that the application statements are true to the best of my knowledge.

I accept responsibility for any violations as they pertain to the facility/room used.

Group or Organization: _____

Signature of authorized representative or applicant:

Name of Applicant (*please print*) _____

Date signed: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Alternative Phone: _____

FACILITY USE RESERVATION REQUEST

Today's Date: _

Applicant's Name: _ Birth date: _____

Name of Organization: _____

Address: _____ City, State, Zip: _____

Phone#: _____ Alternate phone #: _____

Fax #: _____ E-mail address: _____

Date(s) Requested: _____

Hours requested: _____

Room/Facility requested: _____

Purpose of use: _____

Number of persons anticipated to be in attendance: _____

Please submit the completed original of the "Facility Use Application Process, Procedures and Conditions of Use" with this form along with payment of any applicable fees.

I hereby certify that I am the authorized representative of the organization or group listed and have read and understand the Facility Usage Application Process, Procedures and Conditions of Use.

BY SIGNING THIS FORM THE APPLICANT AGREES TO THE PROCESSES, PROCEDURES AND CONDITIONS OF USE.

Signature: _____
(Applicant)

Printed Name: _____

Date: _____

Payments for facility use may be made via cash, checks, credit card or debit card. The City accepts credit card payments via phone.

Your completed application may be faxed, e-mailed, mailed or hand delivered to the following:

E-mail: kcoffey@happyvalleyor.gov

USPS Mail: City of Happy Valley

Attention: Katie Coffey
16000 SE Misty Drive

Happy Valley, Oregon 97086

Fax: 503-658-5174, Attention: Katie Coffey

Hand delivery: To receptionist at 16000 SE Misty Drive, Happy Valley, Oregon

For City Use Only:		
Date Application rec'd:		
Application approved: YES _____ NO _____		
Certification of liability insurance attached	Yes	No
All areas are initialed on Meeting Room Procedure Form	Yes	No
All required fees have been paid	Yes	No
Notes:		

FACILITY/ROOM CHECK-OFF LIST

TRASH, GARBAGE AND RECYCLING ARE PICKED UP AND DEPOSITED IN TO THE APPROPRIATE CONTAINER(S).

TABLES AND CHAIRS ARE PUT BACK INTO THEIR ORIGINAL CONFIGURATION AND/OR STORAGE AREA.

FLOORS ARE LEFT CLEAN, SWEEPED OR VACUUMED.

TABLES AND CHAIRS ARE WIPED DOWN.

LIGHTS ARE TURNED OUT. (Annex and Council Chamber use only)

WINDOWS CLOSED AND LOCKED. (Annex use only)