

## **PARKS & FACILITIES COMMITTEE**

City Hall Meeting Room

**Tuesday, November 2, 2021      6:00 P.M.**

668 Commercial St, Monroe, OR

This is an open and public meeting. Due to COVID restrictions, seating in the City Hall meeting room may be limited and; however, the meeting will be available for viewing via Zoom and connection information is available on the City website at <https://ci.monroe.or.us> and listed below:

### **Agenda**

1. Call to Order
2. Staff Reports
  - 2.1. Park Host Report from Dallas Davis
3. Old Business:
  - 3.1. Ball Club/City Park use
    - 3.1.1. Status of Ball Club Schedule
  - 3.2. Reservations for Facilities and Parks
    - 3.2.1. Forms & Fee Schedule
    - 3.2.2. Park Sign: Quotes and Decision
    - 3.2.3. Park Host fence update
  - 3.3. Property sale(s)
    - 3.3.1. Intentions
  - 3.4. Plaque in Recognition of Legion Hall
  - 3.5. Senior Group – Update?
  - 3.6. City Hall Building Updates

#### **Zoom Meeting Info:**

Meeting ID:    **830 7510 6136**  
Passcode:     **393107**



4. New Business:

4.1. New Property on Ash Street

4.1.1. Ideas: Bennett House, Farmers Market, Parking, Splash Pad, Skate Park.

4.2. Community Garden; Update

4.2.1. Steve-Approved location map, going to Beautification/Community Engagement Subcommittees.

4.3. Parks Master Plan – *Council President Cuthbertson*

5. Other Business:

5.1. Actions

5.1.1. Recommend to Council Park “Ownership” Schedule for Ball Park going into next year *(Kept from previous Agenda)*

5.1.2. Signage & warnings, etc. *(Kept from previous Agenda)*

5.1.3. Butt containers/Sanitary disposal – Purchased but need to be placed; Awaiting move of unused covered bus stop as “designated smoking area”

6. Adjournment

**Date:** November 1, 2021

**Subject:** Monthly City Park Report

**Overview:**

- **We hosted two large sporting events for the Oklea Middle School Cross Country League that brought well over 100 people out to the park. While over-all the event was a success and the Coach pleasant to work with, parking was overflowing/out of control/unmonitored and people were parking on the side of HWY 99 (8 – 10 vehicles) which was considerably unsafe and caused slowdowns on the HWY. Benton County did send two patrol cars down and engaged/spoke with people that were in attendance and helped as best they could.**
- **The leaves are falling and despite the wet weather there are still plenty of daily visitors coming out to the park to walk their dogs (and in one instance – a couple goats), play on the ball field (football and baseball), and use the restrooms. We also still have weekly reservations for a Eugene based group that uses the park for off duty police K-9 training that has been coming regularly on Sundays.**

**Observations:**

- There are multiple trees throughout the park with dead limbs, some over common areas.  
**(Photo Exhibit A)**
- When the bathroom floors get wet the paint bubbles up and it has now started to chip away in spots.  
**(Photo Exhibit B)**

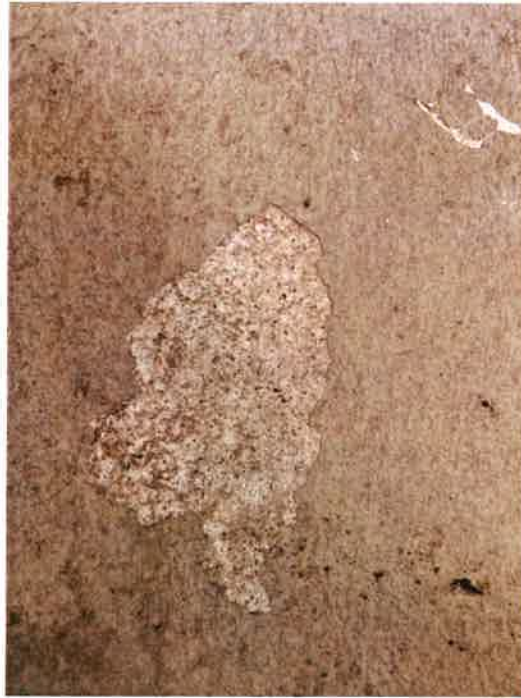
**Opportunities:**

- **In Regards to A:** Some of the dead limbs/widow-makers in the photos are fairly large and as high as 50 feet up. I don't know if the city has the equipment to remove them or if a professional service needs to come out, but some look like they could come down with a good gust of wind and could damage property and potentially hurt someone.
- **In Regards to B:** I don't know enough about concrete to know if something needs to be put down to protect/save the bathroom floors at this point but if so, the speed of the paint chipping away seems to be escalating and will need to be dealt with. It could become slippery if it all erodes and not to mention it looks pretty bad and is making it hard to clean the floors without damaging it further. If it can't be fixed, I would recommend we get a couple "Caution floors wet" signs to place in there on rainy days.

**Issues:**

The hot water heater doesn't seem to be working. As of 10/31 it was completely cold. I know nothing helpful about water heaters so I'm not sure what the cause is.

A:



B:





City of Monroe Facilities
Rental Application

APPLICATION FOR PERMIT OF USE FOR CITY FACILITIES

Name of Individual or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (if different than above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Non-profit Tax ID Number (if applicable): \_\_\_\_\_

Rental Location: [ ] Legion Hall - meeting hall only • [ ] Legion Hall - meeting hall & kitchen
[ ] City Park • [ ] Reservoir Heights Park • [ ] City Hall

Nature of Activity: \_\_\_\_\_

Date and Time of Activity: From \_\_\_\_\_ To: \_\_\_\_\_

(Include setup & cleanup)

Expected Attendance\* \_\_\_\_\_ Is activity open to the public? [ ] Yes [ ] No

If Renting the Legion Hall will the existing décor need to be removed for the event? [ ] Yes [ ] No

Will sound amplification or a public-address system be used? [ ] Yes [ ] No

If yes, Wattage of Amp. \_\_\_\_\_

Time of day amplifier is to be used. From: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

- Sound amplification or public address systems are not provided by the city.

Will alcohol be consumed at event? [ ] Yes [ ] No

- if yes, an approved alcohol permit is required and additional fees paid.

Applicant hereby acknowledges that they understand and will comply with all the provisions of the City of Monroe, Oregon pertaining to use of Legion Hall facilities as attached. Applicant hereby assumes all responsibility to leave areas in a neat and clean condition. Applicant also acknowledges that this permit allows Applicant exclusive use of the area identified above on the application during the time indicated on the approved application.

Applicant agrees to hold harmless and indemnify the City of Monroe, Oregon, from any and all liability for injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damage to the grounds, facility, building, equipment, and furniture owned or controlled by the City, which results from the activity of the applicant or is caused by any participant in said activity.

THIS PERMIT IS SUBJECT TO IMMEDIATE CANCELLATION BY ANY POLICE or CITY OFFICER WHO DETERMINES THAT ANY PROVISIONS OF ANY CITY ORDINANCE SUCH AS SOUND OR ALCOHOL USE HAS BEEN VIOLATED.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Does request exceed the building occupancy load people? [ ] Yes [ ] No Alcohol Permit Needed [ ] Yes [ ] No

Fee and/or deposit applicable [ ] Yes [ ] No

Fee Paid: \$ \_\_\_\_\_ /Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ /Deposit Returned: [ ] Yes [ ] No Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED, if so why: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



**City of Monroe Facilities  
Rental Application**

## **Facility Rental Fees**

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		<b><u>Nonprofit</u></b>	<b><u>Others</u></b>	<b><u>Nonprofit</u></b>	<b><u>Others</u></b>
1.	Legion Hall - meeting hall	\$10 hr.	\$15 hr.	\$100/day	\$150/day
2.	Legion Hall - meeting hall & kitchen	\$15 hr.	\$20 hr.	\$150/day	\$200/day
3.	City Hall	\$10 hr.	\$15 hr.	\$100/day	\$150/Day
4.	City Park	No Fee			
5.	Reservoir Heights Park	No Fee			
6.	Event Rental for any facility	NA	NA	\$250/day	\$400/day

**A minimum of 4 hours is required for all non-profit organizations.**

### **Refundable Deposits**

Legion Hall – meeting hall	\$60
Legion Hall - meeting hall & kitchen	\$80
City Hall	\$60
City Park	N/A
Reservoir Heights Park	N/A
Event Rental for any facility*	\$120

*\*Event Rentals for any of our facilities are defined as activities that are open to the general public; occur over 1 day; or expect a crowd of more than 75 persons over the requested time period.*

## **Alcohol Permit Fee**

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For All City Owned Property \$40

### **Refundable Deposits**

For All City Owned Property \$80



**City of Monroe Facilities  
Rental Application**

**Provisions of Use for All City Owned Property**

Facilities refers to Legion Hall, City Hall, City Park, and Reservoir Heights Park.

Return keys to Monroe City Hall; they may be dropped in the mail slot in the front door during non-business hours.

Re-Key Charge for City Owned Buildings: \$200 Minimum for the cost of re-keying the entire building in the event the key is not returned following facility use. (Keys shall not be duplicated.) **The keys are checked out at City Hall during normal business hours and are the applicant's responsibility to procure prior to the event.**

Rental fees for regular long-term usage will be negotiated by the City. The time and amount of the payment shall be determined in advance and annually thereafter.

Please DO NOT Use the Piano at the Legion hall.

Rental of any facility will be on a first come, first serve basis. If a deposit is required it must be paid at the time of applying for the facility or facility will not be held for the applicant. All rental fees shall be paid 14 days in advance of the requested date or the building may be rented out to a different party. City staff will make every effort to contact you prior to renting out the facility to a different party; however, it is the renter's responsibility to make all payments in a timely fashion.

Smoking, vaping, chewing tobacco and illegal drug use are forbidden in the building or on City owned property. Alcohol consumption is permitted only with an approved alcohol permit. Groups or individuals violating this policy may be excluded from future use of the facility.

The applicant shall reimburse the City of Monroe for any repairs, clean up, or damages incurred during use due to negligence or destruction beyond the required deposit. The deposit will be returned in full, if there are no withholdings, within 5 days after the activity. In the event of additional cleaning or damage the renter shall be responsible for providing the City with applicable amount in cash, money order, or similar acceptable remuneration prior to the City releasing the deposit.

Any occasion involving minors shall be chaperoned continuously by parents, teachers, or adult leaders by a ratio of one to ten minors. Chaperones shall be present until the last minor leaves the facility, building and grounds. Those chaperones shall be present afterward to verify clean up has been done.

Permission is required to use any audio equipment in order to prevent neighborhood disturbances. The City noise ordinance shall be in effect and activities shall cease and the property vacated by 11:00 PM Sunday through Thursday and 12:30am on Friday and Saturday nights.

Do not attach any material or decorations to any walls, doors or woodwork in the Legion Hall or Council Chambers. Decorating for an event will be limited to decorations, such as bouquets of flowers, placed on the floor or tables.

Chairs and tables shall not be taken outside of any of the buildings. All items and furnishings returned to their proper and rightful place upon completion.

All windows are to be locked and secured after each event.

No portable heaters are allowed.

Reports of any concern or accidental damage that has taken place or noticed during use should be made to the City Hall.



## City of Monroe Facilities Rental Application

No animals allowed, except for Guide Dogs for the Blind or assistance animals for impaired or disabled persons in any of the buildings.

A food handler's license may be required; it's the obligation of the renter to determine if one is required.

Do not place shoes or clothing on tables or counters. They are often used to serve food.

Any individual or group using the Legion Hall will be responsible for leaving it in good order. Failure to do so will forfeit deposit.

In the event of an emergency, those responsible for the rental of the facility at the time shall contact 911 and ask for assistance.

Use shall be denied or revoked:

- For any activity prohibiting admission on the basis of race, religion, gender, marital status, color or national origin.

- If there is an indication of rental under false pretext or that the facility will be used for or to promote any illegal activity.

- For any additional activity by the same sponsor if charges for the previous activities have not been paid in full.

Rules and/or fees may be changed without prior notice by the City of Monroe.

Unauthorized use of any of the City's Facilities may constitute criminal trespass and be prosecuted as such.





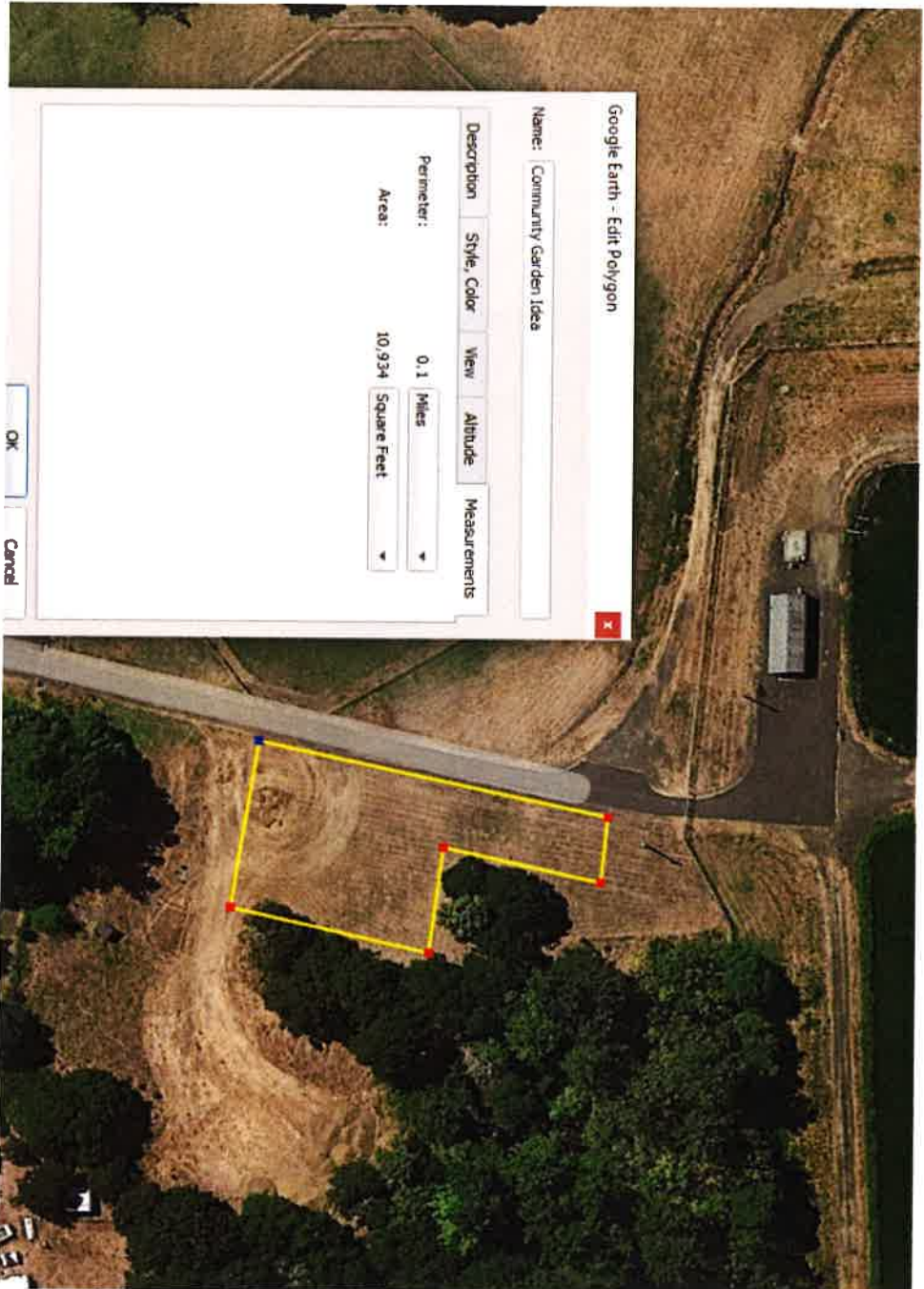
City of Monroe Facilities  
Rental Application

## Cleaning Check List for the Legion Hall

**Cleaning and Check List (applicable based on areas of usage): The cleaning supplies, brooms and mops are in the hall closet by the women's restroom.**

- Clean and empty sink strainers (strainers are located in the sink and under the sink) into garbage and replace the liners in the can. You must take your garbage with you; otherwise there is a \$10 fee associated with leaving your garbage in the cans at the southwest corner of the building.
- Kitchen appliances and counters to be wiped clean. All dishes and utensils are to be cleaned and left on the counter. DO NOT USE THE SANITIZER ON THE WEST WALL; IT IS NOT A DISHWASHER.
- Oven must be left clean after use.
- DO NOT WET MOP the Main Hall Floor, but any spills must be wiped up from the wood floor, dried and the floor dust mopped clean.
- The kitchen floor must be wet mopped. The wet mop shall be hung over the bucket and the dust mop put away. Chairs must be wiped clean if needed.
- Bathroom wastebaskets must be emptied, floors cleaned and counters wiped clean and toilets flushed; make sure the fan is off in both bathrooms.
- Make sure stove breaker (right of the stove on the wall) and fan are off and all lights are off.
- Make sure all doors and windows are locked on the outside of the building. Try the doors to be sure.

Failure to do any of the above may result in forfeiture of your deposit.



Area Steve said would be ok for  
Community Garden planning → B/CE Subcommittees.