

Policy 16-15 Facility Reservations

Adopted: June 7, 2016

Amended: June 10, 2019; October 1, 2024

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 and non-City initiated activities.

Administration

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

Definitions

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

General Reservation Guidelines

1. Reservations must be made by completing an application form provided by the City. Different facilities may have different application forms and requirements for advance notice. Upon approval, the user will receive confirmation and building access information for their reservation, if necessary.
2. Public facilities will not be closed to the general public for exclusive use, unless authorized by the City Manager or designee.
3. Public facilities are not available on holidays or outside of standard hours of operation unless authorized by the City Manager or designee.
4. All groups or individuals using City meeting rooms agree to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims related to their use of the facility. This provision includes any expenses incurred by the City defending any such claim.
5. Proof of insurance may be required depending on the facility and use. If insurance is required, such insurance shall be primary and noncontributory, and the City must be named an additional insured.
6. 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 Rooms
- f) Library Study Rooms
- g) Library Meeting Room

7. 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.
8. Depending on the scope of the event and number of people expected to attend, a City staff member may be required to be present, even during non-business hours. In such cases, the party reserving the room may be charged a fee to cover the cost to have a staff member present.
9. Users must clean the facility and leave it as they found it. Some facilities may assess cleaning fees.
10. 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.
11. Users will be held responsible for any damage caused by their use of the facility. All users must abide by City Municipal codes, including noise codes.
12. Possession or consumption of alcohol is not permitted in or on the premises of any City facility, unless exempted by the City Manager.
13. Smoking, vaping, marijuana, and tobacco use are prohibited in all City buildings, parks, and public grounds (HVMC 12.16.040).
14. Use of open flames and candles is not allowed in City facilities.
15. City facilities are not for commercial purposes. Non-City sponsored users of facilities shall not charge a fee to attendees, unless exempted by the City Manager. Facilities may not be used to promote or sell products or services. Users may not use a City facility address as their business address.
16. Use of City facilities for fundraising events is prohibited unless authorized by the City Manager.
17. 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, ballot measure, or political party;
or;
 - e) Illegal activity.
 - f) Violation of City and/or Library Reservation Policies.

18. Storing articles or supplies associated with a planned reservation or special use is not permitted, unless authorized by the City Manager or designee. The City reserves the right to dispose of any articles or supplies left behind after an event.
19. 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.
20. 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 or other unforeseen circumstance, without notice, if necessary.
21. Misuse of City facilities may result in a loss of privileges or fees.

Reservation Priorities

1. The City discourages regular, consecutive, non-city reservation of its facilities. Each facility and/or reservable room may set reservation limits at the direction of the City Manager or designee.
2. City facility use is prioritized for the following groups in the following order:
 - a) City;
 - b) City Partners;
 - c) Community organizations such as HOAs, local sports leagues, sports organizations, etc. that serve the Happy Valley community;
 - d) Members of the community;
 - e) Businesses and non-profits serving the Happy Valley community;
 - f) All others

Fees

1. Certain fees may apply based on the number of attendees, hours and duration of the facility use, if City staff is required to attend for support, cleaning requirements, and/or if equipment is necessary reservation. The City Manager, or designee, is authorized to develop specific guidelines on when fees apply.
2. Fees are outlined separately in the City's Fee Schedule.