



CITY OF GLADSTONE

CIVIC CENTER COMMUNITY MEETING ROOM USE POLICY

Definition: The Community Meeting Room (CMR), located in the Gladstone Civic Center, is a meeting area available for use by public, and private agencies and groups without charge. The CMR can comfortably hold a group of 15 persons in the meeting room, larger groups should contact the Gladstone Senior Center. The CMR is accessible through the main entrance with access to restroom facilities. Current COVID guidelines must be followed.

Purpose: To provide consistent standards for the CMR including the scheduling and use by various organizations, groups, and individuals to conduct business.

Users: The CMR is available to the following users:

- Group 1: City of Gladstone elected officials, staff members, and members of city committees, boards, and commissions.

- Group 2:
 - Government Agencies in the local area, other than City of Gladstone. (Examples: Other city, county, and state agencies)
 - Recognized by IRS 501(C) (3) non-profit civic and service organizations operating in the City of Gladstone.
 - Recognized non-profit social organizations operating in the City of Gladstone.
 - Residents of the City of Gladstone.
 - Professional, business and commercial groups operating in the City of Gladstone.

The City of Gladstone does not bar access to the CMR to anyone on the basis of race, religion, sex, creed, age, or national origin.

Scheduling of Room:

The CMR is available as follows: Monday – Sunday from 8:00 am-10:00 pm

Meetings can be scheduled up to twelve (12) months in advance of a specific date however, Group 1 meetings take precedence. The City requires a minimum of 72 hours' notice for Group 2 reservations.

How to schedule the community meeting room:

Group 1: Contact Hayley Kratz in the City Administrator's Office at kratz@ci.gladstone.or.us or 503-557-2766 and request a date and time, identify your department/group, number of people, and purpose of the meeting and a contact person. Staff will confirm the room availability.

Group 2: Complete the written request application and submit to Civic Center staff, a minimum of thirty (30) days in advance of date requested is preferable however, exceptions will be made for requests within a 72-hour request. Civic Center staff will confirm room availability.

The requesting party (Groups 2) shall submit a check in the amount of \$25.00, as a deposit for the security key cards *when using the room outside of regular business hours*. The deposit check is returned when the security key cards are returned. The security key cards may be picked up not more than two days in advance of requested date and placed in the City's utility billing drop-off site in the parking lot after the meeting.

If the requesting party is wishing to reserve the room for a reoccurring meeting, the check will be deposited into a holding account and a check will be processed after the card has been returned. If the card is lost or stolen, the requesting party will need to issue another check for \$25.00 before being issued another card.

Attendees to the scheduled meetings can enter through the main entrance of the Gladstone Civic Center. The side doors cannot be propped open during these hours.

Cancellation Policy:

The City of Gladstone reserves the right to cancel with due cause and with five (5) days' notice to the requesting party. The City of Gladstone reserves the right to cancel without prior notice in the event of an emergency requiring the use of the CMR for city emergency operations.

Condition of room:

The CMR shall be left in clean condition, with full inventory and without damage. No decorations, postings, banners or other similar items shall be left attached to the ceilings, walls, doors or floors. You cannot use nails, tack, or any item that would leave holes in the wall (unless on the tack board). Chairs and tables shall be returned to the standard configuration (See diagram).

Special Use and Limitations:

1. No food or Beverages- Excluding water, no food or beverage should be served in the CMR
2. Non-alcoholic Facility- Alcoholic beverages are not allowed in, or on the grounds of the CMR.
3. Tobacco-free Facility- The Civic Center is a tobacco-free facility. There is no smoking, vaping, use of chewing tobacco, or e-cigarettes allowed inside or on the grounds of the Civic Center.
4. Decoration- Any decorations used must be such that they will not deface the building or equipment. All decorations must be removed after the function.
5. Candles- Open flames and candles of any kind are not allowed.
6. Minor groups- Groups composed of minors must be supervised by at least one (1) adult for every five (5) minor children (under age 18) at all times while using the facility. The application must be completed by an adult, over the age of 21, who will be supervising the function.
7. Lost or Stolen Items- The City is not responsible for lost or stolen items.
8. Gambling- Gambling is prohibited in the Civic Center, except as allowed by City Ordinance chapter 5, 12.
9. Political Activity- It is the policy of the City of Gladstone to not allow any type of political activity at any City-owned facility.

User Responsibility:

The users of the CMR are responsible for room setup and return of configuration identified (see attachment). The users of the CMR are responsible for removing all equipment supplies and other items belonging to organizations other than the City of Gladstone. Storage of equipment, supplies, and other items not belonging to the City of Gladstone are not allowed in the CMR or the Civic Center without prior authorization from the City of Gladstone. Users will make sure the CMR is left clean and in the condition in which it was found. Users are responsible for the supervision of minor children using the room. The user shall be charged for any damage to the furnishings, equipment, ceiling, walls, flooring, or doors.

Equipment Available for use:

- Tables and chairs are provided for the CMR users.
- A water faucet and sink are provided for general use.
- No equipment in the CMR will be loaned, rented nor removed from the premises.

Audio-visual equipment is not provided for general use. A TV monitor and tack board are provided in the CMR for those bringing in audiovisual equipment.

The last person out of the building must make sure the public restrooms are vacant and the doors are secured.

Accidents and Injuries:

In the event of an accident or injury call 911 for emergency response crews.

General:

All functions conducted in the CMR must be in accordance with City, County, State, and Federal laws, ordinances, and regulations. Violators will be required to leave the building and/or have the function terminated. The City of Gladstone neither approves nor disapproves of content, topics, subject matter nor points of view of individuals or groups using the CMR.

The City of Gladstone is not responsible for accidents, injuries, illness, or loss of group or individual property. All groups and individuals using the CMR will take appropriate measures to protect, indemnify, and protect the City of Gladstone, its officers, agents, and employees and hold harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs of expenses including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) and that may be asserted by any person or entity which in any way arise from, during or in connection with the use of the CMR, except liability arising out of the sole negligence of the City of Gladstone and its employees. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

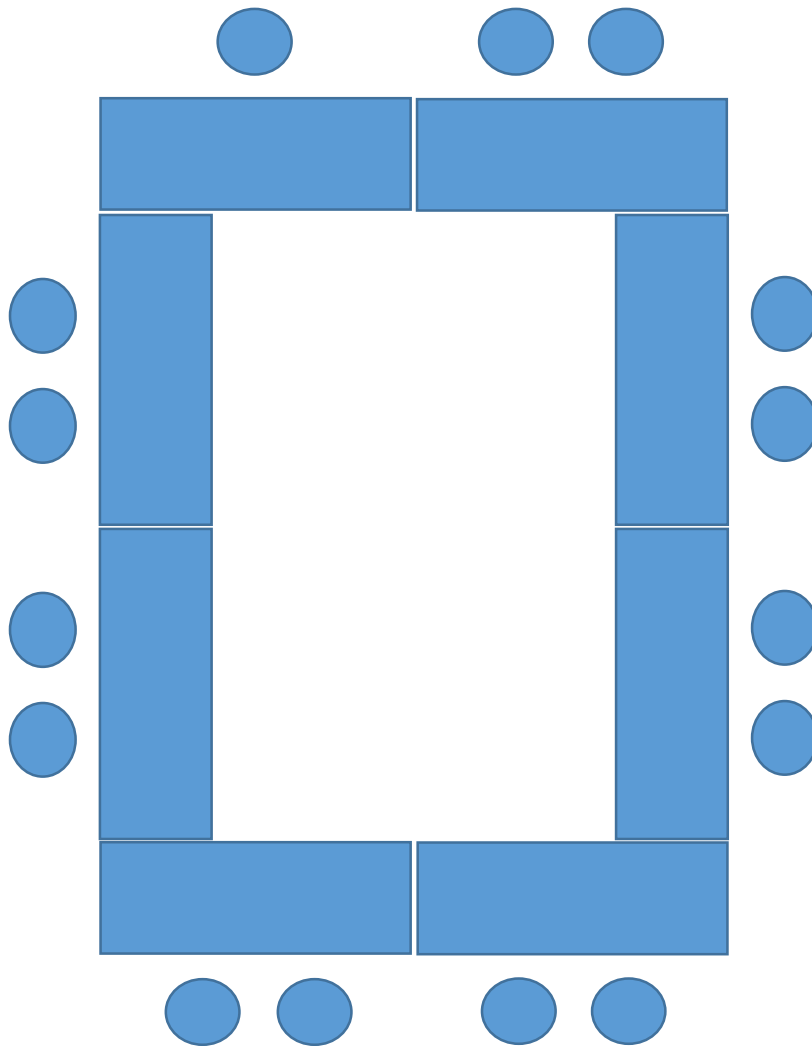
The City of Gladstone reserves the right to require the applicant to present a Certificate of Liability Insurance indicating the City of Gladstone as additionally insured with the following minimum coverage:

General Liability of \$500,000 per occurrence, Property Damage of \$250,000 per occurrence

Community Meeting Room Standard Configuration

TV Monitor

White Board



City of Gladstone
Civic Center Community Meeting Room
Application for the use of the Community Meeting Room

Organization Name: _____

Contact Person: _____

Contact Person Address: _____

Phone Number: _____ Email: _____

Date(s) you want to use the room: _____

OR

Frequency of reoccurring meeting: _____

Start Time: _____ End Time: _____ (Please include set-up and clean-up time.)

Number of people expected for event (Max 15): _____

Briefly describe the nature of your meeting:

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUP MEMBERS OF THEIR DUTIES/RESPONSIBILITIES UNDER THESE POLICES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, Boards, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of the City of Gladstone Civic Center Community Meeting Room and surrounding areas.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant. Failure to meet this obligation within thirty (30) days of billing will cause for cancellation of future privileges and for legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Gladstone. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and the grounds or for replacement of stolen equipment.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

I agree to be responsible for the conduct of our group in and about the facilities in use, for the control of noise, group participants, litter and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that use of the City of Gladstone Civic Center Community Room shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Oregon. It is understood that I waive all claims and hold harmless the City of Gladstone, its officers, employees, volunteers, and agents against all claims, damages, loss or expenses, including attorney's fees, arising out of or resulting from the use of this facility, unless the claim arises solely out of the City's own negligence.

Applicants must initial all four statements:

____ I am over 18 years of age.

____ I agree to adhere to all policies set forth by the City of Gladstone.

____ All information, to the best of my knowledge, provided on this form is truthful.

____ I have read and understand the City of Gladstone Civic Center Community Meeting Room Use Policy.

Printed Name of Applicant: _____

Signed: _____ Date: _____

AFTER- HOURS ACCESS CARD DEPOSIT: \$25.00

Date Payment Received: _____