

PRINGLE COMMUNITY HALL

Facility Use Rules and Regulations

**City of Salem
Department of Community Services**

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**DEPARTMENT OF COMMUNITY SERVICES
PRINGLE HALL RULES & REGULATIONS**

1. AUTHORITY/SALEM REVISED CODE

- 1.1 The Salem Revised Code, Chapter 94, Section 94.010-94.990, determines regulatory priorities for public use of the City's park system and all shall apply to Pringle Community Hall.
- 1.2 Under Section 94.200, the Director of Community Services is responsible for regulating activities in park areas/facilities when necessary to prevent congestion and maximize park use and safety for the convenience of citizens. **These rules and regulations are subject to change at any time.**
- 1.3 The City of Salem Department of Community Services desires to maintain Pringle Hall in "optimum" condition to attract the highest level of use on a year-round basis. To this end, black out dates are scheduled quarterly to allow time for regularly scheduled maintenance. Facility scheduling may reflect this desire to minimize negative impact to the facility, as well as maximize citizen use.
- 1.4 City of Salem facilities are held in the public trust and it is the desire of the Department of Community Services to maintain public access whenever possible.

2. PRINGLE COMMUNITY HALL OPERATIONAL POLICY

- 2.1 Pringle Community Hall compliments a diverse park and reservable facility system made up of neighborhood parks, community parks, and special use facilities that serve as a local destination for citizens, as well as various venues for special events, festivals, and competitions.
- 2.2 Pringle Community Hall will be maintained at an "optimum" level to attract the highest level of year-round use.
- 2.3 Pringle Community Hall will be managed in a manner to maximize revenue generation.
 - 2.3.a Organizations which rent Pringle Community Hall may close the hall to the general public and charge admission fees.
 - 2.3.b All Pringle Hall users must secure a Park Use Permit and abide by the rules and regulations stated therein.
 - 2.3.c The City of Salem reserves the right to review and approve all revenue generation activities in or associated with Pringle Community Hall (i.e., concessions, admission, fundraising, etc.)

- 2.3.d The fee and charge structure makes no differentiation for non-profits.
- 2.3.e Pringle Community Hall fees and charges are adopted annually during the budget process.
- 2.3.f The Department of Community Services will administer the Pringle Hall Rules & Regulations to meet the facility operation goals.
- 2.3.g Permit beer and wine sales are allowed under the provisions of S.R.C. 94.195.
- 2.4 Pringle Community Hall will be scheduled through the Department of Community Services office, Civic Center, 555 Liberty Street SE, Room 300. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
- 2.5 Pringle Community Hall shall have a designated reserve fund (5% of permit fees) to complete future repairs, renovations, and improvements. The 5% reserve fund shall be allocated after direct costs are determined and covered.
- 2.6 Pringle Community Hall is a designated non-smoking facility. Smoking is prohibited within a minimum of 15 feet of the hall.
- 2.7 Renting Pringle Community Hall allows the permittee to extend their event only to the areas noted in Item 3 of these rules and regulations. Those permittees desiring to extend the limits of their event into Pringle Park are subject to additional permit requirements and the rules and regulations as set forth in the Park Reservation System Policies and Procedures.

3. PRINGLE COMMUNITY HALL RESERVABLE AREAS

| | | |
|-----|----------------------|---|
| 3.1 | <u>Area</u> | <u>Description</u> |
| | Activity Room | Standing Capacity: 192 Theater Seating: 128 Table & Chairs Seating Capacity: 96 34' x 40', 1,360 square feet floor Fourteen 8' x 3' folding tables, three 5' round tables 100 Chairs Pull Down Movie Screen Large outdoor patio approximately 2,431 square feet adjacent to room is part of the reservation site |
| | Meeting Room | Standing Capacity: 77 Theater Seating: 42 Tables and Chairs: 32 20' x 30', 600 square feet floor |

Conference Table and Chairs to Seat 25
Pull Down Screen
Small patio 156 square feet included in reservation site

3.2 Other amenities included in activity and/or meeting rental consist of the following:

| <u>Area</u> | <u>Description</u> |
|--------------------|---|
| Kitchen | Refrigerator and sink 13' x 19', 247 square feet Pass through access from both rooms 2 Microwave ovens, 2 stoves, 4 ovens, and 8 stove top burners |
| Rest Rooms | ADA Accessible Men and Women |
| Other | Drinking fountain, fire extinguisher, ceiling fans, furniture, telephone (local calls only), and storage room |
| Parking Lot | Located at 606 Church Street, this parking lot is reserved for "park users only." This includes parking for drop-in park users, as well as reservation use. Additional parking is allowed on Church Street. |

There is one handicapped parking space in this location and another at the east side of the building where there is also space for one service delivery vehicle. Access is from Winter Street and is behind the Salem Memorial Hospital emergency entrance driveway.

4. PRINGLE HALL/PARK HOURS OF OPERATION

4.1 Pringle Community Hall is available for rental Monday through Sunday, 7:00 a.m. to 12:00 midnight, each day of the year (Exception: quarterly black-out dates for scheduled maintenance).

4.2 Reservations beginning before 9:00 a.m. or after 5:00 p.m. must accept the hall in an "as is" condition.

4.3 Pringle Park hours are 5:00 a.m. to 12:00 midnight.

5. PRINGLE HALL FEE SCHEDULE

5.1 Pringle Community Hall shall be operated to facilitate maximum community use and revenue generation through the Department of Community Services park facility reservation system.

5.2 **Pringle Hall Rates:**

- 5.2.a **Rate I** - Events open to the public without sale, admission fees, concessions, entry fees, pledges, or donations.
- 5.2.b **Rate II** - Closed to the general public, i.e., catered private parties, weddings, reunions, birthday parties, etc.
- 5.2.c **Rate III** - Commercial activities whose purpose is to distribute information and/or introduce a product(s) that may result in future donations or sale.
- 5.2.d **Rate IV** - Events which charge a fee for access will be charged Rate III or 10% of gross sales, whichever is greater. These are events which may or may not charge an admission fee.
- 5.2.e **Rate V** - Defined as a group reserving the facility once per month for nine months within a calendar year.

5.3 Pringle Hall Fee Schedule:

| PRINGLE HALL RESERVABLE AREAS | RATE I | RATE II | RATE III | RATE IV | RATE V |
|--|---|---|---|--|---|
| LARGE MEETING ROOM -Includes kitchen and restrooms | \$35 per hour (Mon-Fri) \$500 per day (Sat -Sun) | \$35 per hour (Mon-Thurs) \$75/hr/4-hr min. or \$700 per day (Fri-Sun) | \$750 per day, plus any special permits | Rate III or 10% of gross sales, plus special permits | Rate I with a 25% discount Mon-Thu only |
| SMALL MEETING ROOM -Includes restrooms and kitchen based on availability | \$25 per hour (Mon-Fri) | \$25 per hour (Mon - Thurs) | N/A | N/A | Rate I with a 25% discount Mon-Thu only |
| ENTIRE FACILITY -Includes all rooms, kitchen, and restrooms (day is 7:00 a.m. to midnight) | \$500 per day | \$700 per day | \$1,000 per day, plus any special permits | Rate III or 10% of gross sales, plus special permits | Rate I with a 25% discount Mon-Thu only |
| Security/Clean-Up Deposit | \$200 | \$200 | \$200 | \$200 | N/A |

- 5.3.a A Park Use Permit & Agreement processing fee of \$15 will apply to all Pringle Community Hall reservations. **Exception: Park Use Permit & Agreements submitted and approved under the City of Salem/School District Cooperative Facility Use Agreement.**

5.4 Security/Clean-Up Deposit

- 5.4.a A fully refundable Security/Clean-Up Deposit is due at the time of application.

5.4.b Following an inspection by the Parks Operations Division and successful completion of the closure checklist, the security/clean-up deposit shall be returned to the permittee. Damages to the facility as a result of use are covered in Section 8 of these rules and regulations.

5.4.c Allow two to three weeks for processing the security/clean-up deposit refund.

6. PRINGLE HALL RESERVATION PROCESS/GUIDELINES

- 6.1 Applicants must be 21 years or older.
- 6.2 Inquiries regarding availability shall be directed to the Department of Community Services office, 503-588-6261.
- 6.3 Pringle Hall reservations shall be made by filing a "Park Use Permit & Agreement" with the Department of Community Services, Civic Center, Room 300, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 6.4 Reservations shall be made a minimum of two weeks prior to use and a maximum of one year in advance of use.
- 6.5 Reservations made less than five working days in advance will require the approval of the Department Director or his/her designee.
- 6.6 All use and special fees are due at the time of application.
- 6.7 Once the Park Use Permit & Agreement has been filed, reservation changes will not be allowed except in emergency cases and with approval of the Department Director or his/her designee.
- 6.8 Cancellations and refund requests must be submitted in writing and addressed to the Department of Community Services, 555 Liberty Street SE, Room 300, Salem, OR, 97301.
- 6.9 Permittees canceling at least 30 days before the scheduled use will be refunded the original amount minus a \$15 processing fee. Permittees canceling less than 30 calendar days before the scheduled use may forfeit all fees.
- 6.10 No refunds will be granted after the scheduled use whether or not the facility was actually used.

- 6.11 **When completing the Park Use Permit & Agreement users shall include the actual amount of time needed to set-up and clean-up for the scheduled activity. Early entrance or late exit shall result in additional charges.**
- 6.12 A security/clean-up deposit is required upon reserving the facility. The deposit is refundable pending satisfactory completion of the closing procedures.
- 6.13 **Priority of use** - priority use for Pringle Community Hall shall be as follows:
- 6.13.a **First Priority** - City of Salem sponsored or cosponsored activities as approved by the Director of the Department of Community Services or his/her designee.
- 6.13.b **Second Priority** - all public/private reservations for which a fee is assessed. This includes all rate categories as listed in item 5.2 of these rules and regulations.
- 6.13.c **Third Priority** - all other uses as outlined in these rules and regulations, i.e., Salem-Keizer School District 24J and those subject to the terms in item 5.3.b.

7. OPENING/CLOSING PROCEDURES

7.1 Opening Procedures:

- 7.1.a Facility entry shall be by the permittee only and through the key check-out system as described in these rules and regulations.
- 7.1.b Heating and cooling systems are programmed in accordance with City policy (Department Head Letter #26). Users may activate ceiling fans as needed but shall not alter thermostats and/or heating and cooling systems.
- 7.1.c Tables and chairs are provided for use by permittees and are located in the storage room adjacent the Activity Room. **Table and chair set-up and take-down is the responsibility of the user.**

7.2 Closing Procedures:

- 7.2.a Pringle Community Hall may have multiple daily uses with, at times, only one hour of “down time” provided between scheduled use. **It is the expectation that all user groups leave the hall in the same condition as it was found.**

- 7.2.b It shall be the responsibility of the permittee to leave the facility clean and ready for the next use. Failure to do so infringes on the rights of the next user and will result in additional charges and/or denial of future use.
- 7.2.c. Basic clean-up is provided by the Parks Operations Division prior to 9:00 a.m., Monday through Sunday. A late afternoon “check-in” on the building condition is also provided.
- 7.2.d Any special clean-up costs shall be billed to the permittee.
- 7.2.e A facility “closure checklist” will be provided to all permittees. Successful completion of the closure checklist will result in return of the security/clean-up deposit.

7.3 **Key Deposit:**

- 7.3.a Pringle Community Hall operates on a key check-out system. Permittees must pick up the facility key(s) at the Department of Community Services office, Civic Center, 555 Liberty Street SE, Room 300, Salem, OR, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 7.3.b Keys may be picked up 48 hours in advance of the date of use and shall be returned within 24 hours after date of usage, weekends and holidays excepted.
- 7.3.c Lost keys - If a key is not returned or is lost, the deposit shall be forfeited and a penalty fee equal to the cost of rekeying the facility may be assessed.

8. DAMAGE/COST RECOVERY CHARGES:

- 8.1 Requests for items not ordinarily provided at the site will be charged back to the users at cost for providing the service. These could vary extensively for each use, but at a minimum may include, but not be limited to, the following:
 - 8.1.a Special mowings
 - 8.1.b Special watering schedule
 - 8.1.c Facility set-up and take-down
 - 8.1.d Excess garbage removal
 - 8.1.e Moving picnic tables
- 8.2 **All damage costs plus 10% will be billed back to the permittee.** The most common types of billable damage costs are:
 - 8.2.a Excess litter and debris
 - 8.2.b Damage to above and/or underground utilities

- 8.2.c Damage to landscaped areas
- 8.2.d Damage to table, chairs, fixtures, appliances, etc.
- 8.3 Optional pre-use meetings are the best way to curtail damage costs (See Park Use Permit & Agreement).
- 8.4 Cooking is approved under the terms of the use permit. All cooking units within the hall meet all state, county, and city health and safety standards. In addition, all units at times may be inspected on-site by the City of Salem Fire Department or the State Fire Marshal. Permittee will be charged for all damages incurred through inappropriate disposal of grease and other waste.

9. SPECIAL REQUIREMENTS

- 9.1 **Certificate of Insurance** - Required for all event sponsors, hosts, food and beverage vendors, parachutes, aircraft, carnivals, or any other persons or companies that the City of Salem's Risk Manager identifies. **Exception: Rate II reservations.**
- 9.2 **Fee Waivers:**
 - 9.2.a Application fees cannot be waived, as they represent costs of processing and issuing a permit.
 - 9.2.b Upon written request from the sponsor or applicant for an event, park permit and special fees may be waived if the event meets the following criteria:
 - 1) The event is cosponsored by City of Salem Department of Community Services and a percentage of the proceeds from the event (if applicable) goes to either City of Salem Department of Community Services or to the Parks Tradition Fund.
 - OR
 - 2) The event is put on by an outside group as a benefit for the City of Salem Department of Community Services and all proceeds are donated to City of Salem Department of Community Services or its Parks Tradition Fund.
 - 9.2.c **Exception:** City of Salem Departments may reserve and utilize Pringle Community Hall at no cost providing the reservation is for official City business, i.e., inservice training, staff meetings, board and commission meetings, etc. A Park Use Permit and Agreement shall be completed for each request and approval from the Director or designee is required. City departments desiring to use Pringle Community Hall shall reserve the facility no more than 20 working days in advance of the use.

9.4 **Appeal/Process**

- 9.4.a Permit application processing fees cannot be appealed and must be paid at the time of application. All appeals regarding the refund of fees and charges will be addressed on a case-by-case basis by the Director of the Department of Community Services or his/her designee.
- 9.4.b All other restrictions, conditions and fees, or the denial of a permit, may be appealed to the Director of Community Services or his/her designee. Appeals must be in writing stating the name of the applicant, a description of the proposed event and event name, the area(s) to be used, the date of the requested usage, and the nature of the appeal.

10. **SPECIAL PERMITS**

10.1 It is the permittee's responsibility to comply with all legal requirements when staging an event. Any one or combination of the permits and/or inspections which may be required are as follows:

10.1.a **Tents/Canopies** - A building permit and Salem Fire Department approval must be obtained whenever a tent (enclosed on two or more sides) over 400 square feet or a canopy over 1,000 square feet is going to be utilized for an activity at a public facility:

- 1) **A minimum of four weeks prior** to the event, the applicant must:
 - a) Complete an application for tent or canopy permit.
 - b) Submit two sets of plans to the Permit Application Center, Room 320 of the Civic Center, 555 Liberty Street SE, Salem, Oregon. Plans must include size of tent/canopy, exit locations, list of materials to be inside the tent, plot plan with dimensions to buildings, structures, and other important items.
 - c) Remit \$110 permit fee.
- 2) For special events, plans may be reviewed by the Fire Marshal, Police, Community Enforcement, and the Department of Community Services.
- 3) Following review by the Fire Marshal, the permittee will be contacted to obtain plans and permits.

- 4) The permittee will be responsible for complying with directives from the Fire Marshal and/or the Building and Safety Division.
- 5) A final inspection is required prior to occupancy.

10.1.b **Oregon Liquor Control Commission (OLCC) Permits** - All appropriate OLCC permits are required when alcohol is sold and/or served to the general public at an event.

10.1.c **Food Vendor Permits** - “Street Vendors,” “Peddlers,” and “Mobile Food Units” are required to complete an application and permit process through the City’s Permit Application Center. Vendors, peddlers, and mobile unit operators must provide proof of insurance and comply with all related State and County Health Department requirements and meet those of the Uniform Fire Code.

10.1.d **Photography** - Special Use Permits are required for all commercial filming and photography in City of Salem parks, streets, open spaces, or reservable facilities. Special Use Permits can be obtained through the Department of Community Services.

10.1.e **Permit Sign-Off.** A review by affected City departments may be required prior to approval and release of permits. Organizers should allow a minimum of 30 days to distribute, review, and approve permits.

11. INSURANCE REQUIREMENTS

11.1 All permittees who hold an event **open to the general public** with or without a fee will be required to provide general liability insurance for bodily injury and property damage at a minimum of \$1 million naming the City of Salem, its officers, employees, and agents as additional insured.

12. ALCOHOL REQUIREMENTS

12.1 Under the authority of SRC 94.195, the Director of the Department of Community Services, or his/her designee, may issue special alcohol permits (alcohol content limited to 14% or less) for consumption in Pringle Community Hall.

12.2 There will be an additional fee related to obtaining permission to serve alcohol.

12.3 Permits for consumption of alcohol will be issued only when food and non-alcoholic beverages are also available.

- 12.4 Should the event be open and accessible to the general public, with or without a fee, **ALL PERMITTEES OBTAINING PERMISSION TO SERVE ALCOHOL WILL BE REQUIRED TO PROVIDE INSURANCE COVERAGE; OBTAIN AN OLCC PERMIT; AND OBTAIN SALEM POLICE DEPARTMENT AND COMMUNITY SERVICES PERMISSION AND SIGN-OFF.**
- 12.5 Permission to serve/sell alcohol is subject to any and all OLCC rules and regulations. Sale of alcohol requires an OLCC license **AND** a sign-off by the City of Salem Department of Community Services. Proof of insurance **MUST** be on file before authorizing the OLCC permit. Please call ahead to make sure that all forms are in order and that an authorized signature will be available when you arrive. Permittee is responsible for meeting all OLCC requirements.

13. MUSIC/PA REQUIREMENTS

- 13.1 Permission may be granted to have music and/or to use a PA system throughout an event. City of Salem Department of Community Services approval will be based on the time of day requested, the level of impact, and the length of the use. If approved by the City of Salem Department of Community Services, permittee is responsible for keeping noise levels within the allowed limits and terminating the music at the approved time.
- 13.2 Notwithstanding the granting of any permit by the City of Salem Department of Community Services, **NO PERMITTEE MAY EXCEED APPLICABLE NOISE STANDARDS AS REQUIRED BY LAW.**
- 13.3 Pringle Community Hall is located in a neighborhood setting and near Salem Hospital. Permittees shall not prop or leave doors open at times when music or a PA system is in operation.
- 13.4 Requests for amplified sound require approval of the Department Director or his/her designee.
- 13.5 Amplified sound shall be approved only under the authority of S.R.C. 93.005-93.990.

14. USE OF PRIVATE SECURITY

- 14.1 Depending on the type, size, and nature of the event, the City may require the permittee to provide on-site security services. The number of security personnel will be determined by the City. The permittee will provide the City with a copy of the contract for on-site security services no later than sixty (60) days before the event.
- 14.2 The contract for on-site security services must contain the following provisions:

- 14.2.a **Compliance with Park Use Permit.** The security firm will comply with all requirements of the Park Use Permit and Agreement.
- 14.2.b **Indemnification.** The security firm will indemnify, defend, save, and hold harmless the City of Salem, its officers, agents, employees and member from all claims, suits, or actions of whatsoever nature arising from or arising out of the activities or omissions of the security firm, its subcontractors, agents, or employees under the security contract with permittee.
- 14.2.c **Insurance.** The security firm will obtain and maintain a policy or policies of Commercial General or Comprehensive General and automobile liability insurance, which may not be cancelled without 30 days notice to the City. The insurance limits will not be less than \$1,000,000 per occurrence for personal injury and property damage. The security firm will have the City, its officers, employees and agents named as additional insured. The security firm will supply the City with a certificate of insurance listing the coverage and other requirements set out above.
- 14.2.d **No Agency.** The security firm certifies that it is an independent contractor of the permittee and is not an employee, contractor, or agent of the City of Salem.
- 14.2.e If permittee fails to provide the City with a copy of the on-site security services contract prior to the event, or the contract fails to set out the required provisions, then the City may terminate the Park Use Permit and Agreement. In the event the security firm fails to perform and City services are required as a result, the permittee will be billed for the City related services.

15. VENDORS/CONCESSIONAIRES

- 15.1 Food vendors are prohibited in City parks unless part of an approved community event or approved by the Department of Community Services.
- 15.2 If your event includes permission to have sales, **PERMITTEE CONTROLS THE VENDORS/CONCESSIONAIRES WHO SELL AT THE EVENT.** All vendors associated with the event must be within the boundaries of the event and must display their Short-Term Concessionaire's Permit at all times.

16. COMPLAINT RESOLUTION PROCESS

- 16.1 Complaints relating to public use of City parks, streets, and public open spaces, will be directed to the Department of Community Services. Complaints requiring immediate action will be referred to the appropriate staff person for their review and follow up.

17. ON SITE ASSISTANCE

- 17.1 Department of Community Services staff are available to answer questions regarding use of City parks, streets, and open spaces for community and/or special events. They are available to assist with the development of site plans, locating utilities, making suggestions on how to reduce turf damage, and for on-site consultation prior to and during set-up and take-down. They are also available to assist with emergencies during the event. City of Salem Event Supervisors may be assigned to cover major events. The cost of the Event Supervisor shall be paid by the Permittee and will be illustrated on the Community Event Fee Worksheet.