



YACHATS COMMONS

POLICY MANUAL

Adopted by City Council July 9, 2015

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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 Recorder, City Hall support staff, and User Support Manager 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 Recorder, City Hall support staff, or the User Support Manager.

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

FRIENDS OF THE COMMONS

The Friends of the Yachats Commons Foundation (Friends) is a nonprofit 501(c)(3) organization whose mission includes the support of the Commons as a community center. The Friends is a volunteer group, and membership is open to anyone in the community. The Friends elects a board of directors who manage the organization. Major goals are the development and management of fundraising events and the encouragement of diverse use. Funds raised are used to make improvements to the Commons

BULLETIN BOARDS AND ADVERTISING

All items to be posted on the bulletin boards must be left with City Hall staff. Postings regarding commercial events or sales or business advertisements are not allowed.

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 by the Friends and kept current by Friends volunteers. Use of the reader board is prioritized as follows:

1. Emergencies
2. Commons/Friends events

To have an event considered for display ask the Commons User Support Manager when renting the space.

HEALTH AND SAFETY

TOBACCO

The Commons building is a NO TOBACCO area. Tobacco use 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.

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 Recorder or City Hall support staff.

All public meetings must be held in rooms with two exits. Rooms 3 and 7 have only one exit each.

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. Water 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 water 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.

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 Recorder or City Hall support staff in consultation with the User Support Manager.

ALCOHOL USE/SALE

The sale or consumption of alcohol at events in the Commons and on Commons grounds will be by written permission from City Council only. 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 Recorder for approval by either the Mayor or City Council President.

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. Alcohol will be limited to beer and wine only, two cups per customer per visit and 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 Council 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.

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 User Support Manager may be called at 541-961-4258.

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 Recorder or City Hall support staff in consultation with the User Support 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 Recorder or City Hall support staff, it may be rented for conferences and seminars 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 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 (Friends/User Support 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 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 Recorder.

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
- Friends of the Commons fundraising events
- Yachats Youth and Family Program

- Fee-waived groups and activities for public information/input at the City Recorder's discretion (e.g., candidates' forum; 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 City Hall in lieu of rent.

Community 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)
- Other federal, state, or county government agencies
- 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 RATES AND OTHER FEES

Rental Rates for Commons Rooms

Space	Commercial Use	Private Use	Community Use
Meeting Rooms 3, 5, 7, 8	\$36/hr \$180/day	\$18/hr \$90/day	\$9/hr \$45/day
Multipurpose room	\$60/hr \$300/day	\$30/hr \$150/day	\$15/hr \$75/day
Kitchen	\$100/half-day \$200/day	\$55/half-day \$115/day	\$35/half-day \$70/day
Use of coffee-maker only	\$15	\$10	\$5

Rental Rates for Equipment

Equipment	Rental Price	Rental on Site?	Rental off Site?
Dishes	\$15	yes	no
Black chairs	\$2.50 each	no	yes
Folding chairs	\$1.50 each	no	yes
Rectangular tables	\$5.00 each	no	yes
Round tables	n/a	no charge	no
Theater lighting	\$100	Yes	No
Folding chairs	n/a	n/a	n/a
Digital projector	n/a	n/a	n/a
Cordless mike	n/a	n/a	n/a

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

Renters paying Commercial and Private rates will be charged for set up-and clean-up time exceeding one hour. The fee will be charged by the hour or by the day, whichever is less.

Cleaning/Damage Deposit

A refundable cleaning/damage deposit of \$200 for the multipurpose room and \$100 for each meeting room is required and is to be paid in advance. 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 User Support 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 User Support 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 Recorder. Contracts may be revoked at any time by the City Recorder.

Decisions made by the City Recorder 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, the User Support Manager, or a Friends volunteer.

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 Recorder for groups such as Friends of the Commons or One of Us Productions 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

The Friends have installed professional-grade sound and lighting equipment on the Commons stage in order 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.

In order to maintain this equipment and provide for its prolonged use, the following guidelines have been established. A \$100 stage lighting fee will be charged. This fee is split 50/50: \$50 for stage lighting equipment and \$50 for an authorized trained stage lighting technician. The Friends may provide assistance for a donation. Community theater groups may have members trained as authorized technicians.

Rental of the stage will be at the discretion of the City Recorder 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 Recorder.

No food or drinks are allowed on the stage.

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 User Support 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 TOBACCO area. Tobacco use 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. Renters should be aware of the information on disposable plastic bottles under the Environmental Values heading and should make reasonable efforts to comply with its requests.
11. 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.
12. 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.
13. 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.
14. Equipment may not be removed from the building without prior approval of City Hall staff in consultation with the User Support Manager.
15. 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 User Support Manager at 541.961.4258 for assistance. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
16. 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.
17. 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.
18. Renters will not permit violations of federal, state, or local laws to occur in connection with their activities.
19. Renters should contact City Hall Monday-Friday from 8:30 to 4:30 (except holidays) for assistance at 541.547.3565. Otherwise, the User Support Manager is available at 541.961.4258.
20. Linens, catering, and all decorations are the renter's responsibility.
21. The City of Yachats is not responsible for lost items.
22. Reservations are not firm until a completed contract has been signed by renter and City.

23. 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 User Support Manager (541-961-4258) 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 Recorder and will be reviewed regularly.

CHECKOUT

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

DEPOSITS

A refundable deposit of \$15 per key may be collected at checkout. The deposit will be refunded upon prompt return of keys. The deposit may be waived by the City Recorder.

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 User Support 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 User Support 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

Rental Rates

Commercial Use	Private Use	Community Use
\$36/hr. \$120/day	\$18/hr. \$60/day	\$9/hr. \$30/day

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. The north side of the lot is used by the Bank of the West during business hours. 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 Bank of the West. 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 a designated area with ramps in back of the Commons. The area may be used by skateboarders unless an event is scheduled in this area. Then all ramps must be removed and all skateboarding will stop. Loading and unloading of equipment into the Commons building may also occur in this area and require skateboarding to stop. 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

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

The steps below can be used as a guide when making a room reservation in the Commons for an event. If your reservation involves more than one room, multiple times during the day, multiple days, or periodic recurrence, we strongly suggest that you contact the User Support Manager (541-____-____) for assistance.

PART 1 – RESERVING THE ROOM

On the web, go to <http://www.GoYachats.com>.



As with most on-line systems, there are multiple ways to get to the same place, but you will find the 'Quick Jump' box a useful tool to get there in a hurry.

City3 – Commons Meeting Room 3
City5 – Commons Kitchen
City7 – Commons Meeting Room 7
City8 – Commons Meeting Room 8
City9 – Commons Multi-Purpose Room
City10- City Picnic Shelter

In the Quick Jump box, type in the word City followed by the room number you wish to reserve. There should not be a space between the word and the number.

On the page below you will find a description of the room and the rental rates in various categories.

Service Details Quick Jump: [[Log On](#)]

[▶ Index](#)

Commons Meeting Room #8 [Reservation Request](#)

This [meeting room](#) has a capacities of 49 seats without tables. Smaller groups if tables needed. It has a wall of north facing windows that provide soft light.

Address: 441 Hwy 101 N., Room #8, [Yachats](#), OR, 97498 [▶ Find on Google Maps](#)

Hours: 8:30-4:30 Monday - Friday

Payment: Accept cash, check, and [credit cards](#)

More Info: [▶ Website](#) [▶ Email](#)

Phone: 541-547-3565
Fax: 541-547-3565

Organization: City of Yachats

Resources: [Reservation Request Received](#)
[Rental Rates and Insurance Notice](#)
[Tenant User Liability Insurance Program](#)
[Renter's Responsibilities](#)




Categories: [Facilities](#), [Community](#), [Meeting Room](#), [Reservable Facilities](#), [Commons](#)

Rates & Instructions: Commercial Use \$36.00 hour/\$180.00 day; Private Use \$18.00 hour/\$90.00 day; Community Use \$9.00 hour/\$45.00 day. A refundable cleaning/damage deposit of \$100 for each meeting room is required and shall be paid in advance. [Renters](#) will be financially responsible for any lost equipment or damage beyond normal [wear and tear](#) in excess of the deposit.

Keywords: room 8, RM 8, [reservation](#), reserve, schedule




[Calendar](#) [Event List](#)



Commons Meeting Room #8

Facility Calendar  [Scheduled Event](#)  [Sale](#)  [Meeting](#)

Scroll on down to the Facility Calendar for the room at the bottom of the page. Click on the left/right arrow buttons to display the calendar for the time that you wish to reserve. The calendar will be current and display all reservations for the room that have been approved. Use this calendar to make sure that the room is available when you want it.

Commons Meeting Room #8

Facility Calendar  [Scheduled Event](#)  [Sale](#)  [Meeting](#)

  **March 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24 7p Ping Pong open rec	25 10a Private Event 5:30p Altruh Dominion - The...	26 11a Nurturing Parenting...	27	28 6p Beachside Writers	1 9a beachside Writers...
2 8a Beachside	3 7p Ping Pong open	4 12p CPR First Aid	5 10:30a Nurturing	6 7p Yachats Big	7	8

Scroll back up to the top of the page and click on the button labeled 'Reservation Request'

Service Details Quick Jump: city8  [[Log On](#)]


[▶ Index](#)

Commons Meeting Room #8

[Reservation Request](#)



A reservation form will appear with the name of the room you have selected to reserve in the box labeled Facility.



Make a Reservation Quick Jump:  [[Log On](#)]

Reservation Information

Facility: Commons Meeting Room #8 0 secondary facilities [Add/Remove](#) [View Potential Conflicts](#)

Title/Group:

Description:

Start: 03/04/2014 12:00 AM  End: 03/05/2014 12:00 AM 

Event Type: None Publish To: All Calendars

Contact Name: Contact Email:

Address: Contact Phone:

City: Contact Fax:

Zip Code: State: This is a private event

Recurrence: None

Other Information

Please fill out the following additional information:

Attendees: # Round Tables:

6ft Tables: Clean Up (hrs):

8ft Tables: # Chairs:

Setup (hrs):

Daytime Dark Room Projection Screen Podium

Whiteboard/Easel

Other Needs:

I Accept the Terms and Conditions of this Reservation Request

Other Useful Information About this Facility

[Reservation Request Received](#)

[Rental Rates and Insurance Notice](#)

[Tenant User Liability Insurance Program](#)

[Renter's Responsibilities](#)

Fill in the Title of your event, including the sponsoring group if applicable. Keep the title short. This is what will appear on the calendar so space is limited.

Provide a description of your event. This will appear in the 'Fly out' box when someone passes the mouse over the event on the calendar.

Give the start and end date and times for your event. Deliberately fill this in. Don't just accept the default values that appear. If your event requires setup and cleanup, make sure the time required is included in your start and end times. This will ensure that the room is reserved for the total time needed.

Select Event Type. In most cases this will be either a 'Regular Event' or a 'Meeting'. An event might be a concert, play or party whereas a meeting would be for a committee or discussion.

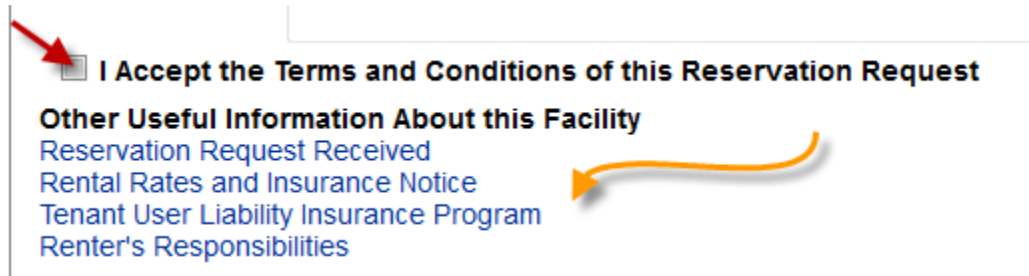
Under 'Publish To', choose 'Organization and Facility'. If you want your event or meeting to be on the Community Calendar, this will be handled in PART 2.

Supply your name and other appropriate contact information.

If this event or meeting is restricted or not open to the public, check the box labeled "This is a private event."

Complete the 'Other Information' section to indicate any equipment or special arrangements you might need. Be sure to indicate number of Setup and Cleanup hours if you have included them in your start/end times above. Use the Other Needs box to indicate any requirements that were not selectable in the prescribed list.

Read the hyper -linked documents listed under Other Useful Information About This Facility and click on the box beside 'I Accept the Terms and Conditions of this Reservation Request'.



Type the security 'captcha' that is displayed on your screen. In the example below, you would type the text 'Sunday' (you only need to type the more readable word.) This is a security measure to reduce hacking and to make sure there is a person filling out the reservation request and not just a random computer on the internet.



Very soon after submission, you will receive notice from the system that your reservation request has been received. Within a few days you will be notified whether or not your request has been approved.

PART 2 - PUBLISHING YOUR EVENT TO THE COMMUNITY CALENDAR

Once you have received notice that your room reservation has been approved, you may publish your event to the Community Calendar if you desire. You can either do this yourself or contact the User Support Manager for assistance.

Go to <http://www.GoYachats.com>.

In the Quick Jump box, type City20.

Click on Reservation Request. You may notice that the Facility box now reads Public Events. This is correct. You have already reserved the room in Part 1.

You will be presented with a reservation form like the one you filled out for the room.

Give a short but informative title for your Event (preferably the same as was used in your room reservation)

The description should indicate the room where the event will take place as approved by the City.

Start and End times should be the actual times for your event. Do not include setup or cleanup times here.

Use the same event type as before.

Publish to 'All Calendars'. (This is the correct response because you cannot publish to the Community Calendar only.)

Supply the same contact information as before.

Do not put private events on the Community Calendar.

It is not necessary to fill out the other information .

Click to accept the terms and conditions.

Type the captcha and submit the reservation.

If you have an account on GoYachats for an organization such as the Friends, YAAS, or YYFAP, and you have an approved room reservation in the Commons, you can create an event for your organization and publish to the Community Calendar by the following process. You will then have the ability to edit and update your description and add photos when logged in.

1. Go to <http://www.GoYachats.com>.
2. Log in to your account.
3. Use the Quick Jump key to go to your Organization page (i.e. Friends, YAAS, YYFAP).
4. Click on the Calendar tab.
5. Click on New Event.
6. Complete the process as in step 4 above.

