

**SANDPOINT COMMUNITY HALL  
USERS POLICY**

**I. RESERVATIONS FOR USE REQUIRED**

To ensure the most efficient use of the Community Hall, requests for its use shall be administered by the City Clerk's office. Within five days of making an oral request to use the facility, an applicant shall execute a written request form provided by the City. The request shall include, but not be limited to, the following information:

- A. Name of the sponsoring organization;
- B. Name of individual in charge (must be at least 21 years of age);
- C. Mailing address and telephone number(s);
- D. Date(s) requested;
- E. Function or event planned;
- F. Facilities requested (which room(s)); and
- G. Time period(s) requested.

The City's application agreement shall include acceptance by the individual in charge in the event for liability for any personal or property damage which may occur during the function.

**II. USER FEES ESTABLISHED**

User fees shall be established by resolution adopted by the City Council, with the most current resolution to be attached to this policy and made a part hereof by reference as if fully incorporated herein.

User fees shall be non-refundable and shall be paid in advance at the time the applicant executes the City's written request form.

By declaration of the Sandpoint City Council, the following organizations shall be exempt from the payment of user fees and shall be allowed reasonable scheduled usage based on availability:

- A. The City of Sandpoint;
- B. Any recognized scouting organization; and
- C. The Mayor will have discretion to waive all fees for governmental entities only if there will be a substantial public benefit.

**III. KEY**

Upon payment of the required deposit of one hundred dollars (\$100.00), cash/money order/cashier's check, each user shall obtain a key to the facility on the day of the event or the day before. Keys are available from the City Clerk's office in City Hall between 8:00 A.M. and 5:00 P.M., Monday through Friday, excluding holidays. The user shall pick up keys for weekend events on the Friday before. Keys shall be returned the day following the event or the Monday following a weekend event. Deposit shall be returned upon verification by the Parks Department of the condition of Community Hall.

**IV. DEPOSIT REQUIRED**

Users of the Community Hall shall pay a key/damage deposit in the amount of one hundred dollars (\$100.00) before a key to the facility is issued to them. The facility will be inspected daily. If other than routine cleanup is required, a charge may be made against the deposit.

The deposit, or the balance of the deposit if damages have occurred, will be returned to the applicant when the key is returned to the City Clerk's office.

Should the cost of cleanup or repair of damages exceed the deposit amount, the individual and/or group using the facility shall be responsible for that expense.

A deposit made by individuals and/or organizations who use the facility on a regularly scheduled basis shall be retained by the City and returned when the individual and/or organization no longer uses the facility.

Organizations declared exempt from the payment of user fees by the City Council shall also be exempt from the payment of a deposit.

## **V. USE OF EQUIPMENT AND FACILITIES**

A. TABLES AND CHAIRS: Users shall be responsible for setting up tables and chairs and for returning them to the storage area after use. No tables, chairs, moveable furniture or fixtures may be removed from the premises. Pictures on the walls of the facility are not to be taken down and moved without permission from City Hall. (See Item IX, "City Hall Contact Information".)

B. KITCHEN: Dishes, silverware, and coffee pots are stored in the kitchen in locked cabinets. These items belong to the Sandpoint Kiwanis Club. Arrangements to use these items must be made through a representative of the Kiwanis Club.

C. LAWN: No vehicles shall be allowed on the lawn at any time. Tent structures requiring guy wires shall not be allowed on the lawn. Stakes shall not be driven into the ground. "Booths" with users providing their own tables may be allowed on the lawn for display and selling purposes with prior approval of the Parks and Recreation Director.

D. HEAT: The thermostat for the heat should be turned down to 60 degrees upon departure. In order to conserve energy and provide for the most economical and efficient use of the heating system, users shall leave doors and windows closed whenever the heating system is operating.

E. PARKING: A limited number of parking spaces are provided off the alley behind and south of the facility. Users are asked NOT to use the parking spaces provided for customers of the restaurants in the block.

F. CLEAN UP: After use, all areas shall be cleaned, swept, and restored to their original condition, including the bathrooms. Lights shall be turned off in all rooms and doors locked upon leaving.

G. TRASH REMOVAL: All users who generate more trash than can be contained in the trashcans provided by the City must remove such excess trash from the premises/property at their own expense.

## **VI. LIMITED USAGE ESTABLISHED**

A. "User" means any individual, person, partnership, co-partnership, firm, company, corporation, association, group, estate, trust or any legal entity, and shall include their legal representative(s), agents, or other person(s) acting in a similar representative capacity. All users who are designated as the in charge party shall be at least 21 years old.

B. To ensure that all potential users have access to Community Hall facilities, use of the hall by any user shall be limited to no more than one event per month and no more than twelve (12) times per calendar year without special permission granted by the Mayor. An "event" shall be defined as any single continuous, uninterrupted use, whether such use is a one-hour meeting or a three-day bazaar. The Boy Scouts and Girl Scouts and City of Sandpoint shall continue to be exempt from use restrictions.

- C. Youth dances and other youth events shall have the following additional requirements:
  - 1. Chaperones age 21 and older shall be present at a minimum ratio of 1 chaperone per 25 participants.
  - 2. The Sandpoint Police Department shall have access to the activities as, in their judgment, is necessary.
  - 3. The Sandpoint Police Department shall approve a security plan, which shall include participant admittance and personal property requirements (see attached SPD security guidelines).

## **VII. MISCELLANEOUS**

A. Personal possessions taken to the facility are the responsibility of the owner. The City shall not be responsible for personal items left at the Community Hall.

B. Plumbing or electrical problems shall be reported to City Hall. (See Item IX, "City Hall Contact Information".)

C. Damages shall be reported immediately to City Hall. (See Item IX, "City Hall Contact Information".)

D. The City retains the right to inspect the facility at any time during any use and, depending on the activity, the City may reduce the occupancy load allowed during that activity for safety purposes.

E. The service of beer and/or wine is allowed when a meal is being served by a catering business with appropriate beer and wine licenses and a city-catering permit. Fees set by the city council are applicable.

## **VIII. PROHIBITED ACTIVITIES**

A. There shall be no smoking in any room inside the Community Hall.

B. The fireplace shall not be used under any circumstances.

C. Candles and/or open flames are prohibited.

D. Exits shall not be blocked or locked under any circumstances.

E. A capacity of no more than 150 people is allowed in the hall pursuant to the International Fire Code. The person(s) who signed the agreement on behalf of the user is responsible for making sure the event is in compliance. Violation of the International Fire Code is subject to penalty of a fine not exceeding \$1,000 or by imprisonment not to exceed six months or by both, in compliance with Section 1-4-1 of City Code. If the maximum capacity of 150 is exceeded, the key/damage deposit will not be refunded.

## **IX. CITY HALL CONTACT INFORMATION**

During regular working hours (Mon-Fri, 8am to 5pm) - Primary: Parks and Rec Office at 263-3613 or Secondary: Parks Shop at 263-3379

After hours - Primary: Kim Woodruff, Parks and Rec Director Home: 263-4902 / Cell: 255-6363

**SANDPOINT COMMUNITY HALL**  
204 S. First Ave., Sandpoint, Idaho

**RENTAL FEES**

(as set by Resolution No. 11-31, effective October 1, 2011)

<b>MAIN ROOM</b>	per hour	\$ 35.00
20 Tables		
175 Chairs		
<b>capacity: 150 people</b>		
<b>SCOUT ROOM</b>	per hour	\$ 25.00
<b>capacity: 20 people</b>		
<b>ENTIRE FACILITY</b>	per hour	\$ 60.00
(Maximum per day \$300.00)		
<b>KITCHEN</b>	flat fee	
(When used for meal preparation, etc.)		\$ 50.00
<b>DANCE*</b>	flat fee	\$ 60.00
+Floor Fee	per hour	\$ 10.00
<b>Charitable Organization** with proof of 501(c)(3) status</b>		
free, open-to-the-public events (no fundraising)		
Main Room	per hour	\$ 20.00
Scout Room	per hour	\$ 10.00
Entire Facility	per hour	\$ 30.00
(Maximum per day \$100.00)		
<b>Charitable Organization** with proof of 501(c)(3) status</b>		
commercial use (charge event or fundraiser)		
Main Room	per hour	\$ 35.00
<b>Add Scout Room and Conference Room</b>		
to use entire facility	per hour	\$ 60.00
(Maximum per day \$200.00)		
<b>COMMERCIAL USE</b> (as defined in Sandpoint Code 7-10-2)		
Mon – Thurs	per hour	\$ 75.00
(Maximum per day \$400.00)		
Fri, Sat, Sun	per hour	\$ 95.00
(Maximum per day \$500.00)		
<b>Deposit when beer/wine served (under policy rules)</b>		\$ 350.00
\$150.00 refundable		
\$200.00 non-refundable		

\*The "Dance" rate is for established dance groups holding dances open to the public, not private events.

\*\*A "Charitable Organization" is an organization eligible to receive tax-deductible charitable contributions.