

**City of Warrenton Commission Chambers
Usage Policy and Agreement**

Organization/Applicant Name: _____ Person in Charge: _____
Address: _____ Contact Number: _____
Date(s) Requested: _____ Hours of Event: _____ to _____
Type of Event: _____ Number of Guests: _____

The City of Warrenton provides space for use by other public agencies and nonprofit groups Monday through Friday, during regular business hours. Agencies or groups wishing to reserve the City Commission Chambers, herein after called "Chambers" should contact the City Recorder's Office at (503) 861-0823, or by email at cityrecorder@ci.warrenton.or.us to reserve the chambers. Rooms cannot be reserved more than 30 days in advance.

Use of the Chambers will not be permitted until a copy of this form has been returned to the City Recorder's Office at 225 S. Main Avenue. The form can also be mailed to P.O. Box 250, Warrenton, Oregon, 97146, or faxed to 503-861-2351.

City Policies

Note: Failure to abide by these policies, or any damage to City Hall or the Chambers shall result in termination of facility use and elimination of your agency's or group's future use of City facilities.

1. Use of the Chambers is restricted to use by the City Commission, City Committees and City staff between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, unless the City Manager determines that outside use is appropriate and does not interfere with regular City business. The Chambers may be used by outside groups during the working day if no City activity conflicts with that use. The Chambers is not available for use after 5:00 p.m., Monday through Friday, on weekends or holidays, unless a City Official will be participating in the scheduled meeting or event.
2. Chambers reservations shall be scheduled on a first-come, first-serve basis, no more than 30 days in advance. Any conflicts in scheduling shall be resolved by the City Manager or his/her designee as outlined in the "Priority of Use" section of this policy. This portion of the policy may be waived at the discretion of the City Manager.
3. Scheduling of the Chambers shall be done between 8:30 a.m. and 5:00 p.m., Monday through Friday by the City Recorder's Office at City Hall located at 225 S. Main Ave., Warrenton, Oregon.
4. The Chambers must be left in its original condition. All chairs, tables, and other equipment must be returned to the positions they were in at the beginning of use.

5. Users are responsible for their own setup, take down, cleanup, storage, and any damage done to City facilities by their groups or persons whom they may invite to attend. When reserving the Chambers, users should allow enough time to complete these tasks.
6. The removal of chairs and tables from the chambers is prohibited. Equipment may not be moved outside.
7. Alcohol and smoking are prohibited in all portions of the building.
8. Open flames, candles, confetti or glitter is prohibited.
9. The use of tape, tacks, nails, staples, or other means of affixing paper or objects to the walls is prohibited.
10. Users are not permitted to enter the office areas of City Hall unless accompanied by a City Official.
11. Users must arrange for their own materials and equipment if they are not already available in the meeting room, e.g., flipcharts, slide projectors, overheads, etc.
12. The chambers may not be used for religious or political reasons.
13. Any group wishing to use the sound system in the Chambers must first contact the City Recorder's Office for permission and training.
14. All meetings must be open to the public.
15. Use of the Chambers must not interfere with City business. Disruptive or noisy groups will be required to leave the meeting room upon direction of the City Manager or his/her designee.
16. Children under the age of 18 must be under adult supervision at all times. Children are prohibited from playing in the hallways, running in the building, and any other behavior which, in the reasonable judgment of any City official, may create a risk of injury.
17. City business, events or meetings take precedence over any and all other uses. The City of Warrenton reserves the right to cancel with notice to the user any meeting room use reservation. Cancellations will only be made for unavoidable circumstances. Any use of the meeting room can be terminated, and future use by a user will be eliminated if the user fails to observe all restrictions and guidelines spelled out in this policy.

Priority of Use

1. The Warrenton City Commission and City Committees.
2. All other City of Warrenton programs, meetings or activities.

3. Other public agencies.
4. Other nonprofit agencies.

Administrative Procedures

1. Coffee, Tea, or other beverages may be served; however, you must bring your own beverages, containers, cups, thermoses, and are responsible for all clean-up.
2. Although food and beverages are permitted, users must avoid food or drink that may stain or damage the facilities or furniture.
3. Users must assume that equipment will not be available in the Chambers and must plan to bring any flip charts, overhead projectors, or screens they need.
4. Telephone messages will be delivered in emergency situations only. A telephone is available for outgoing calls in the Chambers.
5. Outside doors are not to be propped open.

User Acceptance

I have read, understand and agree to comply with these policies and procedures while using the City Commission Chambers. I understand that if my agency or group fails to comply with these policies and procedures, or if there is damage to City Hall facilities because of my agency's actions, future use of City Commission Chambers will be denied.

Signature of Applicant Date

City Representative Date