

CITY OF GRANITE FALLS

RESOLUTION 2019-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON,
ADOPTING A POLICY FOR FACILITIES USAGE FOR THE CITY OF GRANITE FALLS CIVIC CENTER.

WHEREAS, the City Council of the City of Granite Falls desires to make available the City of Granite Falls Civic Center for use by organizations or individuals; and

WHEREAS, the City Council of the City of Granite Falls desires to develop a facility usage policy to guide the facility usage application and use evaluation process; and

WHEREAS, a facility usage policy has been developed to set conditions to safeguard the City's facilities ; and

WHEREAS, the City of Granite Falls will review the facility usage policy annually to ensure it meets City objectives and legal requirements.

NOW, THEREFORE, be it resolved by the City Council of the City of Granite Falls, Washington as follows:

Section 1. City of Granite Falls Civic Center Facilities Use Policy Adopted. The policy for the use of the City of Granite Falls Civic Center set forth in the document entitled "City of Granite Falls Civic Center Facilities Use Policy" which is attached hereto as Exhibit "A" and incorporated herein by this reference is hereby adopted as the official City policy for the use of the City of Granite Falls Civic Center.

Section 2. Effective Date. This Resolution shall become effective immediately upon passage by the Granite Falls City Council.

Adopted this 4th day of December 2019.


MATTHEW HARTMAN, Mayor

ATTEST:


DARLA REESE, MMC, City Clerk

APPROVED AS TO FORM:



THOM GRAAFSTRA, City Attorney



CITY OF GRANITE FALLS CIVIC CENTER FACILITIES USE POLICY

Available Facilities: The public portion of the Granite Falls Civic Center (“City Civic Center”) and equipment consists of the:

- Community Room/Council Chambers (maximum occupancy 100)
- Conference Room (maximum occupancy 12)
- Lobby (maximum occupancy 30)
- Restroom
- Outdoor plaza (occupancy dependent on event and shelter requirements)
- Non-commercial kitchen (occupancy 3)
- Audio/Visual (A/V) equipment
- Tables
- Chairs

1. **City of Granite Falls Civic Center Facility Availability:** All requested events and activities held in City Civic Center must have the prior written approval of the City Manager or designee before the event or activity is permitted.

The City Civic Center facility may be made available for use by organizations or individuals as limited by this policy, provided that these activities do not interfere with the use priorities of the City.

Unless there is a City-sponsored public event, the facility will not be available on the following holidays:

New Year	31 st of December and 1 st of January
Martin Luther King Jr’s Birthday	3 rd Monday of January
President’s Day	3 rd Monday of February
Independence Day	4 th of July (or accepted observance date)
Labor Day	1 st Monday of September
Veterans Day	11 th of November (or accepted observance date)
Thanksgiving	4 th Wednesday, Thursday, and Friday of November
Christmas	24 th , 25 th , and 26 th of December

There shall be no lewd conduct, unsafe activity, or illegal activity at the City Civic Center..

2. **Qualification and Procedure:**

- a. Requesters must submit a City Civic Center Facility Application of use to the City Manager's office. Any organization or individual wishing to use City facilities shall provide the following information:
 - i. Name of sponsoring organization or individual
 - ii. Name of person in charge of arrangements
 - iii. Number of participating individuals
 - iv. Nature of proposed meeting
 - v. Desired dates and times
 - vi. Facility and rooms desired
 - vii. Desired special equipment arrangements



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- iv. The requesting organization or individual has, in the judgment of the City, previously abused or failed to meet the conditions of the facilities use agreement.
 - v. The activities of the organization or individual requesting usage of the facilities are inconsistent with the purposes and objectives of the City or incompatible with previously scheduled events.
 - vi. The activities that the organization or individual requesting use are inconsistent with the desired usage of the facility. For example, the City may exclude certain types of activities that could result in damage to any portion or element of the facility.
 - vii. If actions from the permitted use of the facility may be unlawful or violate City policy.
 - viii. If the organization or individual requesting facilities advocates changes of the government by unlawful means.
 - ix. If an organization or individual discriminates in selecting its members or employees or restricts attendance based on race, religion, gender, creed, sexual orientation, age, or national origin.
 - x. If an organization or individual plans to use the facilities continuously in violation of Article IV, Section 11, of Washington State Constitution, which places limitations on the use of the public property to support religious activities.
- d. The City reserves the right to require preapproved security personnel, at the expense of the requesting organization or individual.
 - e. The organization or individual(s) renting the facility are responsible for obtaining any required licenses and permits and presenting them to the City or its designee before the event.

4. Rates:

- a. Usage Fee Categories: There are three (3) categories of rates. These classifications will qualify sponsoring organizations or individuals for a particular rate on the usage schedule. The City shall have the option to charge rates that, at their determination, are consistent with usage policies.
 - i. Type 1 - City: shall apply to activities sponsored by the City.
 - 1. Conference Room no charge
 - 2. Community Room no charge
 - 3. Entire Civic Center (conference room, community room, kitchen, lobby) no charge
 - ii. Type 2 - Public Service Use: shall apply to the local public, state, and federal agencies. It shall also include charitable organizations supporting a recognized non-profit organization. The City shall apply this classification to non-profit, special interest groups. There shall be no charge for use during regular City business hours provided the organization leaves the facility in the same condition as before use. The City Manager or designee may waive the fees if the organization holds the event after regular work hours and the organization contracts through a City-approved security



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company. The City Manager or designee may also waive the fees if the City sponsors the event or if the organization is local, previously demonstrated good stewardship, and the City's insurance carrier agrees there is not a need for City supervision.

1. A deposit of fifty percent (50%) of the agreed usage rate may be requested to accompany a facilities rental Agreement. This deposit will be refunded if a cancellation notice is received at least two (2) weeks before the scheduled event.
 2. Type 2 Usage Rates if not waived (after hours – maximum of \$750 per day) are:
 - a. Conference Room \$94 per hour/3-hour minimum; \$750 for a full day
 - b. Community Room \$94 per hour/3-hour minimum; \$750 for a full day
 - c. Entire Civic Center (conference room, community room, kitchen, lobby) \$750 for a full day
- iii. Type 3 – Private Use: shall apply to organizations and individuals not qualifying as Type 1 or Type 2. There shall be no charge for use during regular City business hours provided the organization or individual leaves the facility in the same condition as before use. The City Manager or designee may waive the fees if the organization or individual holds the event after regular work hours and the organization or individual contracts through a City-approved security company.
1. A deposit of fifty percent (50%) of the agreed usage rate may be requested to accompany a facilities rental Agreement. This deposit will be refunded if a cancellation notice is received at least two (2) days before the scheduled event.
 2. Type 3 Usage Rates if not waived (after hours – maximum of \$750 per day) are:
 - a. Conference Room \$94 per hour/3-hour minimum; \$750 for a full day
 - b. Community Room \$94 per hour/3-hour minimum; \$750 for a full day
 - c. Entire Civic Center (conference room, community room, kitchen, lobby) \$750 for a full day
- iv. Additional Charges for Custodial/Technical/Security:
1. Charges for use after regular City operating hours will include the services of at least one authorized City representative at the rate of \$94/hour per employee calculated by the number of event hours.
 2. If the City requires additional technical, security, or custodial services, the City shall apply additional charges at the rate of \$94/hour per employee calculated by the number of event hours.

5. General Provisions:

- a. Reservation commitments are not final until approved by the City.



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- b. City facilities shall not be rented to non-City organizations or individuals for more than three days in succession without approval by the City Manager or designee in advance.
- c. The organization or individual(s) using the facilities is (are) responsible for setting up the room and returning it to its original condition to include stacking chairs on their appropriate racks. Meetings must be over and the room emptied by 11 p.m unless the City grants special permission.
- d. The rental agreement times must include set-up and cleanup time. The organization or individual using the facilities are responsible for set-up and take-down of all tables and chairs, and clean up after the event, including trash removal.
- e. All furniture moved or used shall be returned to the location where found. The organization or individual shall not drag furniture or other items across the floors.
- f. Under no circumstances may decorations be attached by duct tape, command-strips, staples, thumbtacks, push pins or other sharp objects on doors, tables, chairs, walls, floors, or other furnishings. Organizations or individuals shall hang decorations only in spaces authorized by the City.
- g. The use of confetti, rice, glitter, birdseed, helium balloons, fog or smoke generating machines, or food that may stain the carpets or walls is strictly prohibited.
- h. If there is inclement weather, the organization or individual using the facility must protect the attendees, the facility, sidewalks, and roads (e.g. deicers, anti-icers, outdoor mats...)
- i. The City prohibits open flames in or on the property.
- j. Audio/visual (A/V) systems in the Community Room and Conference Room. Only City's employees may set up A/V equipment.
- k. The Applicant hereby acknowledges review of this Granite Falls Civic Center facilities use policy. The Applicant shall abide by those regulations and shall reimburse the City of Granite Falls for any loss incurred by the City due to the use of its premises by the Applicant.
- l. The occupant load for the Community Room is 100.
- m. The occupant load for the Conference Room is 15.
- n. Food Service
 - i. The City shall approve all food service in advance and no food that may stain the facility is allowed.
 - ii. Snohomish County Health District has not authorized food preparation in the kitchen or facility for public consumption.
- o. Smoking
 - i. Per RCW 70.160.075, Smoking prohibited within twenty-five feet of public places or places of employment...
 - 1. Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco



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smoke does not enter the area through entrances, exits, open windows, or other means...

p. Gambling

- i.** Gambling activities must comply with Washington State Gambling laws.
- ii.** If gambling is authorized, the organization or individual must provide the City with a copy of the Gambling License in advance of the event.
- iii.** The organization or individual must inform the local law enforcement within the timelines established in Washington State regulations regarding raffles.

6. Special Provisions:

- a.** Supervision: An employee or other authorized representative of the City must be available when a non-City organization or individual are using facilities. Before scheduling events, City personnel shall confirm the supervision of said events by said employees. The Facility Usage Agreement Form shall identify the supervision for each event.
- b.** Cannabis: The City prohibits Cannabis in any form on City property.
- c.** Alcohol: The use of alcoholic beverages in City facilities shall conform to the following:
 - i.** The City of Granite Falls reserves the right to permit the use of alcoholic beverages in City facilities for special events as deemed appropriate.
 - ii.** Before the date of use, the organization or individual must request approval for alcoholic beverages in City facilities.
 - iii.** The organization or individual must obtain a Washington State Banquet Permit or Special Occasion Liquor License and provide a copy to the City before the date of the event. The sponsoring organization or individual must post the permit at the event as required by law. Under no circumstances may alcohol be sold either for cash or script without a special occasion license from the Washington State Liquor Control Board or its successor.
 - iv.** A City employee shall be on-call for functions where alcoholic beverages are being served and has the authority to make decisions that might arise concerning City policies or procedures. Such decisions can include the removal of any individual from City facilities who becomes disruptive during a program/event or to terminate the event should circumstances require.
 - v.** The organization or individual shall serve, and participants may only consume alcoholic beverages only in designated areas.
 - vi.** Depending on the event, certified servers and/or additional security may be required.
 - vii.** Non-alcoholic beverages will be available at all events where an organization or individual are permitted to serve alcoholic beverages.

- 7. Insurance and Liability:** The sponsoring organization or individual, if allowed use, will be required to furnish evidence of proper liability and property damage insurance before



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the City approves any rental agreement. If alcohol is to be served, special dram shop coverage shall be provided.

The amount of insurance for liability and property damage is at the discretion of the City, and the organization or individual must provide the City with proof of coverage at least seven (7) days before the date of the event. The City will be named as an additional insured on such liability policy or certificate.

- 8. Indemnity:** The User shall defend, indemnify, and hold harmless the City, its officials, officers, employees, agents, and volunteers from and against any and all claims, suits, actions, or liabilities, including attorney fees, for injury or death of any person or for loss or damage to property which arises out of the use of the facility or from any activity, work, or thing done, permitted, or suffered by the User in or about the facility, except for injuries and damages caused by the sole negligence of the City.
- 9. Damages:** The sponsoring organization or individual is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by the negligence or misuse of the facility. In some cases, the City may require a guarantee deposit of \$200. If the guaranteed deposit is not sufficient to cover the damage, the City may bill the organization or individual using the facility for the difference, which bill shall be promptly paid. The guaranteed deposit will be refunded.
- 10. Payment:** Organizations or individuals will make payment of all fees to the City of Granite Falls. Sponsoring organizations or individuals shall make payment of the rental deposit in the amount of 50% at the time the reservation is approved, and the remaining 50% at least two (2) weeks before the event date. Other invoices shall be due on receipt.