

## YACHATS COMMONS

City of Yachats, PO Box 345, Yachats, OR 97498 (541-547-3565)

### COMMONS RENTER'S RESPONSIBILITIES

All applicants must be 18 years or older.

City Hall and the User Support Manager are responsible for working with renters to ensure compliance with policies and any contract agreement(s), however, the renter is liable for that compliance.

City Hall and the User Support Manager will coordinate with each renter to determine equipment needs and will check rooms/equipment in and out for damage and cleanliness. Each renter is responsible for communicating special needs to City Hall prior to the event and for leaving the rooms clean/usable or better for the next renter. Renters are responsible for setting up and tearing down their own event and returning Commons property to their original location(s).

Renters must also plan for use of their own personal equipment, i.e., extension cords.

City Hall does not clean rooms, wash dishes or empty trash (with the exception of the restrooms). The cleaning supply closet is stocked with brooms, mops, paper products, etc. Please relock after use. Trash containers should be emptied into the dumpster and a new liner put into container. Recycle bins are available outside near the south-west wall. Glass for recycling must be taken to the community glass bin on West 2<sup>nd</sup> Street or another appropriate recycling center.

All renters are responsible for obtaining the proper permits and licenses needed for their particular events or food service. Copies of those permits and licenses must be submitted to the City Hall and attached to the rental contract. The Yachats Prepared Food and Beverage Tax shall be collected and submitted when applicable.

NO SMOKING is permitted in the building or within 10' of any door or window.

Alcohol use will not be permitted without the prior written approval from the City Council. An "Application for Use of Alcohol on City Property" form must be submitted and approved prior to the event. This form is available inside City Hall.

**Fragrance Free Facilities-** The City of Yachats supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the City's citizens, staff and visitors, City facilities open to the public are encouraged to maintain a fragrance-free environment. Please refrain from using scented personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person can feel safe and comfortable.

**Plastic Water Bottles-** Yachats is a village that values natural resources. Water packaged in plastic bottles and transported from remote locations consumes unnecessary fossil fuel resources and creates a lasting waste management problem not only for our community, but for the entire planet. Therefore, the City Council requests that users of the Yachats Commons and other City properties refrain from the use and sale of water contained in plastic bottles.

Only those rooms contracted for are to be used. Renters will contact the City Hall if any changes in scheduled rooms are made, additional space is required or equipment needed.

The driveway in front of the Commons is for drop off and handicap accessibility only. Renters will ensure that no vehicles are parked in that area during events.

Renters must not allow room capacity to exceed the posted maximum for that space.

No tables, chairs, or other objects may be placed or allowed to remain in the hallways; no flammable materials such as candles (except propane chafing dishes) may be used or stored in the building and all other fire/safety precautions shall be taken.

No equipment may be removed from the building without prior approval of the City Hall.

Renters are to relock all doors that they unlocked when leaving and make a reasonable attempt to secure the building. Should problems arise the renter does not feel comfortable dealing with, they should call 911 for assistance.

The renters are responsible for replacement of lost or damaged equipment and repairs to rooms. Nails or tacks, etc. are prohibited as a means to secure items to walls, railings, ceilings, etc. Painters tape is permitted.

Renters will make a reasonable effort to assure that any person who conducts him/herself in a disorderly manner or minors who have consumed alcoholic beverages do not remain in any part of the premises during activities. Should problems arise that the renter does not feel comfortable dealing with, they should call 911 for assistance.

Renters will not permit violation of federal, state, or local laws to occur in connection with their activities.

Renters should contact City Hall Monday-Friday from 8:30 a.m.-4:30 p.m. (except holidays) for assistance at (541) 547-3565. Otherwise, a volunteer with the Friends of the Commons is available at (541) 961-6597.

Linens, catering and all decorations are the renter's responsibility.

The City of Yachats is not responsible for lost items.

Keys are to be returned within 24 hours after the end of the scheduled use or by the next business day to City Hall or to the City's drop box in the southern most door in the front of the building. If a key is lost, and the room has to be rekeyed, the renter who lost the key will be charged for the labor and materials necessary to have the room(s) or door(s) rekeyed, at the going business rate.

A copy of the complete Yachats Commons Policy Manual is available online at [www.yachatsoregon.org](http://www.yachatsoregon.org), inside City Hall or inside the main entrance of the Commons.

**Reservations are not firm until a completed contract has been signed by renter and City.**

---