

City Hall Community Room (CHCR) Operating Guidelines

Definition: The CHCR, located on the ground floor of Milwaukie City Hall (10501 SE Main Street), is an assembly/meeting area available for use without charge by public and private groups. The room can hold 40 people, has approximately 40 chairs and a restroom, and is accessible from Main Street.

Guidelines Purpose: To provide consistent standards for the CHCR, including the scheduling and use by various organizations, groups, and individuals.

Users: The CHCR is available to the following users:

GROUP	DEFINITION
Group 1	City of Milwaukie government elected officials and staff members, Council-appointed committees, officially recognized neighborhood district associations (NDAs), and related groups. In particular, the Historic Milwaukie NDA, the Arts Committee, and Equity Steering Committee (ESC), will have priority in reserving the room.
Group 2	Government agencies in the local area, other than the City of Milwaukie. (Examples: state, regional, and county agencies)
Group 3	Federally recognized IRS 501(C)(3) non-profit civic and service organizations operating in the Milwaukie area.
Group 4	Federally recognized non-profit social organizations operating in the Milwaukie area. (Examples: 4H Club, Boy Scouts of America, etc.)
Group 5	Residents of the City of Milwaukie.
Group 6	Professional, business, and commercial groups operating in the Milwaukie area.

Government agencies, civic, service, and social organizations may engage in fund raising activities for purposes of supporting services to the community. The CHCR may not be used by individuals or groups charging admission of fees for the purpose of private monetary gain.

Scheduling of Room

The CHCR is available as follows:

GROUP	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Group 1	7am – 9pm	7am – 2pm	7am – 9pm	7am – 9pm	7am – 9pm	7am – 9pm	7am – 9pm
Groups 2-6	5pm – 9pm	Not Available	5pm – 9pm	5pm – 9pm	5pm – 9pm	5pm – 9pm	5pm – 9pm

You can schedule up to three (3) months in advance of a specific date. When scheduling the CHCR, users need to include time for set up, clean up and to restore the room.

How to Schedule the Community Room

Complete the written request application and submit it to the Office of the City Recorder (OCR), preferably not less than seven (7) days in advance of date requested. The reservation for is available online at: <https://www.milwaukieoregon.gov/cityrecorder/city-hall-community-room>.

Once received, OCR staff will confirm the room availability. Once the application and check have been completed for the first reservation, all subsequent reservations may be done by emailing ocr@milwaukieoregon.gov. Please do not call for room reservations unless there is an emergency or last-minute cancellation.

The requesting party shall submit a check in the amount of \$25.00, as a deposit for the security key cards when using the room. The deposit check is dependent upon the security key cards being returned and the room being put back together. The security key cards may be checked out and picked up not more than two days in advance of requested date.

The hours of use for the security key cards are as follows:

Monday, Wednesday, Thursday, Friday: 6am – 8am, and 5pm – 9pm

Tuesday: 6 am – 8am, and 5pm – 12pm

Saturday-Sunday: 7am – 9pm

The city hall ground floor lobby door automatically unlocks and will remain unlocked during normal business hours from 8am – 5pm, Monday-Friday. Attendees to scheduled meetings in the community room can enter through the city hall ground floor lobby door.

The front door cannot be propped at any time.

Access to the city hall second and third floors will be restricted after 5pm on weekdays and those floors will not be accessible to community room users on weekends.

Applications will be held for one calendar year, after which the requesting group will be responsible for filling out a new application. Security deposits will be destroyed upon the return of the key cards and a new security deposit check for future uses of the community room will be required.

Cancellation Notice

The use of CHCR is at the discretion of the city recorder or other designated city employees. The city reserves the right to reschedule, cancel, or change meeting room use arrangements. The city also reserves the right to deny or cancel a reservation if there is any material misrepresentation by the applicant related to the proposed use.

Conditions of the Room

The CHCR will be left in clean condition, with all original equipment remaining and without damage. No decorations, postings, banners, or other similar items shall be left attached to the ceilings, walls, doors, or floors. Premade food items and non-alcoholic beverages may be served in the community room.

Alcoholic beverages are not allowed on City of Milwaukie Property.

Chairs and tables will be returned to standard configuration (see attached figure).

Failure to clean up after use of room will result in revocation of future room reservations.

User Responsibility

- Users of the CHCR are responsible for room setup and return of configuration identified (see figure).
- Users of the CHCR are responsible for removing all equipment, supplies and other items belonging to organizations other than the City of Milwaukie. Storage of equipment, supplies, and other items not belonging to the City of Milwaukie are not allowed in the community room.
- Users will make sure the community room is left clean and in the condition in which it was found.

Users will be charged for any furnishings, equipment, ceiling, walls, flooring, or door damage.

Equipment available for use:

- Tables and chairs are provided for the CHCR users.
- A water faucet and sink are provided for general use.
- No equipment in the community room will be loaned, rented nor removed from city hall.

General

All functions conducted in the CHCR must be in accordance with established rules and operating guidelines and applicable city, county, state, and federal laws, ordinances, and regulations. Violators will be required to leave the building and/or have the function terminated.

The CHCR is available for use regardless of the beliefs or affiliations of the individuals or groups requesting their use. The CHCR must not be used for personal gain, profit, or storage. The CHCR does not sponsor or endorse the views of any group using a room. The city reserves the right to prioritize use of the room.

The CHCR is intended for use by community groups and organizations that aim to promote the educational, cultural, intellectual, social, or civic betterment of the community. These rooms are not available for private social or celebratory events. The City of Milwaukie is not responsible for accidents, injuries, illness or loss of group or individual property.

All groups and individuals using the CHCR will take appropriate measures to protect and indemnify the City of Milwaukie, it's officers, agents and employees and hold harmless from any and all liability, causes of action, claims, losses, damages, judgements or other costs of expenses including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) and that may be asserted by any person or entity which in any way arise from, during or in connection with the use of the community room, except liability arising out of the sole negligence of the City of Milwaukie and its employee. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

The City of Milwaukie may require the applicant to present a certificate of insurance indicating the City of Milwaukie as additionally insured with the following minimum coverage:

General Liability of \$500,000 per occurrence.

Property Damage of \$250,000 per occurrence.

Standard Table Configuration



Cleaning Guidelines

- Tables and chairs must be put back together as shown in the photos above.
- All tables and counter surfaces need to be left clear of trash, extra cups, and any other miscellaneous items.
- Tables must be wiped down with cleaner provided in container.
- All trash and recycling must be picked up and placed in proper receptacle bin.
- The white board should be used cleared off if used.

Failure to clean up the room to the standards that are listed above could result in revocation of future use of this room.

(Est. 9/15/2023; Revised 10/24/23)