1. Agenda

    Documents:

        PNC_AGENDA_5-18-17.PDF.PDF

2. Meeting Materials

    Documents:

        COMMONS RENTAL RATES JULY 2017 -5-18-2017.PDF
        PARKS AND COMMONS MINUTES - 5-18-2017 (2).PDF
        PARKS AND COMMONS MINUTES - 5-18-2017.PDF
        SAMPLE CONTRACT - YAG - 5-18-2017.PDF
        TRAILS REPORT -5-18-2017.PDF
        COMMONS FACILITY MANAGER REPORT - 5-18-2017.PDF
        COMMONS RENTAL POLICY - 1-2-2019.PDF

CITY OF YACHATS

PARKS & COMMONS COMMISSION
REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, May 18, 2017 at 3:00pm

I. Call meeting to order

II. Approve Minutes of April 20 & Work Session Minutes of April 24 2017

III. Reports
- A. Commons User Support Manager
- B. Year to Date Revenues and Expenses Report
- C. Yachats Trails Committee
- D. Friends of the Commons

IV. Business

A. Yachats Commons Rental Rates	VOTE
B. Arts Guild Rental Pricing	VOTE
C. Keeping Commons open during Farmers Market	VOTE
D. Possible sites for memorial bench	DISCUSSION

V. Other Business
- A. From Commission
- B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, June 15, 2017 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.

Posted: May 15, 2017, 2017

Pricing to be effective July 1, 2017

YACHATS COMMONS RENTAL RATES

SPACE	Standard	Private	Community
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	$ 14.00/hour $ 70.00/day	$ 7.00/hour $ 35.00/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	$115.00/day $ 55.00/ ½ day	$ 70.00/day $ 35.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	$15.00	$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 or the 501 Building – not to be taken off site

Equipment only rental (off-site)

Black chairs	$ 2.50/chair
Folding chairs	$ 1.50/chair
Folding tables (5'Round or 6' & 8' Rectangular)	$ 5.00/table

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
SPECIAL WORK SESSION
April 24, 2017

Minutes

The April 24, 2017 special work session of the Parks and Commons Commission was called to order by Chair John Moore at 1:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Dean Shrock, Michael Hempen, Scott Gordon, Ruth Bass. Absent: Derek Ojeda. Audience: 1.

I. Commons Room Rental

Commission Chair Moore passed out a draft of use categories for the Commons, which he created, from inputs from many sources. Moore noted five categories and summarized their definitions: Community Use, Private Use, Standard Use, Waiver of Rental Fees, and By Donation. Moore noted he had originally included waiver for the Friends of the Yachats Commons but not for events by other organizations sponsored by the Friends (for insurance or other purposes).

Moore stated their goal is to have a simple system that is equally applied. Shrock emphasized the great need to standardize rentals. Moore noted the city needs to recuperate utility and facilities maintenance costs.

Moore asserted the standard rate is competitive with the Adobe, the Overleaf, the Newport Events Center, and other local venues. Community events would be charged 25% of the standard rate. Gordon posited the Commons is a tax supported community facility, unlike hotels and private venues, and people in the community who want to use the facilities for community-related events should not be charged for rental. Moore asked Gordon how bills would get paid if groups were not paying rent. Gordon suggested commercial rates could be raised.

Moore clarified the current rate policy is based on a full-day rate being the equivalent of 5 hours at the hourly rate.

A. Waivers

Commissioner Gordon raised concern about a blanket statement of no waivers for Friends' subsidiaries being too restrictive and proposed an option for a group to apply to the Commission or the City Council for a waiver. Gordon identified the conditions under which he would be in favor of granting a waiver (charitable organization, all volunteer run, makes a donation to the city, for the exclusive benefit of the city, all monies go back into the organization). Shrock expressed concern about granting waivers for events on weekends where there is a greater likelihood of having a paying customer.

The Commission did not have data on how many groups were currently getting fee waivers.

Gordon asked about the status of the Yachats Academy of Arts and Sciences (YAAS). Gordon noted YAAS has the following differentiating features from other organizations:

a. YAAS is all-volunteer run.

b. YAAS' exclusive purpose is for the benefit of the City.
b. Typically has twelve monthly committee meetings and twelve presentations each year.
c. Typically does not pay speakers.
d. Historically YAAS has not paid rental fees and are bumped to another room if another paying customer comes in.
e. Last year, YAAS gave a $400 donation to city and a $100 stipend to the Commons Facilities Manager.

Moore noted the proposed fees would result in $15 an hour for an event in the Commons and $9 for a smaller meeting room. Shrock noted $30 for ten or twelve events ($300 or $360) is less than the $400 YAAS currently donates.

The Commission debated whether they should have a method for applying for waivers. Moore stated if there were to be exceptions, it would be addressed by the Commission. Moore asked commissioners if they wanted a formal clause in the fee schedule noting the option of getting a waiver. Gordon suggested they could accept waiver requests without making a formal statement. Anderson reported she had seen an example of a city park charging a nominal fee for reserving space but offering space for free if room was available during a given week. Moore stated he had considered a standby option. Bass noted standby systems present problems for accounting, and Shrock noted this approach would interfere with groups from advertising in advance.

The Commission agreed to only grant waivers to the Friends and View the Future and not allow groups sponsored by the Friends or View the Future to have fees waived.

B. 501 Building as Backup

Moore posed an option where a renter could get space in the 501 Building at the same room rate for the Commons if the Commons rooms were booked.

C. Deposits and Cancellations

Manager Davies noted the current deposit rates combined with pay-in-advance rules result in users having to outlay substantial sums before an event. Moore proposed cutting the refundable deposit to $100 per full-day or multi-day event. Moore posed 50% of the rental fee to be collected up front, full refund if more than 30 days prior, 50% refund if cancel between 14-30 days prior, and no refund if cancel 13 or less days prior. Gordon asked how often damage deposits are retained. Moore stated this situation was rare.

D. Set-up Fees

Moore reviewed current policy on set-up time. More noted that set-up time is not charged "unless the space would have been rented to another renter during that time." The Commission agreed that language needs clarification. The Commission discussed typical set up situations, such as is done for craft fairs and shows.

Bass proposed charging set-up fees during the summer and offering free set-up as a perk for booking events in the winter.

E. Seasonality

Gordon noted how weekend events in the winter provide significantly greater benefit to the city by bringing in visitors when business is slow, and weekend events in the summer months profit

more from having a larger base of visitors already in town. Shrock noted his workshops are often charged less during the off-season. The Commission discussed accounting for seasonality as offering a discount during the winter or charging a premium during the summer. Bass agreed seasonal rates are reasonable. The Council discussed methods of assessing a seasonal rate difference, such as seasonal rate multipliers, specific holiday surcharges, and whole season blocks. Moore clarified seasonal rates would only apply to commercial ventures. Shrock suggested having a fee for setup could essential be the rate increase for summer.

Gordon explained trends in hotel use during the calendar year. The Commission agreed that from Memorial Day through the end of September, a group would pay the hourly or daily rate for any set-up conducted before 5pm the day before the event starts.

G. Nonprofits Functioning As Businesses

Shrock noted some events are conducted under the auspices of a church yet charge admission fees, big vendor fees, and fees for table usage. Moore noted such a group would fall under nonprofit rates.

H. Room 3

Shrock, Bass, and Moore pointed out that Room 3 is subpar to other rooms in the commons. Shrock suggested Room 3 have a lesser room rate. The Commission debated raising the rate of Room 8 versus lowering the rate of Room 3. Gordon suggested lowering the Room 3 rate just for the Community classification. Bass argued the lower Room 3 rate should apply categorically. The Commission agreed to drop Room 3 rates to $35 day/$7 hour for Community use and $120 day/$24 hour for Commercial use.

I. Equipment Rental

The Commission concurred rental rates for tables and equipment be enforced. Bass noted Pipe and Drape needs to be added to the available equipment list. Bass noted it could be rented per 8-10 foot section. Moore suggested getting more information on reasonable rates for Pipe and Drape rental and adjusting the fee schedule to incorporate this item at a later date.

The Commission discussed whether items donated by a group or individual would be exempt from rental charges in perpetuity.

J. Other Considerations

The Commission discussed expanding the examples indicated in the schedule to include funerals and changing e.g. (for example) to i.e. (that is). Moore suggested adding a “catch-all” of “all other uses” to either Community (Standard) or Private Use category. The Commission decided to add “all other uses” to the Private Use category definition.

Gordon suggested removing “event is to make profits” from the Standard Use description.

Moore clarified the new schedule would go into effect upon Council approval, and all existing reservations would stand as originally contracted.

With no further business to discuss at this time, Moore adjourned the special work session at 2:35 pm.

_____ _____

Chair W. John Moore Date

_____

Minutes prepared by H.H. Anderson, April 28, 2017

CITY OF YACHATS

PARKS AND COMMONS COMMISSION

April 20, 2017

Minutes

The April 20, 2017 meeting of the Parks and Commons Commission was called to order by Chair John Moore at 3:00 pm in Room 3 of the Yachats Commons. Members present: John Moore, Dean Shrock, Michael Hempen, Scott Gordon, Ruth Bass, Derek Ojeda. Absent: none. Staff present: City Manager Joan Davies, Clerk Kimmie Jackson, Facilities Manager Leon Sterner. Council Present: Greg Scott. Audience: 8.

I. **Minutes**

Commissioner Gordon moved to approve minutes for March 16, 2017 meeting: Aye – 5; No – 0; Abstain – Ojeda (not present)

Moore announced the City Council has appointed him to act as temporary chair of the Public Works and Streets Commission for a term not to exceed one year. He noted City policy is that a person can only serve on one commission, and the council made an exemption in this case.

II. Reports

A. Commons User Support Manager

Facilities Manager Sterner summarized:

1. New Carpeting has been installed in Room 1 and the hallways
2. Sterner, the Friends of the Commons Chair Rose Valentine, and Manager Davies worked to update the "by donation" events in the commons. The new system will enable user numbers tracking and distribute payment directly to the Friends. Participants will sign an insurance waiver on an annual basis. Moore asked clarification on the previous process, and Sterner stated noted donations previously were taken to City Hall without user numbers.
3. He is in the process of getting an office cabinet to secure expensive equipment.
4. The friends got a grant from Trust Management for tables and folding chairs. He is working out the details of what gets stored in the Commons versus 501 Building. Sterner's goal is to no longer need to roll chairs and tables back and forth between the two buildings.

B. Trails Committee

Trails Committee Lead JoAnne Kittel reported:

1. View the Future will pay for concrete pad for an interpretive sign the Ya'Xaik Trail. The Trials Committee plans to have the sign installed in May.
2. Recent sunshine enabled trails and YIPS to work be very productive.
3. There was a meeting with View the Future on establishing a 35-acre conversation on both sides of the Yachats River by purchasing the Evans-Benz property. Plans include a river trail and a kayak launch.

4. The 6th Annual National Trails Day is June 3, 2017 in conjunction with the State Parks and National Forrest Service. The event will start earlier to not conflict with Yachats Pride.
5. They are still researching the Ridge Trail. A recent State Supreme Court decision nullifying the recreational immunity clause has created uncertainty about getting easements across private property. They are working with the Yachats Fire Department who seeks an evacuation route that would be at lower elevations.
6. Twelve volunteers will get first aid training donated by the Yachats Fire Department.

C. Friends of the Commons

Friends Chair Rose Valentine reported:

1. The Friends are having retreat in May to discuss their five-year goals and plans. Valentine asked commissioners if they have similar plan document the Friends could use to enable better coordination. Sterner stated he has observed joint goal setting every two years. Councilor Scott noted the existence of a Commons Master Plan, which is generated for CIP purposes.
2. The Friends has received a grant from Trust Management in Waldport for $3500 for the replacement of dangerous round tables, purchase of café tables for Commons, and purchase of chairs for the 501 Building.
3. The Friends are sponsoring a Village Mixer on May 11, 2017.
4. The next meeting is June 13, 2017, as their retreat will stand as their May meeting.

The commission discussed the necessity of a Commission member attending Friends Board meetings and whether a single person is needed for continuity. Board Member Shelly Shrock argued having a Commission member at the Board meetings is important. There was consensus that they would not establish a single person to this role. Moore suggested they get volunteers for the next three meetings then reassess the need. The following volunteered: Hempen - June 13; Ojeda – July 11; Gordon – August 8; Shrock - September 12.

III. Business

A. Election of Vice-Chair

Moore read the duties of vice-chair. Moore emphasized he would do meeting prep in the event he could not be present. Ojeda volunteered to serve.

Motion to nominate Ojeda as Vice-Chair: Aye – 6, No – 0.

B. New Member Application

The Commission interviewed Linda Johnson for Commission vacancy. Johnson stated she has been in Yachats for two years and wanted to get more involved. She lives in Koho. Her management experience included working with diverse types. Ojeda noted his positive experiences in interacting with Johnson and hearing about her daily hikes.

Gordon moved to forward Johnson's nomination to the City Council for appointment: Aye – 6, No – 0.

Moore instructed Johnson go to a Council meeting for official appointment.

C. Fee Structure for The Commons, 501 Building, and Picnic Shelter

1. The Issue

Moore asked that commissioners and discussants be aware of sensitivities around this topic and remain objective and fair.

Manager Davies summarized the issue that City Hall staff face is one of conflicting numbers and inputs on rental rate fees. At present, City Hall gets foot traffic by interested parties, Sterner facilitates conversations on room and equipment needs, and Clerk Jackson generates contracts for users to sign. There is also a set of fees on the online system. There are multiple documents with payer categories and fee amounts (included in meeting packet). With the addition of the 501 Building as a rental space, Sterner drafted a list of fees, but that list has not been officially enacted.

Davies identified the following areas in need of codification given that current descriptions are not clear:

- What are the classifications for events?
- Who is requesting the facility?
- How much do they pay?

Davies noted two issues further complicating the matter: a Memorandum of Understanding between the Friends and Polly Plumb Productions, and YYFAP paying rent for the basement space when there is a written statement that YYFAP is exempt from fees. Davies pointed to Resolution 208 from 1991 as the original legal policy.

Davies reported there has been confusion over when and where to pay the fees. She urged the contractual agreement to pay up front either a deposit or the full amount be enforced. Davies would like to see equal applications of the rules.

The City raised approximately $21,000 in fees last year and could expect that amount to be reduced by $5,000-6,000 due to the change in “By Donation” event payments.

Moore noted the commission was surprised by the number of waivers granted for rentals.

2. Use Categories to Specify Rates

Moore read the category use descriptions as written in the packet document indicated by “Use by Donation” near the top and page 8 at the bottom right. Moore noted the fifth bullet under Community Use needed work and asked for other areas of confusion.

Davies presented examples of events that do not easily fit a category enumerate above:

a. Fundraising event for Angie Deriberprey’s school
b. Funeral event: Is it always “private” or “community” in certain situations (Davies, Sterner). Kittel noted she was given community rate for her husband’s service but

she believed the event should have warranted the private rate. Kittel also noted these events can collect donations to defray rental costs.

c. Private seminar for 20 people pays high rate versus revenue-generating Quilt Show does not pay rent.

Jackson noted in the past the City Recorder retained the discretion to categorize events.

Questions and issue raised in discussion were:

a. Sterner explained through an example of a memorial that there are many nuances in each renter's situation.
b. Should View the Future be exempt from fees? Noting they do raise funds that will (eventually) benefit the City. (Kittel, D Shrock, Scott)
c. Are people who rent the Picnic Shelter penalized because others use it for free? (Davies)
d. How should the Commission factor in "heartfelt" uses? (D Shrock)
e. Community Rate #7 and Private Rate #2 differ by one word. (Davies)
f. Including exceptions in category definitions would create gray areas. (Anderson)
g. Should the City be the one to assume responsibility for hosting an event when there are other available facilities in Yachats? (D Shrock)
h. Certain groups that benefit the City so warrant exception, such as View the Future. (D Shrock)

3. Waivers

Moore noted in 1991 the City passed Resolution 208 that stipulated exceptions for specific groups (Criterion 1) and for groups which "have the expressed purpose of raising funds for the support or renovation of a City-owned property" (Criterion 2). Moore stated the Friends of the Commons is the only organization he is aware of that meets Criterion 2.

Moore read the Friends' mission statement as posted on their website. Scott suggested the Trails Committee might fall under this category. Scott argued View the Future focuses on raising monies to acquire land that would become City property so it would meet Criterion 2.

Sterner stated his understanding of mission of Friends to be twofold: (1) Raise funds to support maintenance and improvements in the Commons facility, and (2) Support culturally diverse programming than can occur in the Commons.

Moore noted from Criterion 3 on Resolution 208 that the Friends should provide an accounting report to the City.

4. Memorandum of Understanding

Moore read portions of the MOU between Polly Plumb Productions and the Friends. Moore did not believe there is an authority for the Friends to waive fees for another organization. Moore read the mission of PPP noting they do great work but are not created to raise funds for the Commons.

D Shrock was concerned about the precedent this MOU sets. He noted that the arrangement for PPP to pay the Friends an unspecified amount the end of the year essentially is covering any losses they may encounter during the year. He argued any organization should pay based on the times they use the facilities, not just the times they make a profit during an event. D Shrock suggested there are ways to accommodate events that do not generate expected incomes, specifically citing the Newport Health Center which charges 10% of gross revenues with a cap. Moore added that this MOU enables other groups to get exceptions if they work under PPP. Jackson added that some have tried to use an exempt organization's name to get waivers without that person having any official relationship with the exempt organization.

Moore summarized there is some unfairness in the existing system that needs a remedy. Moore asked who, if any, should receive a waiver noting that 16 years ago the City granted one exception. D Shrock believed they should be very selective on waivers. Gordon referred back to the 1991 ordinance stipulating putting money back into City property and believed Trails and View the Future would fall into this exception. Bass did not see a basis upon which the Friends could grant PPP a waiver, and did not recall the waiver being discussed in a PPP board meeting.

5. Other Considerations

Ojeda suggested an option to use grants to defray costs to deserving groups. Ojeda noted that if they were to track these grants throughout the year, they could better understand the lost revenue from such exceptions. Davies expressed favor for an option of rewarding rather than taking, noting that the City does have a grant fund for events that generate business for Yachats. Hempen expressed favor with the scholarship and/or grant idea.

Davies noted that many events do generate business for shops, restaurants, and hotels. She also noted that the City has not received any donations in the eleven months she has worked. Anderson cautioned against using "benefit to the community" as a criteria for setting rates as it is an inherently squishy construct that could be abused by a skillful marketer. Kittel noted that View the Future has paid for their events and room usage with the exception of their first event.

Scott argued the Little Log Church falls under the Parks and Commons.

Moore suggested the Commission have a special session on to set rates. The Commission set Monday, April 24, 2017 at 1 pm for a special work session.

D Shrock asked Anderson to suggest "use categories" examples based on her marketing experience. Anderson will provide an abbreviated report by the work session.

D. Commission Rules – Duties of Chair and Duties of Members

Postponed to next regular meeting

E. Ballfield Update

Since the last email update, Moore learned there is a need for aerating the field to enable the grass to grow back. Moore reported Dave Baldwin, Head Smelt, believes the backstop has a sound frame and just needs the upper fencing replaced.

IV. Other Business

A. From the Commission – none

B. From the floor – none

With no further business to discuss at this time, Moore adjourned the meeting at 4:34 pm.

_____ _____

Chair W. John Moore Date

_____

Minutes prepared by H.H. Anderson, April 23, 2017

YACHATS COMMONS USE PERMIT/CONTRACT
City of Yachats, PO Box 345, Yachats, OR 97498 (541-547-3565)

Organization requesting use Yachats Arts Guild

Name of person making application Nina Toepher

Dates and day facility to be used:

a.) Date(s) _____ Days _____ b.) Date(s) _____ Days _____
Hours: From _____ To _____ Hours: From _____ To _____

c.) Date(s) _____ Days _____ d.) Date(s) _____ Days _____
Hours: From _____ To _____ Hours: From _____ To _____

Type of event: Art Shows

Number of people expected: _____ Name of adult supervisor: _____ Phone # _____

GENERAL REGULATIONS AND CONDITIONS:

1. Use of the Commons will be on a first-come first-serve basis.
2. For Applicants who scheduled multiple dates in advance, the City reserves the right to cancel or change applicant's location to allow scheduling of major, significant uses which require special consideration. Notice of such a change will be given as soon as possible.
3. All rental fees are due prior to event. Applicants must give notice four business days prior to the date of use to receive a refund.
4. Applicants are responsible for replacement of lost Commons equipment as well as repair of equipment damaged during their use.
5. No alcoholic beverages are permitted in the commons building or grounds without prior written permission of the City Council.
6. NO SMOKING is permitted in the Commons by law.
7. Applicants must not allow attendance that exceeds the posted capacity of the space or spaces covered by this permit.
8. No tables, chairs or other objects will be placed, or allowed to remain in the corridors or passageways in violation of fire code.
9. Applicants may not store or use any flammable materials in the building, including, but not limited to: oils, combustible fuel, kerosene, gasoline, pyrotechnics, or candles.
10. This permit is non-transferable without prior permission of the city.
11. The City does not relinquish control to enforce all the necessary and proper rules for the operation of the facility/grounds and to enter Applicants space for the purpose of accomplishing those purposes.

RENTAL AND EQUIPMENT FEES: MAKE CHECKS PAYABLE TO: CITY OF YACHATS

Meeting dates Sept 24, 2008 (10:30 am) and Nov 19, 2008 (10:30 am)

Show Dates Nov 26-30 2008
~~April 4, 2008~~ March 26-30 '09 } Room 8
July 9-13 ~~July 10-13~~ and Nov 25-30, 2009 } Rental Rates

No charge for Meetings - 20% of proceeds to be paid as Rental Rates

LIABILITY INSURNACE: The Applicant shall hold the City, including its employees and agents, (here and after known as the "City") harmless from any claims, loss or liability arising out of or related to the Applicant's use of the Commons premises, or from any conditions of the used space, including any such claim, loss or liability which may be caused by or be contributed to in whole or in part by the City, for any damage to the City's property related to the Applicant's use of said property, whether or not the Applicant is responsible, and for the expense and cost including attorney's fee incurred by the City or its employees and agents in defending against any claim or demand for losses, or liability arising from or related to the Applicant's use of the premises.

FAILURE TO COMPLY WITH THESE AGREEMENTS MAY JEOPARDIAZE FUTURE USE OF THE COMMONS.

Note: By your signature, you are agreeing to abide by the Renter's Responsibilities, General Regulations and Conditions and fee schedule, and provide liability insurance coverage or security staff, if required.

Applicants Signature Nina Toepher Date: Oct 1, 2008

◆◆◆

YACHATS ARTS GUILD

In 2007 many venues for crafters were available in the Yachats area while affordable venues for fine arts were not.

Nina Toepher and Georgia Beard met with the Yachats Commons Coordinator assuring her the artists in the area would support a venue for fine art.

The city put out a call to artists from Seal Rock to Ten Mile.Receiving a good response they invited the artists to set up a gallery in room 8 of the Yachats Commons. The name "Village Art Gems" was chosen.

Each weekend from November 23 to December 23 of 2007 the gallery was open and enjoyed by the community.

A group of artists met in January of 2008. After a name change (people were looking for a rock show) and directing crafters to venues more suitable for their art form, the Yachats Arts Guild was born.

Charter members Carol Summers, Georgia Beard, Nina Toepher, Kaye Gregory, Jerry Kimmel and David Baldwin formed the Steering Committee, shepherding the Guild from its earliest days. Through their hard work, determination and a lively portion of fun they have kept the Guild alive.

2009 brought many changes. Membership is now open to artists from all areas. Three members have been added to the steering committee for a total of nine. Membership has increased to 32 artists working in watercolor, oil, acrylics, pastel, colored pencil, pen and ink, photography and woodworking.

The Friends of the Commons gifted the Guild with hanging rods for the walls enabling the Guild to hang art professionally. With the support of the City of Yachats and The Friends of the Commons the Guild continues to grow.

The guild members also exhibit their work locally at Ona restaurant and Toad Hall. The guild also has had shows at the Florence Events Center, and Canyon Way in Newport.

A percentage of gallery sales helps to support the Yachats Commons.

PARKS AND COMMONS COMMISSION REPORT - MAY, 2017

Trails Crew - On May 6, approximately 15 crew members worked on portions of the Amanda and Prospect Trails, trimming vegetation and placing gravel on steps that were constructed last month.

YIPS! - YIPS! had a great turnout in April. We made further inroads into the populations of ivy and blackberry in the Commons Wetland Park. We also cleaned up mud, weeds and tree debris from the boardwalk network. Our plans for the Prospect Garden are moving ahead: the problematic cedar tree has been removed and we have had a site meeting with the Job Corps instructors whose students will build the new fence on the western boundary. Current projections are to have the fence construction started in June. There is still plenty of work to keep us busy in the Wetland Park, the Prospect Garden, and Whale Tail park.

804 Trail - OPRD recently constructed a ramp and steps to connect the N end of the 804 Trail to the beach; two trails volunteers spent a productive day helping with the construction. The area is subject of severe wave action in the winter and it remains to be seen how the steps will hold up.

National Trails Day, June 3 - We met again with SNF and OPRD personnel to complete final plans for our local National Trails Day event which will be at Cape Perpetua. Joanne will join staff from SNF and OPRD for an interview on KNTP at 9 am May 15th to talk about trail appreciation and trail events this summer in Lincoln County.

First aid training - 10 active trail crew members received 4 hours of first aid training conducted by Tony Mooney, paramedic with South County Ambulance. Loren also met with Frankie to review and update our first aid kits.

Recreational immunity - We are concerned about the recent OR Supreme Court decision that struck down recreational immunity for volunteers working on private property and are watching the progress of SB 327 legislation which would put recreational immunity back in place. It has passed the senate and is now with the Judiciary Committee in the House.

CA Trails and Greenways Conference - Bob, Loren, and Wally spent two days at this conference last month and returned with some ideas for improvement of our trail system as well as with affirmation that we have a healthy trail system and an effective volunteer group.

Miscellaneous - Leaders made a decision that when heavy hauling needs to be done for trail development and repair work, the County jail or probation/parole crew will be hired.

Commons Facility Manager Report
May 2017
Leon Sterner

The new carpet squares are wearing well, and getting well deserved compliments. Potential stains have been easily dealt with and the color and pattern hide normal debris that is constantly being tracked in by visitors. A YYFAP volunteer has offered to remove the small piece of carpeting at the base of stairs leading to youth program. The floor is out of level, and the door leading into the program does not open properly. The high spot on floor will be addressed, and carpet squares installed if this seems appropriate.

The organizers of the "By Donation" category of events (exercise classes and other activities) have met and are finding that the recent oversight by the Friends is going well. The drop box installed by the Facility Manager's office door is convenient and safe.

I am working with Stephen Farish to design and install a new cupboard and counter on the West wall of my office. This will eliminate the sink in that area. The cupboard will house a cart for Audio/ Visual equipment (microphones, mixing boards, etc.) and provide an efficient manner to safely store the equipment. The cart will be on wheels, and can easily be maneuvered inside the Commons building, the Picnic Shelter and the 501 building to set equipment up for the variety of amplified events.

Farmer's Market began on Mother's Day - and new manager, Ron Vill, reports that it went well. When the appropriate bollards are installed at the entrance to the "basketball" area behind the commons - traffic and parking will be prevented in this area where there are lots of active kids - and adults. These bollards will prevent cars from entering that area - and will allow occasional loading and unloading of equipment into the Picnic Shelter. These instances are closely monitored for safety. The bollards will also allow emergency vehicles to enter the area and assist with emergencies in and around the playground area.

Recent events - including Rainspout and the Oregon Coast Chorale concert have gone well. Our audio and stage lighting systems helped to make those productions top quality. The Helen West Tribute - a showing of her watercolors, pastels and artistic processes - shepherded by Michael Guerriero - was a wonderful success. The three-day event was well attended. The displays demonstrated her artistic excellence - as well as the richness of her life experiences with art. The 501building provided a good venue - and the new Pipe and Drape system, provided by Polly Plumb Productions, added to the tasteful presentation.

Things are ramping up for what seems like a busy summer season at the Commons. The goyachats.com website continues to evolve - and support the diversity of activities that happen in and around the Commons and our Community. Remember to visit the site - and click on the "events" tab to see the community calendar of events.

--
Leon Sterner
Cell: 541-961-4258
Peace within - Peace between - Peace amon

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 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 January 2, 2019

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 May only be used in the Commons Building – not to be taken off site	$ 100.00

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.