

RESOLUTION NUMBER 2254

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, PERMANENTLY WAIVING RENTAL FEES FOR USE OF JESSIE MAYS FOR WASHINGTON COUNTY SEARCH AND RESCUE'S ANNUAL BANQUET

WHEREAS, the City Council has the authority to set and waive fees for the use of Jessie Mays Community Hall; and

WHEREAS, the Search and Rescue program is a 501(c)(3) designated non-profit organization that has provided over 50 years of insight to young men and women into the field of Law Enforcement, Search and Rescue, and Emergency Medical Services; and

WHEREAS, the youth members have donated more than 15,000 hours of service and training in the past year; and

WHEREAS, Washington County Search and Rescue recognizes the contribution, effort, and energy of the youth that participate in the program by holding an annual awards and appreciation banquet;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON permanently waives the rental fee for use of Jessie Mays for their annual Awards and Appreciation Banquet.

Section 1: The Jessie Mays Community Hall rental and security deposit fees are permanently waived for the Washington County Search and Rescue annual banquet.

Section 2: This Resolution shall become effective immediately upon adoption by the City Council.

INTRODUCED AND ADOPTED this 5th day of February 2024.

CITY OF NORTH PLAINS, OREGON



Teri Lenahan, Mayor

ATTEST:

A handwritten signature in cursive script that reads "Lori Lesmeister".

Lori Lesmeister, City Recorder



To City of North Plains Mayor and Councilors,

I am writing to request a waiver of the rental fees for the use of the Jesse Mays Community Hall. Over the past few years, the Washington County Search and Rescue program has used the hall for our banquet. The location has been perfect for our event, and we wish to continue the partnership and use of the hall.

Each year, the Washington County Sheriff's Office recognizes the contribution, effort, and energy of these youth at an awards and appreciation banquet.

For more than 50 years Washington County Search and Rescue has provided young men and women ages 14 to 21 with insight into the field of Law Enforcement, Search and Rescue, and Emergency Medical Services. As the primary ground Search and Rescue team for Washington County, they respond and search for missing people, downed aircraft, and evidence in major crimes. These young adults are the ones who respond to any corner of the state at a moment's notice and in the worst of weather conditions. This program requires substantial dedication and commitment. The basic training academy alone requires more than 200 hours. This last year, the youth members have donated more than 15,000 hours of service and training.

The Search and Rescue program is a 501(c)(3) designated non-profit organization. These Cadets go above and beyond by volunteering their free time to help the community that they live in. What our Cadets gain in this program is the experience and knowledge to assist them in any future career they choose.

Again, I am writing to request a waiver of the rental fees for the Jessie Mays Community Hall. To be transparent, I have already completed the application and received approval from the City Manager and Public Works Director, but I failed to add our Tax ID Number requesting a waiver of fees.

This request does not come lightly, and in previous years, the request has been honored, but not a given. I do ask if the request is granted, would you please consider permanently waiving the fees for this annual event, so as not to add to the already busy council meeting and burden your time?

I hope to attend the meeting in person or at least virtual. This letter is my request in case my attendance does not happen.

Thank you for your time and consideration of our request.
Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Codino'.

Aaron Codino
Washington County Search and Rescue Lead Coordinator / Advisor

501(c)3 Tax ID #90-0137174



Jessie Mays Community Hall

Rental Application & Agreement

Location: 30975 NW Hillcrest Street

Date of Rental: 4/13/24 Hours of rental: 1000-1600 Total Hours: 6 Hrs

Rental Purpose: Search and Rescue Awards Banquet for cadets

Estimated number of attendees: 150

Responsible Party: Ainsley Morton Resident: ☐ Yes ☒ No

Home Address: 215 SW Adams Ave Hillsboro, OR 97123 Phone: 971-330-2064

Mailing Address (if Different): _____

Phone Day of Event: 971-330-2064 Email: ainsley_morton@washingtoncou

Secondary Contact (day of event): Aaron Codino Cell phone: 971-713-1592

☐ Government ☐ Non-profit Organization: Washington County Sheriff's Office

☐ I am requesting discounted rates for my non-profit/community group. 501c3 number: _____

Will you be using the kitchen? ☒ Yes ☐ No

Will food be served/sold? ☒ Yes ☐ No Will beverages be served/sold? ☐ Yes ☐ No

Will there be amplified sound? ☐ Voice ☒ Music/Voice ☐ Live Music

Minors be in attendance? ☒ Yes ☐ No

-For renters using kitchen or AV equipment, one complimentary walk-through must be scheduled a minimum of five (5) business days prior to the event.

Alcohol will be served ☐ Yes ☒ No Will alcohol be sold? ☐ Yes ☒ No

Alcoholic beverages may be served inside the Community Hall so long as all service and consumption meet Oregon Liquor Control Commission (OLCC) rules and regulations. Some situations may require a Special Event License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Event License. The service and consumption of alcoholic beverages is restricted to only the inside of the community hall and may not be consumed or sold outside of the community hall building.

☐ I am requesting a custom table/chair set-up for my event at an additional fee ☒ No custom set-up

Will tables be used? ☒ Yes ☐ No # of Table: 18 (18 tables available)

Will chairs be used? ☒ Yes ☐ No # of Chairs: 120 (120 chairs available)

**Please include a detailed floor plan for approval by our Events Team with your rental application if you are requesting a custom table/chair set-up.

General Rules for Rental of Jessie Mays Community Hall

****Please initial to acknowledge all general rules for rental****

The rental is for the building only. It does not provide exclusive use rights for playground, field, or parking. Rental includes the use of chairs and tables in Jessie Mays.

The maximum occupancy of the hall is 183 people seated and 362 people as standing room only.

Rentals may only occur between 8:00 a.m. and 10:00 p.m. Requested rental hours should include time for both set up and clean-up.

The rental deposit and proof of insurance are due within 72 hours of application approval. The rental fees are due one week prior to the scheduled rental date.

The applicant and/or secondary contact must be present at the Community Hall for the entire duration of the rental.

All minors must be supervised by an adult and never left unattended.

No smoking is allowed inside the hall, or within 10 feet of windows and entrances.

Noise may not exceed 60 decibels between 8 a.m. and 10:00 p.m. Excessive noise can result in immediate termination of the rental.

The applicant shall clean up and return the premises to the same or similar condition as existing at the time of taking possession of the Hall. The renter must also remove all trash from the Jessie Mays Park/Community Hall premises prior to returning the key. Failure to restore the Hall to regular rentable condition may result in forfeiture of all or a portion of the deposit. The applicant is responsible for the use and safekeeping of the Hall and its contents and accepts responsibility for any theft or damage.

Upon City determination that the building has been cleaned satisfactorily, the security deposit will be returned to applicant within 30 days. If the deposit is insufficient to pay for damages or repairs, the City will demand additional compensation. The City assumes no responsibility for personal belongings or equipment left behind or stored on the premises after the rental.

Decorations may only be attached with removable tape. (No thumbtacks or nails.) The use of confetti and glitter is prohibited.

The applicant will be charged for additional rental time, if the Hall is not vacated at the time stated on the application.

Cancellation must be submitted in writing. Cancellations made more than 72 hours in advance will be refunded 90% of the fee and the full deposit amount.

Cancellations made less than 72 hours prior to the scheduled use will forfeit the full rental fee and the complete deposit will be refunded.

AC initial – **Key** - To receive the key to the building, the applicant must sign it out during normal business hours (8:30 a.m.- 4:00 p.m.) from City Hall 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555. Failure to do so will result in a \$99 after-hours access fee.

AC initial – **Insurance** - Applicant is required to maintain General Liability Insurance Coverage in the amount of \$1,000,000 per occurrence and provide the City with a certificate of insurance naming the City of North Plains, its officers, employees, volunteers and agents as additional insured with respect to property damage, bodily injury or claims arising out of the activities of the organization. Any deductible which is a part of any insurance policy shall be paid for and assumed by and at the sole risk of the applicant. The City of North Plains shall not be responsible for the payment of any such deductibles.

AC initial – **Alcohol** – The City must approve alcohol use for alcohol to be consumed. Unless expressly approved by the City, alcohol is not permitted in the Hall or on the grounds of Jessie Mays Park. The City may terminate a rental at anytime if alcohol is present. The full amount of security deposit will be forfeited.

AC initial – **Police** - Law enforcement officers may enter the Community Hall at any time, and can terminate the rental on behalf of the City without warning.

AC initial – City events shall have priority over other events or classes, and any rental can be cancelled by the City with two weeks advanced notice. A full refund shall be granted if the City requires use of the building.

The City reserves the right to set additional conditions on any rental.

Terms and Conditions

The Applicant shall agree to indemnify, save and hold harmless the City of North Plains, its councilors, officers, agents, insurers, and employees from and against any and all actual or potential liability claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action which may be imposed upon or incurred by the City due to the acts or omissions of any person or entity which: 1) arise from or are in any way connected with the use of or activities pursuant to this agreement whether or not due to Applicant's act or omission and whether or not occurring at or on the Jessie Mays Community Park property; or 2) result from any breach, violation or nonperformance by any person of any of the obligations under this rental Agreement. I affirm that I have read and understood the general rules for the rental of Jessie Mays Community Hall and that I or the Secondary Contact will be in attendance at the event.

Before leaving, renters are responsible for removing their own décor and garbage from the premises, putting away tables and chairs, and sweeping and mopping the floor if food was consumed. Please also make sure to turn off all lights and lock the door behind you when you leave.

Renters Signature: Aaron Codino Digitally signed by Aaron Codino
Date: 2024.01.08 15:21:31 -08'00' Date: _____

Submit to: 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555 info@northplains.org

For City Use Only	
Application Date Received: <u>1-8-24</u>	Sent email 1/10/24
City Manager Approval: <u>[Signature]</u>	Date: <u>1.9.24</u>
Public Works Approval: <u>[Signature]</u>	Date: <u>1/9/24</u>
Waiver of fees: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<u>\$30/hr</u>	
Refundable Security Deposit: \$ <u>500.00</u>	
Application Fee: \$ <u>—</u>	
Custom Set-up Fee: \$ <u>—</u>	
Rental Fee: \$ <u>180.00</u>	
Total Rental Fees Due: \$ <u>180.00</u>	
Deposit Paid: \$ _____	Date: _____
Due 1/16/24	Rental Fee Paid: \$ _____
	Date: _____
Due 4/5/24	
Public Works sign off: _____	Date: _____
Deposit Refund Amount: \$ _____	