



# CITY OF MILWAUKIE

## Operating Guidelines

**Definition:** The Community Meeting Room (CMR), located in the Public Safety Building (PSB), is an assembly/meeting area available for use without charge by public and private agencies and groups. The CMR can hold a maximum of 62 persons in the meeting room and 30 in the pre-function area. The CMR has bathroom facilities and a separate entrance off the parking area.

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

**Users:** The CMR is available to the following users:

| GROUP NUMBER   | GROUP TYPE DEFINITION   |
|----------------|---|
| <b>GROUP 1</b> | City of Milwaukie government, Elected Officials, City Department staff members, Council-appointed Committees, and chartered groups, officially recognized Neighborhood Associations and related groups. |
| <b>GROUP 2</b> | Government Agencies in the local area, other than City of Milwaukie. (Examples: DHS, OLCC, Housing Authority, etc.)   |
| <b>GROUP 3</b> | Recognized by IRS 501 (C) (3) non-profit Civic and Service Organizations operating in the Milwaukie area.   |
| <b>GROUP 4</b> | Recognized non-profit Social Organizations operating in the Milwaukie area. (Examples: 4H Club, Boy Scouts of America, etc.)  |
| <b>GROUP 5</b> | Residents of the City of Milwaukie.   |
| <b>GROUP 6</b> | 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 CMR may not be used by individuals or groups charging admission of fees for the purpose of private monetary gain.)**



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## Scheduling of Room

The CMR is available as follows:

| GROUP      | MONDAY   | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY | SUNDAY   |
|------------|----------|----------|-----------|----------|----------|----------|----------|
| GROUP 1    | 7AM-11PM | 7AM-11PM | 7AM-11PM  | 7AM-11PM | 7AM-11PM | 7AM-11PM | 7AM-11PM |
| GROUPS 2-6 | 5PM-11PM | 5PM-11PM | 5PM-11PM  | 5PM-11PM | 5PM-11PM | 7AM-11PM | 7AM-11PM |

You can schedule up to three (3) months in advance of a specific date. When scheduling the CMR, 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 to Police Records, preferably not less than seven (7) days in advance of date requested. The Police Records staff member 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: [policerecords@milwaukieoregon.gov](mailto:policerecords@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 followed:*

**Monday-Friday:** 5am-8am, and 4:30pm-11pm.

**Saturday-Sunday:** 7am-11pm

The side entrance to the CMR is automatically locked and will remain locked during normal business hours from 8am-4:30pm, Monday-Friday. Attendees to scheduled meetings can enter through the main entrance of the Public Safety Building. The side doors cannot be propped open during these hours.

Applications and security deposits will be held for one calendar year, after which you will be responsible for filling out a new application and submitting a new security deposit check if you choose to continue to use the CMR.



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## **Cancellation Notice**

The City of Milwaukie reserves the right to cancel without prior notice in the event of an emergency requiring the use of the CMR.

## **Conditions of the Room**

The CMR 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 CMR. Alcoholic beverages are not allowed on City of Milwaukie Property.

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

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

## **User Responsibility**

- The users of the CMR are responsible for room setup and return of configuration identified (see figure).
- The users of the CMR 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 CMR.
- Users will make sure the CMR is left clean and in the condition in which it was found.

The users/reserving party will be charged for any damages to the furnishings, equipment, ceiling, walls, flooring, or doors.

Equipment available for use:

- Tables and chairs are provided for the CMR users.
- A water faucet and sink are provided for general use.
- No equipment in the CMR will be loaned, rented nor removed from the PSB.



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## General

All functions conducted in the CMR must be in accordance with established rules, regulations 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 City of Milwaukie neither approves nor disapproves of content, topics, subject matter nor points of view of individuals or groups using the CMR.

The City of Milwaukie is not responsible for accident, injuries, illness or loss of group or individual property.

All groups and individuals using the CMR will take appropriate measures to protect and indemnify the City of Milwaukie, its 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 CMR, 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 each occurrence  
Property Damage of \$250,00 per each occurrence

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## Table Configuration Requirement and Cleaning Guidelines



- Tables and chairs must be put back together like shown in the photo 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.**