

RESOLUTION NO. 2148

Introduced by All Commissioners

**ADOPTING AND SETTING RENTAL RATES AND FEES FOR THE
WARRENTON COMMUNITY CENTER**

The City of Warrenton hereby resolves as follows:

WHEREAS, the Warrenton Community Center is a self-supporting special revenue fund of the City of Warrenton, and

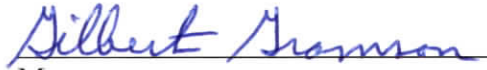
WHEREAS, revenues are generated by user fees to sustain operating and capital costs of the Community Center,

Be it resolved that the Warrenton City Commission hereby adopts the following fees and rates for all users of the Warrenton Community Center. The charges which shall be paid by all users of the Community Center are set forth in Exhibit 1.


This resolution shall become effective July 1, 2006.

PASSED by the Warrenton City Commission this 13th day of June, 2006.

APPROVED by the Mayor of the City of Warrenton this 13th day of June, 2006.


Mayor

ATTEST:


City Recorder

**COMMUNITY CENTER
CITY OF WARRENTON**

EXHIBIT 1

**RATE STRUCTURE
Effective July 1, 2006**

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
FACILITY RENTAL:		
MEETING ROOM WITH KITCHEN	29.00	260.00
MEETING ROOM ONLY*	19.00	160.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
WARRENTON SENIORS, INC.	3.74	-
CLATSOP COMMUNITY COLLEGE	5.00	-
FUNERAL RECEPTIONS -maximum 8 hours		75.00

SUPPLY RENTAL:

SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
TABLE CLOTHS	5.00	EACH
DANCE FLOOR	40.00	PER DAY
LAMPS	2.50	EACH

DEPOSITS:

KEY	10.00	EACH
CLEANING	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	

DISCOUNTS:

LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY: 25%

A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

CLEANING FEE:

PER HOUR RATE FOR CLEANING 25.00

CANCELLATION FEES:

Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:

30 days or more notification prior to rental date	100%
29 - 15 days notification prior to rental date	50%
14 - 0 days notification prior to rental date	0%

Warrenton Community Center
170 S. W. Third Street
Warrenton, OR 97146
(503) 861-2233

General Rules and Guidelines

1. If any food is consumed at or brought into the Center, the renter will be required to rent the facility at the meeting room and kitchen rate. Meeting room use without consumption of food is rented at the meeting room only rate and includes use of the kitchen for beverage consumption only.
2. Keys should be picked up at City Hall, 225 S. Main, Warrenton, Oregon the day before the rental date or the Friday preceding weekend use. City Hall hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. We are closed Holidays.
3. Keys must be returned to City Hall the next day after using the center. If after hours, you may put them in the drop box at City Hall.
4. **NO SMOKING** in the Community Center building.
5. The building is to be vacated by 12:00 midnight and all cleaning is to be completed within the time frame rented.
6. Pets, confetti, and birdseed are prohibited in the building and around exterior landscaping.
7. Dish towels are provided. Please leave in a pile on the kitchen counter. We will launder them.
8. The kitchen is equipped with dinner ware, flat ware, cups, and general cooking implements and utensils. There is a microwave, gas range, convection oven, two refrigerators, and a commercial dishwasher available with kitchen rental.
9. Turn out all lights and please make sure all doors are locked upon leaving the center.
10. Cleaning and key deposits will only be refunded if the center is left in the same condition in which it was found.
11. Extra tables and chairs are available for you to place as needed in the meeting room. Please leave 9 tables and 8 chairs as in original placement when you are done.
12. Thank you for renting the Warrenton Community Center. The City hopes you enjoyed the use of the facility. Please take a moment and fill out the customer survey form attached to your application packet.