

WILLAMETTE FALLS & LANDINGS HERITAGE AREA COALITION POLICY AND PROCEDURES - MEETING SPACE AT HISTORIC CITY HALL

General Statement of Policy:

It is the policy of the Willamette Falls & Landings Heritage Area Coalition (WFLHAC or Coalition) that the Conference Room and the Board Room at Historic City Hall (HCH Meeting Space) shall be made available, under capable and responsible adult supervision, for community activities and professional meetings hosted by public groups, private businesses, nonprofit organizations, and private parties upon approval. WFLHAC reserves the right to grant or deny permission for building use.

HCH Meeting Space Application Procedures:

1. Application forms can be submitted online by visiting our [insert website page name here]
2. Applicant must be 21 years or older.
3. Applicants must submit a 50% deposit upon application approval to confirm date. Rental fees can be made by credit card.

HCH Meeting Space Availability:

1. Coalition sponsored events have priority over Non-Coalition sponsored events.
2. Recurring meetings of the Coalition or other HCH office tenants will have priority over other events.
3. HCH has 12 available parking spaces, 2 spaces are reserved for handicap parking. Please only park in the designated parking spots within the jersey barrier boundary of the parking lot. Street parking is available along Mill Street.
4. HCH is available seven days a week, 8am-10pm. All loud noise, bands and amplified music must stop at:
 - 10:00 p.m., Monday- Thursday
 - 11:00 p.m., Friday & Saturday
 - 9:00 p.m., Sunday

As a guideline, if noise related complaints are received, the standard to resolve complaint shall be, the noise from activities should not be heard more than 200 feet from facility.

HCH Meeting Space General Rules and Restrictions:

1. All City and County ordinances and Oregon State Laws govern community rooms and occupants.
2. City law enforcement officers shall have the right to attend any function for the purpose of inspections. The Chief of Police or any law enforcement officer has the right to terminate use of these facilities during any function should the participant's conduct violate any local or state laws, regulations, or codes (including noise). All rental fees will be forfeited.

Restrictions:

1. Smoking is prohibited inside and within 10 feet of the building.
2. Open flames and candles of any kind are prohibited.
3. Existing wall decorations may not be removed.
4. Additional wall decorations are prohibited.
5. FIND LANGUAGE ABOUT HATE GROUPS

Procedures:

Set-up:

1. The renter is responsible for room setup, takedown and clean up. The setup, takedown and clean up time must be incorporated in the total hours rented. If it is necessary for staff to return furniture back to its original location, the renter will be assessed an additional \$100.00 fee which will be paid by credit card upon the receipt of the final invoice. If the renter fails to pay the additional fee, the Coalition has the right to cancel future reservations for scheduled use.
2. The renter will not enter the facility until the designated rental time. The renter will vacate the property at the approved rental end time.
3. A temporary passcode will be issued to the renter so the building can be accessed through the side door. If any interior keys are needed, they will be available in the reception area of the first floor. Interior keys must be returned to the reception area at the end of the rental period.

Clean-up:

1. All floors should be clear of visible debris, tables wiped down, restrooms left tidy, outside of building inspected and all garbage and recyclables placed in appropriate containers.
2. All tables and chairs must be returned to the configuration found at the beginning of the function.
If it's necessary for staff to provide cleaning, the renter will be assessed an additional \$100 janitorial fee which will be paid by credit card the following business day. Please leave the facility clean.
3. Under no circumstances are chairs, tables or other equipment to be removed from the building.

4. Functions held at HCH that include the use of kitchen equipment, dishes or silverware, require the renter to meet with Coalition staff prior to the day of the event to learn proper care and use of the equipment.
5. Equipment, supplies or other products belonging to private groups/renters may not be stored in HCH or on the grounds prior to, or after the renter's function.

Emergency Situations and Contact Information

ADD NON-EMERGENCY NUMBER AND COALITION CONTACT INFO

West Linn Police Non-Emergency Number: 503-635-0238

Cancellation/Refunds:

1. If it is necessary to cancel a reservation, an email request is required, providing the following information:

A. Name of group, applicant contact information, and date of intended use. Email cancellation requests to: Meetings@wfheritage.org

B. A partial or full refund will be issued according to the following schedule:

1. 30 or more days prior to date of reservation: All fees will be refunded, minus a \$25 processing fee.
2. Less than 30 days, but more than 14 calendar days prior to date of reservation: 50% of fees refunded.
3. 14 calendar days or fewer prior to date of reservation: 100% of fees will be forfeited.

Alcohol:

1. Beer, wine and champagne are the only alcoholic beverages permitted. A \$75 fee applies.
2. If alcohol is to be served, all laws of the Oregon Liquor Control Commission must be strictly enforced.
3. It is the applicant's responsibility to contact O.L.C.C. for current rules.

Ongoing Repeat Users:

1. Duration of use will be scheduled up to one year in advance of application date.
2. The Coalition will have the right to cancel a scheduled use with a four-week notice.

Historic City Hall Room Descriptions:

Conference Room

Maximum occupancy: 60
Approximate capacity seated at tables: 40
Display screen and Owl system available

Board Room

Maximum occupancy: 27
Approximate capacity seated at tables: 15
Display screen and Owl system available

Pricing

Pricing for meetings less than four (4) hours is shown in the table. If your meeting or event is longer than four hours, please reach out to Coalition staff.

Room/Feature	Standard Price	Nonprofit Price
Board Room	\$75/hr	\$50/hr
Conference Room	\$100/hr	\$75/hr
Display Screen	\$20	Free
Display Screen with Owl Virtual Meeting System	\$50	\$50