

ORDINANCE NO. 1752
AN ORDINANCE OF THE CITY OF KETTLE FALLS AMENDING TITLE 12 OF THE
KETTLE FALLS MUNICIPAL CODE REGARDING USES OF CITY PARKS.

WHEREAS, the City Council of Kettle Falls, Washington makes provisions for the use of the parks and penalties for improper use thereof now, therefore

THE CITY COUNCIL OF THE CITY OF KETTLE FALLS, WASHINGTON DOES ORDAIN AS FOLLOWS:

New Section 12.16.025 Rental Policy for Community Room and Kitchen

A. Rental Room Policy

The Kettle Falls Community Center room and kitchen may be rented subject to availability. Use of the room will not be denied to any group or individual because of race, color, national origin, religion, sex, marital status, age, sexual orientation, or disability.

Renters may make reservations up to two months in advance. Reservations are considered tentative until the rental fee is paid in full and we reserve the right to cancel tentative reservations when the need arises.

B. Clean-up Responsibilities

Basic cleaning, including sweeping the Community Center meeting room floor, cleaning dishes and other basic kitchen clean-up is the responsibility of the renter.

C. Keys

Keys will be issued by the Kettle Falls Public Library staff no earlier than 24 hours before the day of the rental and are to be returned no later than the following day. In case of weekend or holiday events, keys will be issued on the preceding business day and returned on the business day following the event. However, entry into the Kettle Falls Community Center room and kitchen by users is authorized only during the hours and days for which the renter has a reservation. Keys must be picked up during the Kettle Falls Public Library's regular operating hours:

Monday, Tuesday, Wednesday, and Friday: 10 a.m. - 6 p.m.
Thursday: 10 a.m. - 7 p.m.

No City or Library staff will be available, beyond regular open hours, to issue keys which a renter may have neglected to pick up. Keys must be returned to the Kettle Falls Public Library (during regular business hours).

D. Fees

\$30 – For up to four (4) hours

\$40 – 4-8 hours

\$75 – Over 8 hours

\$25 – Kitchen (Any use of the kitchen facilities will require room rental fees in addition to the kitchen fee)

\$25 – Additional room cleaning charges

\$50 - Key Replacement Fee.

E. Rules for Meeting Room Usage:

- a. If any alcohol is served, the correct permit will need to be secured from the Washington State Liquor and Cannabis Board and a copy provided to the City of Kettle Falls or Kettle Falls Public Library. State law prohibits consumption of alcohol by minors and this law will be strictly enforced. All alcohol must be consumed within the area that was designated.
- b. Renters will be responsible for returning the meeting room to the condition in which it was found, including tables and chairs being put away, garbage picked up, floors swept, etc.
- c. The City of Kettle Falls and Kettle Falls Public Library assumes no responsibility for articles or equipment belonging to renters or participants that are lost, stolen, or damaged during rental period. No storage space will be provided.
- d. The renter accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The renter will be responsible for any charges incurred by any/all participants; including shared areas such as restrooms.
- e. Groups composed of minors (under eighteen years of age) must have a parent/guardian over the age of 21 chaperone the meeting at all times. This chaperone must also sign the room rental application form.
- f. Noise levels must be kept at appropriate levels, as the meeting room is adjacent to the Kettle Falls Public Library. Renters who conduct activities that are unusually noisy or disruptive to regular library use will be asked to find another location.
- g. Failure to adhere to any of the above policies is sufficient grounds for refusing further rental to any person or group.
- h. The City of Kettle Falls and Kettle Falls Public Library reserves the right to deny rental of any library facility or part thereof to any individual and/or group by majority vote of the City of Kettle Falls City Council or the Kettle Falls Public Library Advisory Board.
- i. Usage of the City or Library's phone number as a contact number for meetings or events including but not limited to written, verbal or internet for promotion is prohibited without prior approval. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or wish to contact meeting organizers.
- j. The maximum occupancy of the Kettle Falls Community Center Room is 195.

PASSED by the City Council of the City of Kettle Falls this 19th day of April, 2016

Approved:

Dorothy Slagle
Dorothy Slagle, Mayor

Attest:

Raena L. Hallam
Raena L. Hallam, Clerk/Treasurer

Approved as to form:

Charlie Schuerman
Charlie Schuerman, City Attorney

The foregoing ordinance was presented for adoption by Council Member Jesse Garrett and seconded by Council Member Steve Hedrick. Upon a vote, there were 4 ayes, and 0 nays and 1 absent.