



**RESOLUTION NO. 1119
AMENDING THE RULES GOVERNING RENTAL AND USE OF CITY FACILITIES**

WHEREAS, Stayton has in place rules governing the public use of certain Stayton facilities;
WHEREAS, the City is adding facilities available for reservation by the public; and
WHEREAS, the City seeks to amend some of the existing rules governing the use of public facilities;

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The rules governing the public use of certain City of Stayton public facilities appended hereto, designated Exhibit A are hereby adopted.

SECTION 2. Resolution No. 963 is repealed in its entirety.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 21ST DAY OF OCTOBER 2024.

CITY OF STAYTON

Signed: 10/21, 2024

BY: 
Stephen Sims, Council President

Signed: 10/22, 2024

ATTEST: 
Julia Hajduk, City Manager

EXHIBIT A

RULES GOVERNING THE USE OF CITY OF STAYTON PUBLIC FACILITIES

DEFINITIONS:

- a. "Non-Profit" groups include service organizations which do not charge fees other than membership dues. County, state and federal government agencies (for uses other than public meetings) are included in this group.
- b. "Private" groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.
- c. "Commercial" groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group.

1. PERMITS:

- a. A Facility Use Permit is required for exclusive private or public use of facilities including the Community Center, tennis courts, the Jordan Bridge, and other park amenities. Facility Use Permits may be obtained from the Facility Coordinator designated by the City Manager.
- b. A separate Stayton Family Memorial Pool Rental Agreement is required for any exclusive private or public use of the Pool facility. Pool Rental Agreements may be obtained directly from the Pool facility.
- c. A separate Library Rental Agreement is required for any exclusive private or public use of the Stayton Public Library meeting room. Library Rental Agreements may be obtained directly from the Library Director.
- d. A Facility Use Permit and/or Rental Agreement is not transferrable.
- e. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.
- f. The City reserves the right to terminate or immediately revoke a Facility Use Permit or Rental Agreement and exclude the users from the building or facility if the user fails to comply with these rules, city ordinance or state law. If the permit is revoked for violating these rules, city ordinance or state law, any fees paid are non-refundable.
- g. The City reserves the right to terminate or revoke a Facility Use Permit or Rental Agreement and exclude the users from the building in the event of an emergency if the City needs to use the facility for its own use or needs to prohibit use of the facility to protect public safety. If the permit is revoked due to an emergency, refunds will be limited to the facility rental fee and deposit. The City is not responsible for refunding any loss incurred to the Lessee.

2. ALCOHOL USE:

- a. Alcoholic beverages may not be served or consumed on any public property or premises, unless an exception has been granted by the City.
- b. The City may allow the consumption of alcoholic beverages under terms of a facility lease agreement and/or Event permit between the City and Lessee for the Community Center, Library, and Jordan Bridge only and subject to the terms and conditions in this section.
- c. Upon written request from a public agency or non-profit organization, the City may approve a revocable Facility Use Permit and/or Event permit, which permits the consumption of alcoholic beverages for a special event or fundraising activity.
- d. Upon written request from a private party, the City Manager, or their designee, may approve a facilities use permit, which also permits the consumption alcoholic beverages at a private event, such as a wedding, reception or similar activity.
- e. The decision of the City Manager is final. This is an administrative decision enforcing the Council's policy. The City's decision to allow or not allow an applicant to have alcoholic beverages will be based on an administrative review of the applicant history, experience using other City facilities, the ability for the applicant to handle safety and welfare issues that may arise, the proposed event type, the risk of damage to City property, and the potential for liability exposure for the City.
- f. The City Manager may refer any such request to the City Council for consideration.
- g. A non-refundable alcoholic beverage service permit fee will be charged in addition to the regular application fee charged for a Facility Use Permit. The applicant must be at least 21 years of age.
- h. Food and non-alcoholic beverages must be concurrently served at an event where alcoholic beverages are served.
- i. Alcoholic beverages may only be served by a caterer or retailer who holds a license to sell alcoholic beverages through OLCC or if the Permit holder has City approved security for the event (see Section 5 - Security). The permit holder must show proof of a service contract with a caterer, retailer, or security prior to the event.
- j. Serving, possessing, and consuming of alcoholic beverages is strictly limited to within the interior of the Community Center building, the interior of the Stayton Public Library, and on the Jordan Bridge (and must be within 50 feet of the Bridge) or within a designated area of a public park or property. All designated areas where Alcohol may be consumed must be properly marked, have clearly delineated boundaries, and clear and concise signage.
- k. OREGON LIQUOR LICENSE CONTROL COMMISSION (OLCC): If an event is open to the public, an OLCC permit may be required. OLCC rules must be strictly followed and enforced. If an event requires a special license from the OLCC, the OLCC license must be submitted to the City no later than 10 business days prior to the scheduled

event. For questions regarding if a license is necessary, call OLCC at 503-378-4871.

- i. An applicant is required to furnish a general liability insurance policy with a liquor rider for a minimum of \$1,000,000 coverage. The insurance certificate must have an original signature; must cover the date(s) of the scheduled event; must name the City of Stayton, its elected/appointed officials, officers, agents, employees and volunteers as additional named insured; and must be submitted to the City no later than thirty (30) days prior to the scheduled event.
- m. In addition to the requirements listed below in Section 5, Security, if private security is used the Chief of Police, or designee, must be notified prior to the scheduled event date that a function is occurring and whether any special considerations are required.
- n. An additional cleaning deposit will be collected at the time application is made to the City.
- o. The applicant/permittee of the scheduled event will be responsible for providing alternate transportation to individuals who are visibly intoxicated or impaired.

4. RULES:

- a. As mandated by Oregon Revised Statute 433.845, smoking in or within 10 feet of any City building is strictly prohibited.
- b. Facility hours are indicated on the Facility Use Permit or Rental Agreement. If the facility is not vacated at the agreed upon time, additional rent, and, as applicable, custodial will be charged.
- c. Rent commences to accrue as soon as the facility is made available to the user. User must be aware that buildings such as the Community Center, Library, etc. have multiple daily uses and at times only one hour is provided between uses. Therefore, hours must be scheduled in consecutive blocks of time which include time for set-up, the activity, and clean-up. For example, if the user has reserved the Community Center for a function on Saturday evening but has requested access to the building Friday evening to set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the building is unavailable to other users, and Saturday evening until the building has been vacated.
- d. At no time shall the Community Center or Concession Stand be left unlocked and unattended. Even when in use, the Community Center doors must always remain closed.
- e. The Community Center or Concession Stand will either be opened for the user, or a key will be issued to the authorized user with a refundable key deposit. If the key is not returned to City Hall within five (5) business days after the event, the user will be charged a fee for each key not returned. If any key remains unreturned after thirty (30) calendar days following the event, the user the user forfeits their key deposit.

- f. City inventory in the Community Center and Concession Stand is provided for the user's convenience only. The user is responsible for its reasonable use and safekeeping. Any City inventory items (tables, chairs, etc.) must be cleaned and returned to their proper storage place. If the facility itself (or City inventory items) is not returned to its original condition, the user will be charged for any additional cleaning required or for the repair or replacement of any inventory items damaged or misappropriated. The user may be charged for excess use of paper products and cleaning supplies such as toilet paper and paper towels.
- g. All decorations must be removed, and all garbage must be moved to the dumpster. For Park Shelters, any garbage that cannot fit in the can must be taken home.
- h. Decorations must not be attached to the walls or the ceiling of the facility.
- i. Climbing on any City furniture is prohibited.
- j. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen. If live music or a band is used, the music must be concluded by 10:00 p.m. Exceptions may be allowed under certain circumstances. If noise exceeds reasonable sound limits, the City and the Stayton Police Department reserves the right to immediately terminate the music and/or revoke the Facility Use Permit or Rental Agreement.
- k. Only battery candles are permitted inside City facilities.
- l. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose, is prohibited in any facility premises and in the parking areas.
- m. Fog machines are strictly prohibited from use in any facility premises.
- n. Use of birdseed is prohibited in any building but may be used in the parking lots and park areas.
- o. Community Center and Concession Stand rental(s) may require a "walkthrough" with City staff; both prior to the use and after the use is concluded, during regular City business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).
- p. The City may require the user to provide combined single limit insurance coverage of \$1,000,000. If required by the City, the user must provide the City with a Certificate of Insurance naming the City of Stayton as an additional named insured.
- q. All City, State, and Federal laws must be followed. Violations of these laws and ordinances are subject to appropriate enforcement action.
- r. The City reserves the right to immediately revoke the Facility Use Permit without reimbursement to the user for violations of these rules, the Facility Use Permit, and/or the Rental Agreement(s).

5. RESERVATIONS AND FEES:

- a. All fees are based on the City's Fees and Charges Schedule (available on the City Website). If no fee for a particular use is listed on the schedule, the City may establish a reasonable fee for use.
- b. A deposit of 50% of the total rental fee, will be required to reserve a City facility.
- c. All fees must be paid in full thirty (30) days in advance of the date of use.
- d. Fees and deposits for use of the Community Center, Jordan Bridge, and other City facilities are non-refundable unless notice of cancellation is given 10 business days prior to the reserved date.
- e. Fees are charged for the hours for which the facility is scheduled. If the user vacates the facility before the scheduled time is up, no refund will be remitted for security or rental. If a facility is used in excess of the scheduled time, additional rent and security fees will be charged to the user.
- f. Security may be required at any of the City facilities/parks. (See "Security" Section 5).
- g. The Permit holder may be responsible for any costs associated with police response due to events at the facility or the park including but not limited to disturbances, incidents related to intoxicants, person crimes, criminal mischief, et al. The City may invoice the permit holder for officer response, administrative costs, and any other costs incurred as a result of the police response. Victims of crimes will not be invoiced or penalized for reporting.
- h. Key Deposit: If applicable, a key deposit for any of the City facilities is made at the time of the key pickup and refunded when the key is returned. Key(s) must be returned to City Hall no later than five (5) business days after the event.
- i. Community Center:
 - i. Rental of the Community Center is for the whole building.
 - ii. Cleaning fees are non-refundable.
- j. Park's Facilities:
 - i. There are no fees for everyday individual or family use except for the Concession stand at Pioneer Park. Parks are available for use on a first-come first-served basis when not rented.
 - ii. The concession stand, Jordan Bridge, covered shelters at Pioneer Park and Santiam Park, and the tennis courts are available to rent.
 - iii. The entire Pioneer Park is available for rent with limitations and for community benefitting events.
- k. Swimming Pool Rental: visit <https://www.staytonoregon.gov/> or call 769-767-7665 for Pool Rental Agreement and applicable fees.

- I. Library Meeting Room: Contact the Stayton Public Library Director for the Library Rental Agreement and applicable fees.
- m. Fee Reductions and Waivers
 - i. All events sponsored or co-sponsored by the City of Stayton may use facilities at no cost. Except for officially sanctioned meetings of established City groups, boards or committees, no request for reservation of City facilities for City-sponsored activities shall receive preferential consideration over other parties for scheduling. Reservations shall be made on a first-come, first-served basis for all facilities.
 - ii. Public agencies and non-profit organizations may submit requests to the City to obtain fee reductions or waivers. The City Manager or designee will review all such requests and the decision to approve or to deny the request will be based on the public agency or non-profit organization's ability to pay, the number of Stayton residents served, whether the facility is available, and the value of the service to the community.

6. SECURITY:

- a. A minimum of one (1) security officer shall be required at dances, weddings, wedding receptions, birthday parties, company parties and other similar events, park rented events with expected attendance of 200 persons or more at one time, or any other event where the Chief of Police or City Manager deems that security is in the best interest of all parties concerned. The exact number of security officers required will be determined by the Chief of Police. City and City co-sponsored events will not require security if City staff is present at the event.
- b. A minimum of one (1) security officer shall be required at all events where alcohol is served. If the alcoholic beverages will be served only for ceremonial purposes, (e.g. a single toast at a wedding or sacramental purpose at a funeral), or for a city-sanctioned or sponsored event (e.g. a Library Foundation dinner, Mayor's reception or Chamber of Commerce fundraiser) the Chief of Police may reduce the number of security officers required for the event or waive the requirement for security officers. The decision of the Chief of Police is final.
- c. Security must be contracted from a private licensed/bonded firm as approved by the Stayton Police Department. Private licensed/bonded security firms shall be paid directly as established between the user and the security firm. A copy of the security contract shall be submitted to the City no less than thirty (30) business days prior to the event.
- d. Requested event times shall be submitted in writing to the City with the appropriate remittance for security costs. Event times shall not exceed those hours listed in Section 6 - Hours.

7. HOURS:

- a. The Community Center is generally available for rental on a “first come first serve” basis:
Sunday - Thursday: 8:00 a.m. to 10:00 p.m.
Friday and Saturday: 8:00 a.m. to Midnight
- b. The following park facilities are generally available on a “first come first serve” basis between the hours of 6:00 a.m. and 10:00 p.m. every day of the week when not otherwise rented:
 - i. Neitling Park Covered Shelter – Freres Pavilion
 - ii. Pioneer Park Covered Shelter – Playground
 - iii. Pioneer Park Concession Stand
 - iv. Santiam Park Covered Shelter
 - v. Community Center Tennis Courts
- c. The Jordan Bridge is generally available for rental on a “first come first serve” basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- d. The Library Meeting Room may be available for rental on a “first come first serve” basis between 8:00 a.m. and 10:00 p.m.