



Dear Patron,

Welcome to the Coquille Community Center! We are pleased to have this opportunity to serve you and provide a friendly, clean and safe environment for your next event that will make you and your guests feel right at home. The City has several fine facilities available for rent which are suitable for all kinds of activities and events. Following is a description of the facilities that are available to meet your needs.

The Coquille Community Center boasts a variety of public spaces, uses and attractions.

**Large Auditorium:** This multi-purpose hall has 11,000 square feet in the main auditorium which is equipped with both a performance stage and recreational equipment including basketball and volleyball courts and includes a beautiful hardwood floor. Maximum capacity 616. **Small Auditorium:** This multi-purpose hall has 5,000 square feet, is equipped with a small performance stage and includes a beautiful hardwood floor. Maximum capacity 236. Be sure to inquire about what additional amenities are available for rent (e.g. PA system).

A full-service commercial kitchen which is equipped with two, six-burner gas ranges, four full ovens, a warming oven, a commercial refrigerator, a commercial dishwasher, a steam table, food preparation areas, and dishes.

The front restrooms and entrance hall are newly remodeled and the main floor of the building is handicap-accessible. A variety of events are held in these facilities, including public skating, Saturday market, Square Dancing, Library Story time, Senior Meals, Boy Scouts, as well as a variety of community meetings, weddings, concerts, and variety shows.

The Coquille Swimming Pool and heated pool house are immediately adjacent to the community center (approximately 100 feet from the main building). A small park with playground equipment is located directly in front of the pool house. Playground equipment includes a slide, a merry-go-round, swings, monkey bars, and several picnic tables, all in a beautifully treed park. The pool facility is open from June through early September. Swimming lessons are available during swim season for a fee.

Coquille's Sturdivant Park located right on the Coquille River offers 15 acres of recreational opportunities with two softball fields, six regulation horseshoe pits, a play structure built on the foundation of the old sawmill, the Coquille boat launch and docks. This is a great place for picnicking and overnight camping by the Coquille River.

**Sturdivant Rotary Gazebo:** This gazebo covers a sheltered area of 1,200 square feet, has six picnic tables, and four charcoal grilling stations.

Included in this packet is the Coquille Rental Application and Agreement, a rate schedule and the facility rental use policy. Please read the policies and terms of the facility use agreement carefully and then fill out the application completely. We look forward to serving you in the City of Coquille. Thank you for your interest in hosting your next event with us.

Sincerely,

The City of Coquille

## City of Coquille Facility User Agreement

Welcome to the City of Coquille Community Center. This Agreement is entered into by the Facility User Applicant as a client (Client) and the City of Coquille (City) for the purpose of renting City facilities for the Client's event. Outlined in this agreement are the City's policy, conditions and terms of use with which the Client agrees to comply.

### General Provisions

#### A. Hours of Operation

The Coquille Community Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Events may be scheduled through the Community Services office located at the end of the main hallway in the Community Center building. The office is open during normal business hours unless otherwise posted. It is a good idea to call first to ensure someone will be available to assist you—(541) 396-5131.

Events booked outside of normal operating hours may be scheduled between the hours of 6:00 a.m. and 12:00 a.m. The Community Center remains closed daily between the hours of 12:00 a.m. and 6:00 a.m.

A staff member or caretaker is on site 24 hours per day, seven days per week. If no one is in the office, please call 396-5131 and leave a message, someone will return your call as soon as possible.

#### B. Facility Descriptions

##### **Community Center**

**Large Auditorium:** This multi-purpose hall has 11,000 square feet in the main auditorium which is equipped with both a performance stage and recreational equipment including basketball and volleyball courts on a beautiful hardwood floor. Maximum capacity 616.

**Small Auditorium:** This multi-purpose hall has 5,000 square feet, is equipped with a small performance stage and includes a beautiful hardwood floor. Maximum capacity 236.

A full-service commercial kitchen which is equipped with two, six-burner gas ranges, four full ovens, a warming oven, a commercial refrigerator, a commercial dishwasher, a steam table, food preparation areas, and dishes.

The front restrooms and entrance hall are newly remodeled and the main floor of the building is handicap-accessible. A variety of events are held in these facilities, including public skating, Saturday market, Square Dancing, Library Story time, Senior Meals, Boy Scouts, as well as a variety of community meetings, weddings, concerts, and variety shows. Additional amenities are available for rent upon request including a P/A system, laptop, projector, screen, power strips and extension cords.

##### **Community Pool**

The Coquille Swimming Pool and heated pool house are immediately adjacent to the community center (approximately 100 feet from the main building). A small park with playground equipment is located directly in front of the pool house. Playground equipment includes a slide, a merry-go-round, swings, monkey bars, and several picnic tables, all in a beautifully treed park. The pool facility is open from June through early September. Swimming lessons are available during swim season for a fee.

**Parks**

Coquille’s Sturdivant Park located right on the Coquille River offers 15 acres of recreational opportunities with two softball fields, six regulation horseshoe pits, a play structure built on the foundation of the old sawmill, the Coquille boat launch and docks. This is a great place for picnicking and overnight camping by the Coquille River.

Sturdivant Rotary Gazebo: This gazebo covers a sheltered area of 1,200 square feet, has six picnic tables, and four charcoal grilling stations.

C. Reservations, Use Terms and Conditions

1. **Rental Contract.** City of Coquille recreational facilities are available to the public to make exclusive reservations for specified dates, times and spaces on a fee for service basis for public or private purposes subject to the terms and conditions of this Agreement. Any person(s) or organization wishing to use these facilities must submit a completed Application, Facility User Agreement and security deposit. The insurance certificate and rental fee must be presented and paid in full no later than 14 days prior to the event.
  
2. **Applicant eligibility.** Applicants must be at least 21 years of age and provide identification to verify their name and address on the application. All agreements must be made by a responsible individual for any party, group or organization desiring to make use of the facility. The City reserves the right to deny any applicant their request with or without cause. Completed applications are received on a first come, first serve basis and are subject to approval by City staff and verification of availability prior to confirmation of the Client’s reservation. This agreement issued to the applicant is non-transferrable.
  
3. **Access.** The period covered by each rental is on an hourly basis. Use of the building, before or after the agreed times, will require additional payment at the rate of \$35.00 an hour. There will be a minimum of one hour charged even for a partial hour. There is a caretaker at the Community Center who will ensure that you have access to the building for your event.

Client initial: \_\_\_\_\_

4. **Facility Use Fee.** In order to guarantee the reservation, the Client is required to make full payment of the fee corresponding to the facilities being rented pursuant to the Facility Rate Schedule effective at the time of application. Until the full contract and payment has been received, the reservation only places a hold on the requested time

slot but is not secured. In the event of a scheduling conflict, the City will make good faith effort to contact the Client to finalize the reservation. However the City reserves the right to bump any incomplete reservations in favor of a completed reservation after a good faith effort has been made to contact the first Client. Checks must be made payable to the City of Coquille. A floor maintenance fee is included with all rentals of the Community Center in addition to the rental rates, which may not be waived. See Rate Schedule in Appendix B.

**5. Contracted Services.** City staff must be informed seven (7) days in advance if service personnel are being contracted by the Client to allow time to arrange for access to the facilities for delivery or pick-up of items. The City will not provide storage of items unless specifically agreed to in writing. Written notification (email or letter) of deliveries or pick-ups must be provided in advance for scheduling purposes. The City is not responsible for items being picked up. *The City does not have recommended, preferred or required contract services or businesses.*

**6. Alcohol and Liquor.** In order for alcohol and/or liquor to be served at any event, the Client must have someone with a liquor license present to serve beverages and to accept full responsibility for the beverage service. No other alcohol or liquor service on the premises is permitted. Client must not allow any members of their party to bring their own beer or wine to the event. Failure to comply with this provision will result in the immediate cancelation of the event and forfeiture of the deposit.

**Client initial:**\_\_\_\_\_

**7.** Any additional permits, licenses, contractor or catering information applicable must be provided to the City no later than seven (7) days prior to the event. A late fee of \$50 shall be charged against the security deposit if complete and accurate documentation is not received within seven (7) days of the event.

**Client initial:**\_\_\_\_\_

**8. Security and Cleaning Deposit.** A security and cleaning deposit of \$250 is required at the time the reservation is made for general use. A deposit of \$400 is required for any event where alcohol will be served. The deposit is to insure that the clean-up of the building interior and exterior areas will occur at the conclusion of the event before surrendering use of the facility back to the City. Upon City determination that the facility has been left clean and in satisfactory condition, the deposit will be returned to the Client. The initial costs to clean or repair any damage caused to the facility by the Client and any additional rental time used by the Client not specified in the agreement shall be charged to the deposit. If the cost for clean up or repairing damage after the event exceeds the deposit, the City of Coquille has the right to recover that amount (including materials and labor) from the Client or Client's insurance carrier. Any remaining deposit funds will be returned to Client within thirty (30) days after the event.

**Client initial:**\_\_\_\_\_

**9. Kitchen Deposit.** If using the catering kitchen, a refundable deposit of \$200 is required to be paid at the time of application. Client is responsible for claiming all belongings, depositing garbage in receptacles provided, and cleaning the facility to its pre-use condition. In the event that the above requirements are not met or excessive cleaning is required of the catering kitchen, this kitchen deposit, or a portion thereof, as determined by City staff, will be forfeited. **Client initial:**\_\_\_\_\_

**10. Cancellation.** A reservation cancellation must be submitted in writing. Cancellations made more than two weeks or ten (10) business days in advance of the scheduled event will be fully refunded. Cancellations made with more than forty-eight (48) hours notice will be subject to a cancellation fee of half of the rental fee. Cancellations made with less than forty-eight (48) hours notice will forfeit the full rental fee. The entire deposit will be refunded in any case of cancellation. **Client initial:**\_\_\_\_\_

D. Terms and Conditions

- 1. Responsible party.** The primary and/or secondary contact persons listed on the application must be physically present and available by phone for the duration of the scheduled event. Groups composed of minors (persons under the age of 18) must be supervised by one (1) adult, 21 years of age or older, for every twelve (12) children/youth while using the facility.
- 2. Considerate use.** Client shall clean up and return the facility to the same or similar condition as existing at the time of taking possession, less reasonable wear and tear. Failure to do so will result in forfeiture of all or a portion of the cleaning deposit. Client is responsible for its use and safekeeping, and accepts responsibility for any theft, damage to equipment, inventory or to the facility. The City assumes no responsibility for personal belongings or equipment left behind or stored on the premises after an event.

All facility resources are provided for the Client's convenience. Client assumes responsibility for setting up, taking down and storing all tables and chairs needed for their function. Chairs, tables or other equipment are not to be removed from the building without prior consent of the City Manager or designee. Equipment, supplies, food, or other products belonging to private users may not be stored in the facility or on the grounds prior to or after the scheduled event unless prior arrangements have been made. All doors and windows must be firmly secured upon termination of the use. If the tables and chairs are not returned to the proper storage place by the Client, a cleaning fee may be charged to all or a portion of the deposit.

- 3. Smoke and Drug Free Zone.** The City of Coquille Community Center is a non-smoking and drug free facility. Smoking is prohibited inside the building and pool area, and within ten (10) feet of any entrance. Possession or consumption of illegal drugs or

narcotics on the premises is strictly prohibited. The City of Coquille will immediately terminate the rental agreement for violation of this requirement.

- 4. Compliance.** Client agrees to comply with all facility rules. Any conduct, behavior or activity that is interruptive of the peace and tranquility of the neighborhood, in the judgment of the City of Coquille Police Department or other police agency, shall be cause to terminate the rental agreement. A complaint call, or verbal complaint, will require a courtesy safety check by an on duty police officer. Users must clean and vacate the premises by 12:00 a.m.
- 5. Noise/Sound.** This venue is ideal for loud events including concerts, live bands, amplified music, and other typically amplified performances or events as it is in a commercial environment without any close residential neighbors that may be disturbed. However, it is important to keep noise levels within safe and healthy limits so that no harm is caused to performers, members of the audience or others present at the event. Compliance with instructions from public safety personnel will always be required of the Client, in order to protect the general peace and safety of the public.
- 6. Evictions.** Any law enforcement officer shall have a right, at any time, to enter the facility, parking area and the park to insure the provisions of the rental agreement are being met. Any person(s) or organization asked by law enforcement to leave the facility during their event because of a violation of the general rules, or of the City of Coquille Municipal Code, shall forfeit their rental fee and deposit.
- 7. Public Security.** For events with a large number in an attendance (more than 100), the Client must hire private security to ensure public safety during the course of the event. At least one security officer must be hired for the first 150 people, and one additional security officer for every fifty (50) people thereafter, at the Client's expense (e.g. 151 attendees requires two security officer personnel to supervise the event). Security personnel must be licensed and certified by the Oregon Department of Public Safety and Standards Training and must be working (not just attending) the event. The Client at their option may choose to employ additional security personnel at their own expense.
- 8. Facility Security.** Client is responsible for ensuring that the facility is secure and that entry to the facility is not permitted to anyone other than their approved attendees. It is recommended that Client use a monitor to allow entry to his/her attendees.
- 9. Signage.** Notices, directional signs, banners and any other form of advertisement placed along or upon any public property or right-of-way must conform to ordinance standards for the zone they are placed in. All materials shall be removed promptly after the event.
- 10. Kitchen.** If the space rented includes the kitchen, the following clean-up requirements apply:

- i. Cleaning equipment.
- ii. Wash and put away all dishes, utensils, pots and pans where they belong. Cupboards are labeled.
- iii. Remove all food dishes from ovens and wipe out ovens.
- iv. Wash counter tops and table tops.
- v. Wash cupboard doors.
- vi. Sweep and mop floors.
- vii. Empty garbage cans into outside dumpster.
- viii. Return empty garbage cans with their lids to the kitchen.
- ix. Replace clean liners in garbage cans.
- x. Turn off stoves, dishwasher and drain and clean drainer.
- xi. Turn off lights.

**Failure to follow kitchen clean up rules as specified shall result in the deposit being non-refundable.**

11. The use of decorations, special effects, materials and hazardous substances require prior approval from the City Manager or designee. **Special conditions may apply.**
  - i. **Adhesives.** All signs, banners, displays or decorations are subject to prior approval by City staff. No nails, hooks, tacks or staples may be used on the walls of the facility. Only masking tape or painter's tape is permitted for affixing the aforementioned items. Affixing tape to any painted surface is prohibited.
  - ii. **Candles.** Use of open flame candles is prohibited. Candles may be used as long as all flames are enclosed by a non-flammable container.
  - iii. **Confetti, Hay, Straw bales, Flowers, Rice, Glitter** must be cleaned up and thoroughly removed without causing damage to the facility or causing any remaining debris to become scattered outside or around the premises.
  - iv. **Explosives.** Fireworks, explosive effects (including sparklers) are strictly prohibited. City staff reserves the right to have any person(s) in violation of this policy be removed from the property and/or to terminate the agreement.
  - v. **Special effects.** Any special effects such as lighting, fog/smoke machines or black lighting that can have a potentially adverse effect on the health and safety for the emergency egress of building occupants must receive prior approval from the City Manager or designee.
12. **Hazardous Materials Restricted.** Client agrees to not allow any material, substance, equipment or object to be brought on to the property, which may be a hazard to the life of, or cause bodily injury to any person on the premises. Illegal substances are strictly prohibited. Police will be notified if anyone is found possessing illegal substances on City grounds. A special permit granting an exception may be requested of the City Council in writing for their consideration at their next regularly scheduled meeting.

- 13. Emergency Procedure.** Client is responsible for ensuring that participants are informed of and follow the emergency procedure of the facility. When a fire alarm is triggered a loud alarm will sound and emergency lighting will flash. Client and guests shall use the following procedure in evacuation of the facility:
- i. Evacuate to the nearest exit.
  - ii. Ensure that all occupants exit with Client and guests.
  - iii. Client will act as Safety Monitor, checking the rented facility, kitchen and restrooms as he/she exits.
  - iv. All guests and Client will meet at the U.S. Post Office parking area away from the building.
  - v. Client is responsible for inventory of guests and participants. It is suggested that the Client have a sign-in sheet or guest book.
  - vi. In the event of an emergency, Client should provide an inventory of participants to the City designee or Emergency responder.
- 14. Termination.** Any violations of the terms of this agreement may result in its termination. Continued occupation of the building by the Client or guests of the Client may constitute criminal trespass. If the use agreement is terminated for any violation of the terms, the Client agrees the security and cleaning deposit is forfeit. The Client may also be subject to citation for any violations of the Municipal Code.
- 15. Damage.** Client agrees to pay the City the reasonable value of the cost of repairing or replacing damage to the facility, the facility's furnishings, or the grounds of the City caused by the Client or their employees, agents, sub-contractors, exhibitors or guests. By signing this agreement, the Client assumes full responsibility for all persons connected with the Client's use of the authorized area(s). Should the damages exceed the security deposit, the City of Coquille will bill the Client based on the cost of repairing or replacing damage to the facility.
- 16. Insurance.** Client shall, at Client's sole cost and expense, procure and maintain through the term of this Facility Use Agreement a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in, upon or resulting from the facilities used hereunder in the amount of \$1,000,000.00. **The Comprehensive General Liability Insurance required by this Agreement shall include the following language: "The City of Coquille, its officers, agents, contractors, and employees are named as additional insured."** You must provide the City with a certificate of insurance evidencing such coverage at least fourteen (14) days prior to the date of the contracted event. Failure to provide a certificate of insurance will result in cancellation of the event. Client may procure insurance through the Tenant User Liability Insurance Program (TULIP). See TULIP program in Appendix D.



- 17. Indemnification and Hold Harmless.** Client shall be responsible for and shall pay and discharge any and all claims of any nature whatsoever under this Agreement. Client shall indemnify, defend and save harmless the City and its officers, agents, contractors and employees for and against any and all loss damage, injuries, action, causes of action, or liability of any kind whatsoever resulting from or arising out of the condition of the Facility, and all operations, activities, or undertakings of Client or any of Client's guests, employees, agents, volunteers or independent contractors. Notwithstanding the above, if City directly authorizes an activity by any party other than Client during the period of this Agreement, this paragraph shall not apply to claims arising out of the activity.
- 18. Force Majeure.** The parties' performance under this Community Center Facilities Use Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism or similar acts, disease, State Department or other official agency travel advisory, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other cause beyond the parties' control, which would tend to make it inadvisable, illegal, or impossible for such party or its members to perform Community Center Facilities Use Agreement for any one or more such reasons upon written notice to the other party.
- 19. Cancellation for Cause.** Client agrees and understands that Client and all guests, vendors, caterers and others in attendance must follow the reasonable directions of the event host, security officers and other City representatives at all times. If after verbal warning any persons fail to abide by such direction, the City has the right to terminate the event immediately and eject ALL attendees. In such an event, no refund of the use fee shall be issued.
- 20. No Damages for Cancellation.** Except for Section 19 above, should Client's event be cancelled by the City due to any reason set forth in this Agreement, or for any other reason beyond the control of the City, Client agrees and understands that other than refund of all use fees, the City of Coquille shall not be liable for any damages or charges whatsoever. Acceptance of the full refund will fully release and satisfy any and all claims, damages or charges, direct or indirect, against the City of Coquille.



City of Coquille Community Center 115 North Birch, Coquille, Oregon 97423 (541) 396-5131

NAME OF APPLICANT: \_\_\_\_\_  Resident  Non-resident

Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

ALTERNATE CONTACT PERSON: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: From (mm/dd/yy) \_\_\_\_\_ to \_\_\_\_\_

Event Start time: \_\_\_\_\_ a.m. / p.m. Event End time: \_\_\_\_\_ a.m. / p.m.

Initial Set-up time: \_\_\_\_\_ a.m. / p.m. Final Exit time: \_\_\_\_\_ a.m. / p.m.

Event Description: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Will your event have any of the following services provided?

\_\_\_\_\_ Food Service Caterer: \_\_\_\_\_

\_\_\_\_\_ Alcohol Alcohol Caterer: \_\_\_\_\_

Will you need to make use of the commercial catering kitchen? \_\_\_\_\_

Resource needs: \_\_\_\_\_ microphone \_\_\_\_\_ banquet tables \_\_\_\_\_ chairs

(Please include a layout on the corresponding template page in Appendix A.)

Comments: \_\_\_\_\_

\*\*\*\*\*

By signing this application I certify that, I have read, understand and agree to comply with the terms of the Coquille Facilities Rental Use Agreement. I agree to indemnify and hold the City of Coquille harmless from any and all liability for injury to persons or property arising as a result of the use of the city facilities being utilized pursuant to the terms of the attached Agreement. I will make restitution for any damage incurred during room use. I am of legal age and have the authority to sign this Application and the attached Agreement on behalf of the organization, if any, intending to use the facility. I understand the City of Coquille, as a public entity, is subject to Oregon Public Records Law and this Application and attached Agreement are a public record and subject to disclosure upon request. Facility Use Fee and all deposits are due at the time of application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



City of Coquille  
 Community Center  
 115 North Birch Street  
 Coquille, Oregon 97423

## EVENT CONTRACT CHECKLIST

\*\*\*\* OFFICIAL USE ONLY \*\*\*\*      \*\*\*\* OFFICIAL USE ONLY \*\*\*\*      \*\*\*\* OFFICIAL USE ONLY \*\*\*\*

**COMMUNITY CENTER FACILITY USE AGREEMENT HAS BEEN:**      DENIED       APPROVED

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities reserved: \_\_\_\_\_

Reservation Date and Time Start: \_\_\_\_\_ Date and Time End: \_\_\_\_\_

Standard rate:       Non-profit subsidized rate:

Facility Use Fee: \_\_\_\_\_ Floor Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Kitchen Deposit: \_\_\_\_\_

**Total Use Fees and Deposits Paid:** \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Insurance Certificate Received: YES       Date: \_\_\_\_\_

Caterer info received: YES       Date: \_\_\_\_\_

Alcohol Caterer info received: YES       Date: \_\_\_\_\_

Security staffing required: YES       NO

Security info received: YES       Date: \_\_\_\_\_

Post Event Facility Inspection: YES       NO       COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Deposit Refund:**    FULL     PARTIAL     NONE     AMOUNT:    \$ \_\_\_\_\_

Account: 01-00-220100

REFUND AUTHORIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

# Appendix A

## City of Coquille Facility Rate Schedule

**Office Hours of Operation: Monday – Friday 8:00 a.m. to 12:00 p.m. except holidays**

**Special Event Hours of Operation: Monday – Sunday 6:00 a.m. to 12:00 a.m. as scheduled**

The following rate schedule represents the basic rates for the rental of various city facilities. Other conditions, fees or requirements may apply pursuant to the type and size of the event being held in accordance with the general terms and conditions of the City of Coquille Facility Use Agreement. Any individual or group interested in renting these facilities must submit a completed application and signed Facilities Use Agreement with the necessary payment of deposits, fees, certificates, etc. It is the City's policy to make the facility available to non-profit community organizations at a subsidized rate of 25% of the standard rates plus the floor maintenance fee. In this way the City can support a variety of civic and philanthropic efforts to benefit the community.

| Coquille Community Center |   |           |                  |               |              |
|---------------------------|---|-----------|------------------|---------------|--------------|
|                           | Hourly  | Day       |                  | Deposit       |              |
|                           | Up to 3 hours   | 6am – 6pm | 6pm-12am         | W/O Alcohol   | With Alcohol |
| Small Auditorium          | \$20  | \$125     | \$150            | \$100         | \$250        |
| Large Auditorium          | \$30  | \$200     | \$225            | \$100         | \$400        |
| Kitchen w room            | -   | \$50      | \$50             | -             | -            |
| Kitchen ONLY              | \$50.00   | \$100     | \$200            | \$100         | \$200        |
| Non-profit Use Fee        | 25% of standard rates plus floor fee  |           |                  | Same as above |              |
| Floor Fee*                | \$25  | \$25      | \$25             | -             |              |
| Skating Parties           | \$30.00/hour<br>(2 hour min. for up to 10 skaters, plus \$3.00 for each additional skater age 6 and older, \$2.00 age 5 and younger.) |           |                  | -             | -            |
| Community Center Park     | \$10  | \$100     | Closed at sunset | \$50          | -            |
| Sturdivant Park           |   |           |                  |               |              |
| Gazebo Rental             | \$20  |           | \$150            |               | -            |
| Overnight Camping         | \$10 1st vehicle, \$5 each additional vehicle   |           | \$50 Group fee   |               | -            |

\*This is a mandatory flat fee and is non-waive-able and non-refundable for floor maintenance.

# Appendix B

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## City of Coquille Facility Rules

Community Center Rules:

Skating:

Skaters must obey instructions from the Skating Manager.

NO Hockey sticks

NO Outdoor skates (until they have been cleaned of gravel and grit)

NO Food, Drink or Gum

NO Profanity, Intimidation or Abusive behavior

BE Polite

BE Respectful

HAVE FUN!

## Coquille Swimming Pool Rules

Swimmers must obey Lifeguards instructions. **Lifeguard's decisions are final.**

Children must be **8** years old and 4 feet tall or be accompanied by a person 14 years or older that stays with the child **at all times.** No one under 8 years old will be admitted without a parent or guardian.

During any swim, adults cannot leave their non-swimming child/children that are less than 8 years old unattended in the pool. Adults must be in the water with these children (at no more than arm's length) **at all times.**

The baby section is for babies only. A parent or guardian needs to be with the child /children at all times.

Use of the Coquille Swimming Pool may be denied to anyone for failure to obey rules or for creating an unsafe environment/situation as determined by Pool Staff.

Smoking, consuming alcohol, drugs, profane language, obscene gestures, violent or threatening behavior, and weapons are strictly prohibited in and around the Swimming Pool area.

Exercise equipment (flotation belts, kickboards, noodles, goggles, flippers, barbells, etc.) is only available for use during fitness swims and exercise classes.

Food and drinks (including gum) are prohibited from pool decks and locker rooms. **Exceptions:** Water in plastic containers. **NO GLASS**

Public displays of affection are discouraged, and staff may ask patrons to exit facility if the are refusing to follow the facility rules.

No Cell Phones are allowed in the locker rooms.

No running on the pool deck.

No diving in the pool.

No back dives, flips, or twists off the side of the pool.

No hanging on the water fountain toys or railings.

Patrons must shower before entering the pool. Shoulder length hair and longer must be put into a ponytail.

Lifejackets and other Personal Flotation Devices are used in the shallow end only.

**Emergency gates are for emergencies only. Patrons should exit through the pool's front doors.**

**Have fun!!! Yes, this is a rule. ☺**

**CURRENT CHANNEL RULES:**

Patrons must enter the current channel at the appropriate opening. **DON'T CLIMB OVER THE RAISED CONCRETE!!!**

Sit in the tubes appropriately (with bottom in the middle).

Do not go against the current.

Do not stop under the bucket.

**SLIDE RULES:**

A person must be able to swim one width of the pool with front crawl (eyes must be in the water) or be able to stand in the deep end of the pool to go down the water slide.

Patrons must go down the water slide feet first with their back on the slide. Patrons may be refused to go down the slide if they go down in an inappropriate manner.

Only **lifeguards** may catch a person going off the water slide.

Only one person may go down the water slide at a time. A lifeguard/water slide attendant must tell you when it's your turn to go.

Do not gather at the bottom of the slide area. The roped in section is only used for those who went down the slide.

No goggles, jewelry, lifejackets, jean shorts, or water shoes allowed during water slide use.

# Appendix C

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# TULIP

Tenant User Liability Insurance Program

## Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.

## Get a free quote for your event!

- Step 1: Visit [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
- Step 2: Enter facility code

0501 - ADL

Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.

- Step 3: Describe event or activity  
Select from drop-down menu. Click next.
- Step 4: Get your quote  
Answer some basic questions and enter your contact and billing information.
- Step 5: Purchase when ready

**Protect yourself and your guests  
with TULIP coverage.**

**For more information contact Carole Stapleton at  
(978) 661-6874 or Theresa Lee at (978) 661-6642**

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