



**CITY OF SILVERTON  
COMMUNITY CENTER GYM  
FACILITY USE PERMIT**

LIFE THREATENING EMERGENCIES: Call 911 | FACILITY ISSUES: M-F, 8-4:30: 503-873-6359 | AFTER HOURS/WEEKENDS: 503-991-9795

<b>Applicant Name</b>	<b>Contact #</b> <b>Contact #</b>	<b>Email address</b>
<b>Address</b>	<b>City</b>	<b>State &amp; Zip</b>
<b>Name of Event</b>	<b>Date(s) Requested</b>	
<b>Group/organization Name</b>	<b>Hours of Event</b> (includes set-up & clean-up) <b>Start Time:</b> _____ <b>End Time:</b> _____	
		<b>Expected Attendance #</b>
<b>Required Insurance</b> For Community Center Gym rentals, attach copy of <u>Certificate of General Liability Insurance</u> in the amount of \$500,000 <b>All Certificates of Insurance must name the City of Silverton as an Additional Insured</b>		

**PROCESS:** A Facility Use Permit will only be issued after the following conditions have been met:

- Facility Use Permit has been completed and signed
- All required fees have been paid
- Facility Use Agreement Polices are signed
- Certificate of General Liability Insurance has been submitted (if required)
- All required paperwork and fees have been received at least 14 days prior to the event.

**FEES:** Please see Community Center Gym Facility Fee Schedule – Make checks payable to: City of Silverton

**ALCOHOL POSSESSION & CONSUMPTION:** Deposit forfeited if alcohol is found on the premises.

I hereby apply for a City of Silverton Facility Use Permit. I have read, understand and agree to comply with all rules and regulations set forth by the City of Silverton. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair or damage to equipment or the facility and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice. I hereby agree to reimburse and hold the City of Silverton harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Silverton as a result of the negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City of Silverton against, and hold the City of Silverton harmless from same including attorney fees, arising out of, or connected with, or resulting from the use of the City facility during the period of reservation.

I understand that I can be cited by the Silverton Police Department for providing false or misleading information or for violating permit restrictions and, upon conviction, be punished by a fine not to exceed \$2,500. I further understand that the City Manager can revoke this permit in advance of the scheduled event. In the case that this permit is revoked, any fees paid by me for use of any facilities are non-refundable. (Ord. 99-116).

I further agree that I shall abide by all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR CITY USE ONLY</b>			
Deposit Total \$ _____	Receipt No. _____	Date Paid: _____	Date Deposit Refunded: _____
Rental Fee: \$ _____	Receipt No. _____	Date Paid: _____	
Approved by City Manager or Designee: _____			Date: _____



## CITY OF SILVERTON COMMUNITY CENTER GYM FACILITY USE AGREEMENT POLICIES

### Application Requirements/Fees

1. Any person(s) or organization wishing to use the Community Center Gym as per the Facility Use and Fee Schedule must submit a completed Facility Use permit which is approved by the City. Applicants must be at least 21 years of age and a City of Silverton resident. All required rental fees shall accompany the permit application. Checks must be made payable to the City of Silverton.
2. Facility Use Permits are non-transferable.
3. Rentals and keys for the Community Center Gym will be arranged through the Public Works Maintenance Division, 830 McClaine Street, Silverton, Oregon, Monday through Friday 8:30 a.m. to 3:00 p.m. Phone 503.874.2281. Building keys can be picked up no sooner than one day prior to the event and must be returned immediately upon vacating the premises. If it is after hours, keys can be dropped off in the Utility Payment drop-box located in the City Hall parking lot at 306 S Water Street. A fee will be assessed from the security/cleaning deposit for non-return of the key, sufficient to cover the re-keying of the facility.
4. A separate security/cleaning deposit check must be submitted within 30 days of the event. Deposits will be returned within 30 days after the event. The deposit is in addition to the rental fee and guarantees the reservation.
5. The City reserves the right to set additional conditions for use prior to issuance of the Facility Use Permit.

### Insurance

Applicants for one time Private/Commercial events will be required to obtain General Liability Insurance Coverage in the amount of \$500,000 per occurrence. At the City's discretion, depending on the occupancy and the nature of use, Civic/Non-Profit/Community Services groups may be required to maintain General Liability Insurance Coverage in the amount of \$500,000 per occurrence. If insurance is required, the applicant must provide the City with a Certificate of Insurance naming the **City of Silverton** as an **additional "Named Insured."** The Certificate must be presented before a permit can be issued.

### Cancellation

1. The City reserves the right to cancel a Facility Use Permit prior to use and will return any unforfeited portion of the rental fee and security/cleaning deposit.
2. Any person(s) or organization asked by the City to leave the facility during their event because of a violation of the general rules or Silverton Municipal Code, shall forfeit their rental fee and security/cleaning deposit.
3. A reservation cancellation **must be submitted in writing.** Cancellations made up to one month in advance will be fully refunded. Cancellations made less than thirty (30) days before scheduled use will forfeit the rental fee. **All fees must be paid in full before the permit is issued.**

### Occupancy

1. No rentals will be allowed in the Community Center gym area during regularly scheduled City Council, Planning Commission, or School Board meetings, or when Municipal Court is in session. No rentals will be allowed that would interfere with or conflict with a scheduled YMCA event.
2. The facilities are available for use between the hours of 6:00 a.m. and 10:00 p.m., seven (7) days a week. *An additional fee for set-up the evening before an event (i.e. between the hours of 8:00 p.m. to 10:00 p.m.) will apply.* Groups must leave the facility clean and remove all personal items immediately following the event. Failure to do so will result in forfeiture of all or a portion of the security/cleaning deposit.
3. Facility rentals are scheduled 30 minutes apart, therefore rental hours must include set-up and clean up to avoid overlapping into another event.
4. Rental hours are indicated on the Facility Use Permit. Should the building not be vacated at the agreed upon time, additional rent will be charged in 30 minute increments and deducted from the deposit.
5. The maximum number of occupants for the Community Center Gymnasium is 324.
6. Groups composed of minors (persons under the age of 18) must be supervised by one (1) adult 21 years of age or older for every fifteen (15) children/youth while using the Community Center Gym.

**General Rules**

1. **Alcohol, all tobacco products, e-cigarettes, and marijuana are prohibited in all City facilities.**
2. Cooking food is prohibited in the Community Center Gym.
3. Loud music and/or noise will not be tolerated. If noise exceeds reasonable sound limits, the City and Silverton Police Department reserve the right to terminate the Facility Use Permit immediately.
4. Decorations shall not be put up without prior approval from the City Manager or designee. Use of confetti, rice or glitter in the building is prohibited. Birdseed may be used outside the building only. With the exception of birdseed, the surrounding area must be left clean and trash free.
5. Use of candles is prohibited.
6. An inventory is provided for the applicant’s convenience. The applicant is responsible for its use and safekeeping.
7. The person in charge (individual listed on Facility Use Permit) shall accept responsibility for any theft, or damage to equipment, inventory or the rented facility.
8. Groups must leave the facility clean and remove all personal items immediately following the event. Failure to do so will result in forfeiture of all or a portion of the security/cleaning deposit. *The City assumes no responsibility for personal belongings or equipment left behind or stored on the premises after an event.*

**Repetitive Users**

In order to allow many different groups an opportunity to use the Community Center, the City will review all groups’ repetitive usage every January 1<sup>st</sup>. The facility may be reserved for a maximum of 12 months, provided, however, that all repetitive uses are subject to the termination provisions.

**Silverton Youth Dance Events**

1. All dances must be sponsored by a Silverton Community Organization.
2. All attendees have to show Silver Falls School District ID in order to enter the dance.
3. The City may require the event to provide private security.
4. All dances must have at least 1 chaperone for each 15 attendees present at all times.

**Use of Alcohol**

**Alcohol is PROHIBITED.** During scheduled events, the City reserves the right to inspect the premises. If alcohol is present, the City reserves the right to close the event. The presence of alcohol may result in a citation being issued for violation of the Silverton Municipal Code related to “Violation of a City Permit.”

**Clean-Up**

1. Tables and other inventory used by the applicant *must* be cleaned and returned to their proper locations. Chairs, tables, or other equipment are not to be removed from the building without prior authorization from the City Manager or designee.
2. Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the ground prior to, or after, the event.
3. No food shall be left in the building.
4. All doors must be locked and the key returned to the office from where the key was obtained immediately upon vacating the premises.

**I hereby certify that I have read and understand the facility use agreement policies for the Community Center Gym.**

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## CITY OF SILVERTON

### COMMUNITY CENTER GYM FACILITY FEE SCHEDULE

The Community Center Gym may only be reserved by City of Silverton Residents or a City of Silverton Organization. The Gym may be reserved by contacting the Public Works Maintenance Division, 830 McClaine Street, 503.874.2281, Monday through Friday from 8:30AM to 3:00PM.

### Monday-Saturday Hourly Rentals

The Community Center Gym may be rented Monday-Saturday for meetings, classes or activities, on an hourly rate basis.

- **Exempt:** City of Silverton, Silver Falls School District, YMCA, Silverton Area Chamber of Commerce, and Silverton Together meetings, activities and programs sponsored by any of the above listed.
- **Civic/Non-Profit/Community Service:** Meetings, classes, functions and activities for Fraternal, Patriotic, Religious Service, Charitable or Educational organizations with a chapter, lodge or post within the City of Silverton, and state/local government. This group must provide proof of their tax exempt status, (501c3).
- **Private:** Meetings or events for *private* individuals such as reunions, weddings, birthday parties, etc.
- **Community-Based Organization who (primarily) serve youth:** Meetings, classes and events for groups which primarily serve youth such as children’s theater groups, dance classes, music classes, etc.
- **Grandfathered Commercial:** For *commercial* groups with ongoing use of the gym for 10 years or more.
- **Commercial:** For meetings, seminars or classes for *commercial* groups and organizations. This includes all non-tax exempt groups or organizations (No Saturday Rentals).

Monday-Saturday Hourly Rental Fees	Hourly Rate	Refundable Security/Cleaning Deposit
Exempt	N/C	N/C
Civic/Non-Profit/Community Service	\$10.00	\$350.00
Private	\$15.00	\$350.00
Community-based organizations who (primarily) serve youth	\$20.00	\$350.00
Grandfathered Commercial	\$27.00	\$350.00
Commercial (Monday through Friday Only)	\$50.00	\$350.00

### Sunday Rentals

The Community Center Gym may be rented on Sundays at a daily rate by Exempt, Civic/Non-Profit/Community Service and Community-based organizations who (primarily) serve youth for one-time events. The hours included in rental are 10:00 am to 7:00 pm. All set-up and clean-up must occur during these hours.

- **Exempt:** For City of Silverton, Silver Falls School District, YMCA, Silverton Area Chamber of Commerce, and Silverton Together meetings, activities and programs sponsored by any of the above listed.
- **Civic/Non-Profit/Community Service:** For meetings, classes, functions and activities for Fraternal, Patriotic, Religious Service, Charitable or Educational organizations with a chapter, lodge or post within the City of Silverton, and state/local government. This group must provide proof of their tax exempt status, (501c3).
- **Community-Based Organization who (primarily) serve youth:** Meetings, classes and events for groups which primarily serve youth such as children’s theater groups, dance classes, music classes, etc. For events such as recitals, plays, etc.

Sunday Rates for One-time Events	Daily Rate	Refundable Security/Cleaning Deposit
Exempt	N/C	N/C
Civic/Non-Profit/Community Service	\$150.00	\$750.00
Community-based organizations who (primarily) serve youth	\$200.00	\$750.00