1. Agenda

    Documents:

        PC_AGENDA_12-20-18.PDF.PDF

2. Meeting Materials

    Documents:

        COMMONS POLICY-RATE-PROCED - 12-20-18.PDF
        FACILITIES MANAGER REPORT DEC2018 - 12-20-18.PDF
        PC MINUTES - 12-20-18.PDF
        TRAILS REPORT DEC 2018 - 12-20-18.PDF

CITY OF YACHATS

PARKS & COMMONS COMMISSION
REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, December 20, 2018 at 3:00pm

I. Call meeting to order

II. Approve Minutes of November 15, 2018

III. Reports
- A. Facilities Manager
- B. Yachats Trails Committee
- C. Year to date Revenues and Expenses

IV. Business
- A. Commons Manual & Pricing Sheets Final — DISCUSSION / VOTE
- B. Finance Committee Representative — DISCUSSION / VOTE

V. Other Business
- A. From Commission
- B. From the floor (5 minute limit)

Commission meets the third Thursday of each month.

Next meeting: Thursday, January 17, 2019 at 3:00pm

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

YACHATS COMMONS

POLICY MANUAL

Adopted by City Council January 2, 2019

Contents

FACILITIES AND MANAGEMENT 1
PARKS AND COMMONS COMMISSION 1
STANDARDS 1
BULLETIN BOARDS AND ADVERTISING 2
  MAIN HALLWAY BULLETIN BOARD 3
  NORTH HALLWAY BULLETIN BOARD 3
  OUTSIDE READER BOARD 3
HEALTH AND SAFETY 3
  SMOKING 3
  DOGS 3
  FIRE SAFETY 3
  VIOLATIONS 4
ENVIRONMENTAL VALUES 4
  FRAGRANCES 4
  DISPOSABLE PLASTIC BOTTLES 4
SECURITY 4
ALCOHOL USE/SALE 5
FIREARMS SALE/DISPLAY 6
RESERVATIONS 6
ROOM DESCRIPTIONS AND DETAILS 6-7
ROOM USE CATEGORIES AND RENTAL RATES 8
  ROOM USE CATEGORIES 8
    Free Use 8
    Use by Donation 8
    Community Use 8
    Non-Profit Use 9
    Private Use 9
    Commercial Use 9
    Rehearsal Time 9
    Set Up / Clean Up ..... **Error! Bookmark not defined.**
  Cleaning/Damage Deposit 10
CONTRACTS AND APPEALS 10
INSURANCE 11
OTHER RENTAL CATEGORIES 12
  GRAND PIANO 12
    Daily Rental Rates for Grand Piano 12
  STAGE/SOUND/LIGHTING 13
RENTERS' RESPONSIBILITIES 13-14
USE OF KEYS 15
  GENERAL RULES 15

MASTER KEYS 15
LONG-TERM USE 15
CHECKOUT 15
KEY RETURN 16
LOST KEYS 16
STORAGE 16
DUMPSTER 16
CONCESSIONS 16
BUMPING 16
COMMONS OPEN SPACE 17
PLAYGROUND 17
ENCLOSED PICNIC SHELTER 17
PARKING 17
WETLANDS 17
WALKING PATH 18
SPORTS FIELD 18
SKATEBOARDING 18
Appendix A – Making a Room Reservation in the Commons Using the GoYachats Calendar/Reservation System 19

FACILITIES AND MANAGEMENT

The Commons includes the Commons building and the City-owned grounds (4.85 acres) between 4th Street and 6th Street. This area includes the playground, open area, sports field, and wetlands/woods to the east property line of lots on Ocean View Drive.

The Commons, as City property, is under the general supervision of the Yachats City Council. As established by ordinance, the Parks and Commons Commission is responsible for advising the Council. The Parks and Commons Commission comprises seven members appointed by the Council who serve three-year terms. The Commission elects one member to act as Chair. The City Manager, and City Hall support staff are responsible for daily operations of the facility.

The City has the right to deny any or all privileges to a party violating Commons policy. Any person suspended from a Commons event or program for misconduct will not be allowed to use any portion of the Commons building or grounds during the term of suspension.

Questions regarding facilities and management may be discussed with the City Manager, and City Hall support staff.

PARKS AND COMMONS COMMISSION

The Parks and Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and the City Budget Committee.

STANDARDS

Decisions made by the Parks and Commons Commission are based on considerations that include:

- time availability
- environmental impact
- noise level
- availability of parking
- impact on neighbors
- potential for litter
- degree of renter's need for help from staff
- applicant's rental history, if any, at the Commons

BULLETIN BOARDS AND ADVERTISING

City of Yachats
Reader Board Policy
Adopted June 13, 2018

The City has two Reader Boards within the Commons Building. This Policy applies to both Reader Boards.

The purpose of the City's Reader Boards is to provide space for local organizations, groups and individuals to display notices that promote awareness of services and events of interest to the community. The Reader Boards are not a public forum.

After City-related services and programs, notices will be posted on a first-come, first-served basis. Postings must be submitted to City staff and all postings must comply with this Policy. The City does not discriminate against postings based on viewpoint but reserves the right to determine which postings are unacceptable for the Reader Boards. Postings found to violate this Policy are subject to removal.

Posting Guidelines

1. Postings are subject to the availability of space. Preference will be given to items that are no larger than 11" x 17".

2. The City reserves the right to refuse or remove any posting that does not comply with these the following requirements:

A. Postings should relate to topics of community interest or community events.

B. Personal, commercial or profit-making postings may not be accepted.

C. Postings should not: advertise or solicit for businesses; advocate illegal activity or violence; promote products or political organizations; endorse a position or particular stance on current political campaigns, candidates or ballot measures; endorse a particular religious belief; infringe on copyrights, trademarks or intellectual property rights of others; contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content; contain threatening or defamatory remarks about a person's race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, gender identity, source of income, domestic partnership or familial status; or contain information that may compromise the safety or security of the public, invade privacy, or pertain to an on-going investigation.

3. The City is not responsible for the preservation or protection of postings.

4. Postings are subject to removal and disposal after two weeks.

5. Submission of a posting constitutes acceptance of this Policy, which may be revised from time to time.

MAIN HALLWAY BULLETIN BOARD

This board is used solely for posting information about Commons events or community events held in the Commons and information pertaining to the City of Yachats.

NORTH HALLWAY BULLETIN BOARD

This board is used for posting information about Greater Yachats and regional events and local nonprofit programs and classes.

OUTSIDE READER BOARD

The reader board is managed and kept current by the Facilities Manager. Use of the reader board is prioritized as follows:

1. Emergencies
2. Commons events

To have an event considered for display ask the Facilities Manager when renting the space.

HEALTH AND SAFETY

SMOKING

The Commons building is a NON SMOKING OR VAPING area. Smoking or vaping is prohibited on Commons property.

DOGS

During normal business hours, and at any other time when any part of the Commons building is in use, dogs accompanying their owners into the Commons building must be leashed. Dogs providing security when the building is not in use by the public may be off leash. Dogs are not allowed in Room 5 (Kitchen) except service dogs.

FIRE SAFETY

Attendance in any space may not exceed the capacity of that space posted on the emergency exit plan or vary from the specified type of use. Tables, chairs, and other objects may not be placed or allowed to remain in corridors, hallways, or doorways per fire codes. The Yachats Fire District Chief may be asked to inspect the setups for any large event to ensure compliance with fire and safety codes.

Flammable materials, including but not limited to oils, candles, combustible fuels, kerosene, gasoline, or pyrotechnics (fireworks), may not be used or stored in the building, with the exception of Sterno-heated chafing dishes used by a licensed food establishment, with permission granted by the City Manager or City Hall support staff.

VIOLATIONS

Any renter found in violation of the health and safety regulations above will be given written notice that no future contracts for use of the Commons by that renter will be approved by the City.

ENVIRONMENTAL VALUES

FRAGRANCES

The City of Yachats supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the City's citizens, staff, and visitors, City facilities open to the public are encouraged to maintain a fragrance-free environment. Please refrain from using scents, including those related to personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person can feel safe and comfortable. Your cooperation is greatly appreciated.

DISPOSABLE PLASTIC BOTTLES

Yachats is a village that values natural resources. Beverages packaged in disposable plastic bottles and transported from remote locations unnecessarily consumes fossil fuel resources and creates a lasting waste management problem not only for our community, but for the entire planet. Therefore, the City Council requests that users of the Yachats Commons and other City properties refrain from the use and sale of beverages packaged in disposable plastic bottles.

SECURITY

Security and proper supervision of events are major concerns. All events must have adult supervision.

Hired security personnel may be required for out-of-town sponsors of active recreational, dance, or concert events, or evening events lasting more than 2 hours and/or attended by more than 50 people in the multipurpose room or a major portion of the building. A volunteer may provide services, but to be security and be paid for services there must be a certificate from the State of Oregon.

When professional security services are required, the City may contract with the Lincoln County Sheriff's Office on an hourly basis. Security costs are not included in the room rental rates and will be charged in advance at the going rate. Upon payment of the invoice for the Sheriff's services, any remaining money will be returned to the renter.

Users wishing to contract for security privately must provide acceptable proof of such contract with a certified professional security provider.

Determinations regarding the need for security will be made case by case on the basis of information on the contract or by interview with the renter. Decisions regarding security are made at the discretion of the City Manager or City Hall support staff in consultation with the Facilities Manager.

ALCOHOL USE/SALE

The sale or consumption of alcohol at events in the Commons and on Commons grounds will be by written permission the City Manager. Requests for such permission must be presented in writing on an Application for Use of Alcohol on City Property form. These forms are available at City Hall. The completed form must be submitted to the City Manager for approval.

The sale and consumption of alcohol will be contained within well-defined boundaries. Hours of sale and security requirements will be determined by the Oregon Liquor Control Commission (OLCC) with input from the Lincoln County Sheriff's Office.

The sponsoring group will be responsible for maintaining adequate controls to ensure that:

- servers are at least 21 years of age
- no person under the age of 21 is served
- alcohol will be consumed within designated areas
- no cans/bottles of alcohol will be brought into the event area from outside the event area
- no person will be served who appears to be intoxicated

Security must be provided by the sponsoring group or the Lincoln County Sheriff's Office solely at the expense of the renter. Security staff must be situated at each point of distribution to enforce regulations and the end of event. Customers are limited to two drinks per visit, and all alcoholic beverages will be dispensed in cups only - cans or bottles are not to be sold.

The City, OLCC, or Sheriff's Office may close the sale of alcohol at any time during an event at their discretion.

The City Manager may require a written statement outlining how an applicant plans to comply with the OLCC regulations as well as OLCC service permits for any group that will be serving alcohol.

FIREARMS SALE/DISPLAY

The Commons building, including its grounds, is a public facility by state law, and is also used for Municipal Court. Sale or display of firearms, as defined by state law, is prohibited in the Commons or on the grounds by any renter holding a Yachats Commons Use Permit/Contract. Any violation of the firearms policy may be cause for and result in cancellation of an existing permit/contract and a ban on future rental of the Commons by the violator of this policy. No private security will be allowed to carry firearms on Yachats City property.

RESERVATIONS

All reservations for use of the facilities of the Commons including the picnic shelter and sports field must be made through the *GoYachats.com* reservations system. This process ensures a record of facility rentals that meets state record and retention policies. For information and assistance, the Facilities Manager may be called at 541-272-4213.

Renters shall be allowed to reserve rooms up to three years in advance.

Arts and Crafts Festivals, when the primary activity is vender booth selling to the public, are limited to eight (8) per year.

ROOM DESCRIPTIONS AND DETAILS

ALL RESERVATIONS

When room rentals are made, the type of activity and associated noise level will be considered. The working hours of City Hall (8:30 a.m. - 4:30 p.m. weekdays) will be taken into consideration. Noisier events will normally be held in the north end of the building.

Food shall not be prepared or served in any rooms that are carpeted. During building-wide events, food must be prepared and served out of Room 5 (Commons Kitchen) only. Any exceptions shall be made at the discretion of the City Manager or City Hall support staff in consultation with the Facilities Manager.

With the exception of lease agreements with the Yachats Youth and Family Program, no room will be allocated for exclusive permanent rental.

Room 1 (Civic Meeting Room) Not available for rent.

This room is used by City Hall from 8:30 a.m. to 4:30 p.m. for City Council meetings, Commission meetings, work sessions, and other open public meetings. At the discretion

of the City Manager or City Hall support staff, the audience half of the room may be rented for conferences and seminars, or for events that book the Multi-purpose room, the Kitchen, Rooms 8 and 3, and need additional space at times when not in use by the City.

Room 2 (City Hall Offices) Not available for rent.

Room 3

This room has a capacity of 49 seats without tables. It has a small pull-down screen for presentations. Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Room 4 (Preschool)

This room is rented on a long-term basis to the Yachats Youth and Family Activities Program (YYFAP) for use as a preschool. Renters wishing to use this room shall contact YYFAP to inquire about use of this space.

Room 5 (Commons Kitchen)

Room 5 is the designated Commons Kitchen and has an exterior exit door. All food for an event shall be prepared and/or served from Room 5. If an event requires use of the kitchen facilities, the kitchen rental rate will be charged in addition to the rent for any room(s) being used for the event. Room 5 may also be rented without the use of the kitchen facilities. Renters of this room may be impacted by multipurpose room noise. Maximum occupancy: 49 people, with or without tables.

The kitchen facilities are commercially approved and include a 6-burner gas stove, double-wide reach-in cooler, filtered drinking water, coffee-maker, triple sink, and 150 place settings.

Room 6 (Facilities Manager's office) Not available for rent.

Room 7

Room 7 has a capacity of 27 seats without tables. A wall of north-facing windows provides soft light. Room 7 is not available to rent individually, but may be rented for large events that also book the Multi-Purpose Room, the Kitchen, Rooms 8 and 3, and that need additional space.

Room 8

Room 8 has a capacity of 49 people without tables. A wall of north-facing windows provides soft light. This room has an exterior exit door.

Multipurpose Room/Stage

This large room with a stage at one end and two basketball hoops is used for recreation, sports, dances, plays, concerts, and exercise classes. It is also appropriate for seminars, conferences, and festivals. Event lighting is available, as well as spotlights for the stage. Audio is also available.

Stage use shall be limited to pre-approved theater and performance events. Exceptions shall be considered on a case-by-case basis by the City Manager or their designee.

Maximum occupancy for theater seating is 225, with no more than 17 chairs in a row and a 4-foot aisle. Other configurations with fewer chairs in a row and more aisles may be approved if adequate safety precautions are provided. Maximum occupancy with tables: 162 people including serving staff; 14 round tables, 8 people per table. Serving table allowed. Aisle between double doorways must be left open. Aisle of 4 feet between all tables for craft show setup. Clearance on southwest door 4 feet.

Basement (Yachats Youth and Family Program and storage) Not available for rent.

ROOM USE CATEGORIES AND RENTAL RATES

ROOM USE CATEGORIES

Free Use

- Yachats government (City Council and Commissions)
- Community events to raise funds for the Commons
- Yachats Youth and Family Program
- Friends of the Yachats Library for their book sale
- Fee-waived groups and activities for public information/input at the City Recorder's discretion (e.g., candidates' forum; government agencies)
- Other federal, state, or county government agencies

Use by Donation

- Open community gym and exercise programs, and recurring open community events that do not generate income for the instructor, sponsors or individuals (e.g., yoga, zumba, tai chi, discussion groups, song circles).
  Sponsors should solicit donations with all donations submitted to the Facilities Manager for credit to Parks and Commons in lieu of rent.

Community Use

* Room 3 is available by reservation for individuals or groups to hold small meetings in which no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Non Profit Use

- Non-recurring nonprofit events that build a stronger sense of community while benefitting the individual: educational, sports, cultural and arts, recreation, social
- Nonexclusive service clubs/organizations
- Tax-supported agencies (e.g., community colleges)
- Commercial events open to the public that are sponsored by nonprofit groups or organizations (e.g., Chamber of Commerce Arts and Crafts Fair)
- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) where the public is invited and donations are solicited for the benefit of local nonprofits or the Commons
- Hardship fundraising events not involving commercial activities, organized by a group of community members to benefit another community member in need

Private Use

- Private meetings or events with restricted access (e.g., family reunions, wedding receptions)
- Fundraising events involving commercial activities organized by a group of community members to benefit another community member in need (e.g., a fair or show where the funds for the community member in need are raised from the rental of space to commercial vendors who will be selling products for their own profit).
- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) not involving donations to local nonprofits or the Commons, whether public or private.

Commercial Use

- Commercial or for-profit events open to the public, i.e., activity for which the purpose of the rental is to make profits for an individual or company.

Rental of Commons equipment for off-site use is based on availability and the needs of Commons users and renters, who have priority in all cases. Equipment shall not leave the building except as approved by City Hall staff. Rental forms must be completed and fees paid to the City before any equipment can be released.

Rehearsal Time

Rehearsal time for events under contract will be free and available within reason. Rehearsal times will be accommodated as much as possible provided the space is not needed for paying events. If paying events come up, rehearsals will need to be rescheduled or moved to another room. Rehearsal time can be guaranteed by paying Community rates.

Set-Up/Clean-Up

- No charge for setup time after 5:00 p.m. the day prior to the event.
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

See Yachats Commons Rental Rates for current pricing

Cleaning/Damage Deposit

A $100.00 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a $500.00 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.

If the reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

A deposit will not be charged for memorial services. All other uses require a deposit to be paid up front.

Renters will be financially responsible for the value of any lost equipment or damage beyond normal wear and tear in excess of the deposit amount.

If the facility is left clean, the deposit will be returned. City Hall staff in consultation with the Facilities Manager has the right to charge users for whatever cleaning or repair may be required, based on actual time and materials needed.

CONTRACTS AND APPEALS

City Hall staff in consultation with the Facilities Manager will determine rental categories. Special contracts may be negotiated with the Parks and Commons Commission.

Contracts for ongoing renters are generally issued on a multi-month basis and are reviewed at least annually and extended at any time by the City Manager. Contracts may be revoked at any time by the City Manager.

Decisions made by the City Manager or City Hall staff may be appealed to the Parks and Commons Commission. Decisions made by the Parks and Commons Commission may be appealed to City Council.

INSURANCE

Certain activities, performances, events, and instructional classes require insurance and the documentation of a Certificate of Liability Insurance if Commons facilities or grounds are to be used.

The following lists represent the types of uses that will require certificates of insurance. They should not be considered complete listings.

A. Organized dance or sports instruction and participation.

- Recreational dance
- Tumbling
- Baton
- Martial arts
- Cheerleading

B. Single-event activities.

- Festivals
- Concerts
- Dances

C. Multiple or long-term educational or recreational programs involving children.

- Preschool, day care
- Alternative education
- Baton, dance, or physical fitness instruction

D. Instructional programs involving overtly hazardous equipment, tools, or materials.

Liability insurance will have a $500,000 single limit.

Documentation of coverage through existing business, residential, or organization insurance may be acceptable. The City of Yachats shall be listed as Certificate Holder.

Certificates of Insurance for single events are to be attached to rental contracts. For ongoing events, records must be kept of annual dates, certificates that expire, and notice given to renters prior to such expiration.

Determination regarding the need for certificate may be necessary on a case-by-case basis, depending on information on the rental contract or by interview. Certificate of Insurance must be received (with contract and rental fee) prior to the event.

OTHER RENTAL CATEGORIES

GRAND PIANO

Residents of Yachats and visitors are encouraged to use the grand piano. In order to maintain this fine instrument and ensure its prolonged use, the following guidelines have been established.

The piano will be kept in a secured garage on the stage of the multipurpose room when not in use.

The piano will be moved in and out of its garage only by experienced users or under the supervision of City Hall staff or the Facilities Manager.

The piano will be tuned as needed. The tunings will be scheduled by City Hall staff. The piano may receive additional tunings at the renter's discretion and expense. However, a technician approved by City Hall staff must be used.

Persons wishing to use the piano must fill out a request form and submit it to City Hall staff for approval.

There are to be absolutely no food or drinks on or near the piano.

Students under the age of 16 using the piano must be supervised by an adult at all times.

A small console piano is available for use by community members at no fee. Please see City Hall staff to use it.

Daily Rental Rates for Grand Piano

Commercial	Private	Community
$100	$50	$25

A damage deposit of $100 is required of all renters.

Fees may be waived at the discretion of the City Manager for groups that have supported and made substantial contributions to the Piano Fund and to the Commons, or for individuals who sponsor fundraising events to raise money for the Commons.

STAGE/SOUND/LIGHTING

Professional-grade sound and lighting equipment on the Commons stage is there to provide the opportunity for community and commercial activities such as theatrical events, music and dance performances and recitals, lectures, speeches, poetry readings, and screening of films and videos.

Rental of the stage will be at the discretion of the City Manager for uses other than events that are usual and customary activities associated with a stage.

Structures, stage sets, attachments, or equipment added to the stage will be approved by the City Manager.

No food is allowed on the stage. Liquids are acceptable on stage only in spill proof containers.

Only UL-approved electrical cords in safe working condition may be used and are to be connected to wall outlets in such a manner as not to interfere with the drapes.

Children under age 18 must be supervised by a responsible adult at all times.

The main drape on the stage shall be pulled closed when events in the multipurpose room might cause damage to the stage and/or its equipment (e.g., basketball, volleyball, softball, etc.)

RENTERS' RESPONSIBILITIES

Oregon law (ORS 105.682, et seq.) provides that the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in building and/or park, such as use of a meeting room or the picnic shelter, do not apply to other uses of the building, the park or the public trails, or to your ability to enter other areas of the building, park or public trails. Therefore, the City of Yachats is not liable for injuries, death or property damage arising out of any use of building, park or public trails for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property.

1. All applicants for rental space must be 18 or older.
2. City Hall is responsible for working with renters to ensure compliance with policies and any contract agreement(s); however, the renter is liable for that compliance.
3. The Commons Facilities Manager will coordinate with each renter to determine equipment needs and will check rooms/equipment for damage and cleanliness at the beginning and end of an event. Each renter is responsible for special needs on the reservation form prior to the event and for leaving the rooms clean/usable or better

for the next renter. Renters are responsible for setting up and tearing down their own events and returning Commons property to its original location(s).

4. Renters must also determine the need to use their own personal equipment (e.g., extension cords).
5. City Hall does not clean rooms, wash dishes, or empty trash (with the exception of the rest rooms). The cleaning supply closet across the hall from Room 4 is stocked with brooms, mops, paper products, etc. It should be relocked after use. Trash containers should be emptied into the dumpster in back of the Commons and new liners put into the containers. Recycle bins are available outside near the southwest wall.
6. All renters are responsible for obtaining the proper permits and licenses needed for their particular events or food service. Copies of those permits and licenses must be submitted to City Hall and attached to the rental contract. The Yachats Prepared Food and Beverage Tax shall be collected and submitted when applicable.
7. The Commons building is a NO SMOKING area. Smoking or vaping is prohibited on Commons property.
8. Alcohol use will not be permitted without prior written approval of City Council. An Application for Use of Alcohol on City Property form must be submitted and approved prior to the event. This form is available inside City Hall.
9. Renters should be aware of the statement on fragrances under the Environmental Values heading and should make reasonable efforts to comply with its requests.
10. Only those rooms contracted for are to be used. Renters will contact City Hall if any changes in rooms are to be made, additional space is required, or equipment needed.
11. The driveway in front of the Commons is for dropoff and handicap access only. Renters must ensure that no vehicles are parked in that area during events.
12. No tables, chairs, or other objects may be placed or allowed to remain in the hallways except as approved by the Fire Marshall or Yachats Fire District Chief.
13. Equipment may not be removed from the building without prior approval of City Hall staff in consultation with the Facilities Manager.
14. Renters are responsible for locking the room(s) they have used at the end of the scheduled use. Renters shall also coordinate with other users to ensure that all rooms in the building and the building's main doors are locked at the end of the day. If the key checked out to them for their use will not lock any doors they find unlocked, they should call the Facilities Manager at 541.961.4258 for assistance. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
15. Renters are responsible for replacement of lost or damaged equipment and repairs to rooms. Nails or tacks, etc., are prohibited as a means of securing items to walls, railings, ceilings, etc. Only painters' tape is permitted.
16. Renters will make reasonable efforts to assure that any person who conducts him/herself in a disorderly manner and/or minors who have consumed alcoholic beverages do not remain on any part of the premises during activities. Should problems arise that renters do not feel comfortable dealing with, they should call 911.

17. Renters will not permit violations of federal, state, or local laws to occur in connection with their activities.
18. Renters should contact City Hall Monday-Friday from 8:30 to 4:30 (except holidays) for assistance at 541.547.3565. Otherwise, the Facilities User Support Manager is available at 541.961.4258.
19. Linens, catering, and all decorations are the renter's responsibility.
20. The City of Yachats is not responsible for lost items.
21. Reservations are not firm until a completed contract has been signed by renter and City.
22. If there is a need for clarification or interpretation of the Rental Agreement, a request may be made to speak to the Chairperson of the Parks and Commons Commission.

USE OF KEYS

GENERAL RULES

Keys are only for the use of the person/organization checking them out and only for the scheduled rental(s). Renters/users are reminded that they must clear any extra or extended use with City Hall ahead of time. Keys may be picked up at the City Hall office M-F, 8:30-4:30.

If the key checked out to renters for their use will not lock any doors they find unlocked at the end of their event/activity, they should call the Facilities Manager (541-272-4213) for assistance.

Renters owing money (e.g., fines, etc.) related to Commons use are not allowed further room rental or key checkout until the money is paid

MASTER KEYS

These keys are for maintenance, security, and fire protection personnel only. They will not be checked out to renters/users.

LONG-TERM USE

Renters/users with a signed contract/agreement that use the Commons more than once a week may be given a key on a long-term basis. This privilege may be requested when the rental agreement is signed. Approval can be given by the City Manager and will be reviewed regularly.

CHECKOUT

Keys are checked out for scheduled events. City Hall staff may collect deposits and will keep appropriate records.

KEY RETURN

Keys are to be returned within 24 hours after the end of the scheduled use or by the next business day to City Hall or to the City's drop box at the southernmost doors in the front of the building.

LOST KEYS

All costs related to re-keying and duplicate keys will be charged to the renter/user at the going business rate.

STORAGE

As negotiated with the City Hall staff in consultation with the Facilities Manager, cabinets in the Commons may be used for storage. This convenience is primarily for long-term renters. Users are responsible for all materials and supplies stored and for locking them up. Users must supply City Hall with a set of keys for any lock installed.

If additional storage is needed that could require replacement of a portable cabinet, case, or large items in rooms, arrangements must be made with City Hall staff in consultation with the Facilities Manager.

The City is not liable for anything stored or lost in the Commons.

DUMPSTER

For some large events, organizations or groups will be required to provide an additional dumpster or pay for an extra pickup of the City dumpster.

CONCESSIONS

If food service is planned for an event, concessions are allowed. All concessionaires and caterers will comply with Business License and Prepared Food and Beverage Tax laws.

BUMPING

Occasionally, in the event of a time conflict, regular or intermittent users may be asked to yield to special uses. When this occurs, City Hall staff will give notice to the designated representative of the user to be bumped.

COMMONS OPEN SPACE

The Commons open space consists of 4.85 acres including a playground, enclosed picnic shelter, sports field, woods, wetland area, open space, and parking.

The exclusive use of the sports field and/or picnic shelter must be made through the *GoYachats.com* reservation system.

.Family use or pickup sports games are permissible as long as events are not scheduled in the area.

PLAYGROUND

The playground is available to individuals or families for their use on a first-come, first-served basis. Use is at one's own risk.

ENCLOSED PICNIC SHELTER

See Yachats Commons Rate Schedule for current pricing

PARKING

Maximum parking available in the area of the Commons building and grounds is 198 spaces, including 8 handicap. Some parking is on private property.

Parking for the Commons is available in the lot at the north end of the building on the south side of 5th Street and in front of and alongside the 501 Building. Parking is also available in the back of the Commons. Parking should take place on the south side of the fenced area. For larger events, parking may occur on the north side of the fenced area and on the edge of the grassy area. Parking is also available along 4th Street and west of the retaining wall behind the 501 Building. At all times be aware that children may be in the area. Care should be taken when driving in the vicinity. Vendor use of this area is by permission only.

The driveway in front of the Commons is for drop-off and handicap access only. Renters must ensure that no vehicles are parked in that area during events.

WETLANDS

A part of the open area to the west of the Commons is a delineated wetlands and shall be respected as such. Trails may not be cut in the woods or wetlands area. Pick up all litter and dispose in appropriate trash containers. Do not dispose of any chemicals or liquids in the area. Do not attempt to feed the fish or birds.

WALKING PATH

The walking path and boardwalks on the Commons property are available to the public. Please stay on the path.

SPORTS FIELD

The sports field is to be used primarily for athletic and play activities. Other uses must be approved by the City Staff. Any organized events/team play must be scheduled through the *GoYachats.com* reservation system. Unless reservations have been so scheduled, the field is available on a first-come, first-served basis.

SKATEBOARDING

Skateboarding is allowed in the skateboard park with ramps in back of the 501 Building. Skateboarders may not interfere with events that occur in the Commons or on Commons grounds. This includes YYFAP activities and events.

Appendix A – Making a Room Reservation in the Commons Using the GoYachats Calendar/Reservation System

Yachats Commons Rental Pricing Policy

Standard Use

- For-profit events

Private Use

- Events with restricted access (i.e., reunions, receptions, birthdays, anniversaries)
- All other uses not covered in the descriptions above

Non Profit Use

- Use by 501©3 non-profit organizations (i.e., STEM, Polly Plumb Productions)
- Fund-raising event to benefit a community member in need
- Use by service clubs and organizations involving a collection of money (i.e., Ladies Club, Lions Club)

Community Use

- Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups up to 25 people at no charge.

Waiver of Rental Fees

- Any government or tax-supported governmental agency will not be charged for meeting time
- View The Future would not be charged for meeting time
- Friends of the Yachats Library will not be charged for their annual book sale
- YYFAP will not be charged for their events and activities
- Yachats Big Band will donate 50% of the gate receipts to the Commons on lieu of rent for their performances
- **If One of Us does not have a sponsor at the non profit rate, they will donate 25% of the net proceeds from their performances to the Commons in lieu of rent.**

By Donation

- Small community groups that collect a cash donation for use of the facility for exercise, tai chi, yoga, art, music will deposit the cash in the drop slot by the Facilities Manager's office for insurance purposes

Deposit Required

- $100 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a $500 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.

- If reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.
- A deposit will not be charged for memorial services. All other uses would require a deposit to be paid up front.

Set-Up or Practice Time

- No charge for setup time after 5:00 p.m. the day prior to the event
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Revised January 2, 2019

Pricing to be effective March 1, 2018

YACHATS COMMONS RENTAL RATES

SPACE	Standard	Private	Non-Profit
Mtg rms 5, 8	$ 36.00/hour $180.00/day	$ 18.00/hour $ 90.00/day	$ 9.00/hour $ 45.00/day
Mtg room 3	$ 24.00/hour $120.00/day	$ 12.00/hour $ 60.00/day	$ 6.00/hour $ 30.00/day
Multipurpose Room	$60.00/hour $300.00/day	$ 30.00/hour $150.00/day	$ 15.00/hour $ 70.00/day
501 Building	Same as Multipurpose room – see Rental Pricing Policy		
Enclosed picnic Shelter	$36.00/hour $120.00/day	$ 18.00/hour $ 60.00/day	$ 9.00/hour $ 30.00/day
Kitchen	$200.00/day $100.00/ ½ day	$100.00/day $ 50.00/ ½ day	$ 50.00/day $ 25.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	$20.00	$10.00	$5.00
Grand piano	$100.00/day	$50.00/day	$25.00/day

Equipment	Rate
Portable sound system (Includes small speaker & microphone)	$ 15.00
Pipe and Drape system	$ 100.00

May only be used in the Commons Building – not to be taken off site

Community Use: Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

NOTE: Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-purpose room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of room 1 (the audience side of the room) can also be rented at the same rate as room 3.

Equipment only rental (off-site)

Black chairs	$ 2.50/chair
Folding chairs	$ 1.50/chair
Folding tables	$ 5.00/table

(5'Round or 6' & 8' Rectangular)

Exceptions:

1) Yachats Big Band will contribute 50% of the gross proceeds to the Commons in lieu of rent for their performances.
2) If they do not have a sponsor at the Nonprofit rate, One of Us Productions will pay the Commons 25% of their net profits in lieu of a set rental fee for their performances.

Facilities Manager Report

December 2018

Working with M. Powell on the flooring schedule the product has been ordered and to be delivered by the 20th. After a 10 to 14 day period of it being in the building to acclimate, the work will begin around the first of the year.

The heat pump in room #4 failed when we had the cold snap. I was unable to get Florence Heating who installed the unit to come out before January, due to a large work load. The heat pump was repaired by a technician from Groth Gates Heating. The cause for the failure was due to the loss of the coolant in the unit. He informed me that there were no leaks that he could find, but that he would put locks on the unit, because people will drain them and use the coolant to get high.

All of our weekly events are going well. We received a thank you from the vegetarian thanksgiving. And I expect to move in to the New Year flawlessly.

Respectfully Submitted

Heather Hoen

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
November 15, 2018

Draft Minutes

Chair John Moore called to order the November 15, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, Scott Gordon, and Michael Hempen. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Leads Joanne Kittel and Loren Dickenson. Audience: 11.

I. Minutes – October 18, 2018

Commissioner Hempen moved to approve the October 18, 2018 minutes as presented: Aye – 5; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen reported Mike Powell, flooring installer, needed someone to pick out a color for the Multipurpose Room floor. The Commission agreed to have Hoen pick a color that closely matches the existing floor.

Hoen reported the following for maintenance:

1. Up to $1,000 for a roll of bird netting for the Pavilion. She explained bird netting would be the most durable product. Hempen asked who would do the work. Hoen indicated she could have Public Works assist her. Moore speculated that Parks and Commons could round up some volunteers to help. The Commission agreed to have Hoen proceed with purchase of the netting.
2. Significant dry rot in the barge rafters and the fascia, which hold the gutters. Hoen did not have an estimate for cost.
3. Linda Hetzler indicated she believed the Friends of the Commons would purchase a replacement refrigerator. She explained they were looking at a single door model that could hold full sheets.
4. Some people were not pleased with placing the garbage cans in front of the mural. She talked to Dahl and Public Works, who agreed they could keep the cans where they are and erect walls and add a roof at that location.

Commissioner Johnson moved to amend the previous agreement to build a garbage can garage to have that garage be in the current location of the cans: Aye – 5; No – 0.

B. Yachats Trails Committee

Johnson reported she walked the wetlands and noted markers in the ground where the new trail would be. Loren Dickenson indicated they are calling that the Urban Forest Trail. He reported the trail was within the City right-of-way. Joanne Kittel added Trails

DRAFT

was looking at options for fencing and possible plants to mark the trail and add privacy to the nearby house.

C. Year to Date Revenues and Expenses

Moore noted they were slightly over budget on maintenance but otherwise looked good.

III. Business

A. One of Us Productions

Moore summarized the history of the arrangements for One of Us Productions using the Commons. He noted the arrangement with Linda Hetzler was not a permanent solution. He indicated he wanted to revote today to break the tie on the arrangement negotiated with the One of Us Board.

Commissioner Shrock stated he was concerned with setting a bad precedent on granting exceptions. Shrock noted how the issue around vacation rentals was handled with a pilot program. He noted how many groups expected deals. Commissioner Gordon asserted the situation was not "going well" and believed the Commission needed to do something.

Commissioners discussed the different perspectives of paying rent, noting while the City did not raise fees, One of Us experienced an increase in their fees from $400 to over $1,000. Moore stated he underestimated the public outcry over One of Us, and he understood Shrock and Johnson's perspectives.

Gordon move to give One of Us Productions a rate of 25% of their net profits from each of their productions to cover the rent for the Multipurpose Room, Room 8, and coffee service, up to two nine-performance productions per year: Aye – 5; No – 0.

Hempen clarified Hetzler would pay the nonprofit rate while her agreement with One of Us was in effect.

B. CIP

Moore explained the Finance Committee was tasked with producing a five-year project plan. He handed out reports on CIPs for the Commons and Visitors Amenities.

Moore noted the Finance Committee had to trim $800,000 form projects this year. He explained that consequently funding for public restroom got pushed back to the FY19-20. Moore summarized the City had recently had several large projects: $500,000 for the 501, $750,000-$800,000 to underground utilities on Hwy 101, and $1 million for the South. He explained money was taken from reserves to pay for some of these projects, and the City now needed to rebuild the reserves. He also mentioned that the Little Log Church needed significant work, and the Little Log Church was a "need" and not a "want." Moore reported the Council passed a resolution last night to move City Hall to 501 Building, which would add more expenses. He reported the costs of both of these projects were unknown. Consequently, Moore asked the Commission to consider moving the public restroom project back another year. He also suggested they could

DRAFT

scale back the project as it was currently estimated at $60,000, which meant the City would need to pay prevailing wages, adding another $10,000 to the project labor costs.

Shrock did not think cancelling the project was warranted as they had already voted to build a restroom. He also thought it would not be a problem to postpone it or to lower the total cost.

Commissioners talked about how the reserves could be built-up.

Moore suggested they move a $45,000 project to FY20/21 for public restrooms.

Moore noted the CIP report had $28,000 for a YYFAP Courtyard. No Commissioners were aware of what that project entailed. The Commission agreed to remove this project.

Moore explained the Trails Committee had decided to not proceed with the fitness trail that was scheduled for FY19/20 at $21,000. Kittel reported that the trail was not a good idea. The Commission agreed to remove this project. Kittel would like to see money put into the 804 Trail enhancements.

Gordon suggested the Fire Circle would get used, but agreed it could be pushed back.

Kittel explained the Native American Court was a place where the Native Totem currently in front of the building would be permanently placed. Kittel reported she talked to the person who donated the pole, and he was concerned it would get vandalized behind the Commons. Kittle indicated there was flexibility around the where it would be placed. The Commission agreed to postpone moving this pole.

The Commission also agreed to move back the entry portals and the main entry improvements.

Commission agreed to remove the Community Garden. Johnson believed this project was to be a community garden where the brush and bulky bin now sits. Kittel noted the 7th Street Community Garden was half master gardeners and half public. She also noted they have added plots along the highway, which are requiring maintenance. Johnson asked about using Visitors Amenities funds for these CIPs. Moore explained the Visitor Amenities funds were highly restricted.

C. Finance Committee Representative

Moore explained that for the last several years, the Finance Committee has been comprised of persons with a financial background who solely focused on CIPs. The City Manager found a resolution that established the Committee and specifically stated there were to be representatives from the Parks and Commons, Planning, and Public Works and Streets Commissions. He indicated in January 2019, these representatives would be included on the Finance Committee. He asked the Commission to consider

DRAFT

who might want to be that representative. Moore indicated he would put this on the agenda for December 2019.

D. Craft Fairs

The group that has the November and May Fairs recently noticed their contract indicated they would be charged commercial rates. Violet Young, the event producer, wanted to receive the nonprofit rate. Moore indicated he told Young that they were a commercial enterprise. Hoen reported she told this group in May that the fees would increase and they had the information on new rates. Hoen also told the group they would be subject to a fully refundable $500 deposit. Hoen note the City had been honoring contracts that had already been written, but new contracts would be issued at the current rates. Moore reported he asked Young to come to the Parks and Commons.

Psychic Fair is Chuckling Cherubs is Church/nonprofit, but the Crafts Fairs are different. Shrock clarified that the May and November crafts fairs were commercial and the psychic fair was nonprofit as it was run by Chuckling Cherubs church/nonprofit.

E. Commons Manual and Rate Sheet

Moore explained he separated the rate sheet from the Policy Manual so that the entire manual would not need updating when rates change. He took the Policy Manual update to Council, and Councilor Frye asked that the rate sheet be included with what Moore gave to Council to review. Moore indicated he would update the rate sheet with the One of Us agreement and present that to the Commission at the December 2018 meeting. Shrock clarified that Polly Plumb was financially managing YAAS so they were at a nonprofit rate.

IV. Other Business

A. From the Commission

Hempen reported he looked into getting a bench from Lincoln County Transit so people could sit while waiting for the bus. He reported there was space around the Little Log Church for a bench. Hempen indicated Lincoln County Transit was willing to provide the bench. Hempen noted a decision had not yet been made about the direction of traffic on Ocean View, so the location might change. Moore indicated he would find out from Lincoln County Transit how much the bend weighed.

Hempen moved to recommend to accept a bus stop bench from Lincoln County Transit to place in front of the Little Log Church: Aye – 5; No – 0.

B. From the floor – none

Moore adjourned the meeting at 4:10 pm.

DRAFT

_____ _____

W. John Moore, Chair Date

Minutes prepared by H.H. Anderson, December 10, 2018

DRAFT

TRAILS COMMITTEE – Parks and Commons report – December 20, 2018

YIPS! (11-17-2018) – Craig Berdie and Sharon Christensen have been instrumental in recovering and maintaining the Prospect Park. About 10 volunteers assisted them in weeding in the lower portion of the park and in trimming vines along the steps above 3rd and King Streets. Another group of 5 removed a considerable amount of ivy from the area N of 4th Street.

Trails (12/1/2018) – On a cold, windy, and rainy day, 12 volunteers met to make improvements to the Gathering Area adjacent to the Amanda statue and to trim encroaching vegetation along the Trail from Yachats Ocean Road to the Gathering Area. With some time left over, we did some preliminary work on the Urban Forest Trail from the boardwalk to Ocean View Drive.

Suspension Bridge Project – The projected cost of this project is $300,000. OPRD is requesting from FEMA the full 75% that is federally authorized; the City is still committed to provide $5,000; View the Future (VTF) has raised over $28,000; and the Cape Perpetua Foundation is providing $500. At the time of this report, VTF is still waiting to hear if the County will commit $15,000 from its Lincoln Land Legacy Program Title III funds. VTF will be submitting a grant application this month to Three Rivers Foundation for $10,000 and plans to submit additional applications to the Oregon Parks Foundation Fund and the Siletz Tribal Charitable Fund. Members of both the Confederated Tribes of Siletz Indians and the Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians are very supportive of this project. A site visit was made by Miller Engineering which is designing and engineering the bridge. It was determined that about 20 feet of the southern portion needs to extend into Forest Service property. Michele Jones, Waldport Ranger for the SNF, is supportive and, while it wlll be nice to have SNF as a partner, this will create many more hoops that will likely delay construction.

Urban Forest Trail – We are still waiting for direction from the City about what does or does not need to be done before holes can be dug for fence posts and potential vegetation planting on the City-owned property adjacent to Ocean View Drive.

Gerdemann Botanical Preserve public footpath – Recent high winds caused two large trees to fall across the trail. As of 12/13, they were cleared and the trail is reopened.

The Trails Committee would like to thank outgoing Commission members, Ruth and John. We have enjoyed building a good working relationship with you as Commission members and have appreciated your support. We look forward to continuing to work collaboratively with John as he assumes the role of Mayor as well as with John Purcell and whoever fills the currently open position on the Commission.

Many thanks to Linda Hetzler and the Drift Inn for ongoing support! After each Trails and YIPS! session, Linda hosts everyone who participated and provides a drink for each of us as well as hors d'oeuvres for all. The conversation and sharing that occur at these get togethers provide a unique opportunity for Trails and YIPS! volunteers to interact in a different setting and help to build a stronger group of volunteers. This kind of support is unique in our experience and is very much appreciated.