

# COLUMBIA LEARNING CENTER MEETING ROOMS

## Community Use Policies

The following policies were mutually agreed upon by the Columbia Learning Center Board of Directors and the St. Helens City Council. The Columbia Learning Center is the community's learning center, built to serve its diverse educational, library, training and gathering activities.

### Priorities

Any group that charges a fee for participants or earns revenue for the activity will be required to pay a fee for any room rental. Most groups that meet for community-building activities will not be charged to use the rooms.

### Reservation Procedures

Welcome to the Columbia Learning Center. Groups, organizations, and individuals may schedule the building's two meeting rooms when another group is not using the rooms. In general we ask that you only book the rooms for activities that are not disruptive to a learning environment.

◆ Any group or individual reserving the meeting rooms must complete a room reservation form. Users must agree to all guidelines set forth in this policy. Reservations may be made with the Columbia Learning Center during business hours. The Room Reservation Form and the accompanying information is now available on-line through the Columbia Learning Center home page [www.colcenter.org](http://www.colcenter.org) and can be printed, completed and mailed to the Columbia Learning Center with a check for the refundable deposit and a check for the room rental fee. You must speak with a staff member prior to doing so to ensure availability, and the amount you are sending is correct.

◆ Facilities are available during regular business hours.

◆ Special arrangements may be made for early opening or late closing, for an additional fee. Refer to the Meeting Room Fee Schedule for hourly and daily rental of each room, audio-visual fees, early opening or late closing fees.

◆ A refundable cleaning and security deposit of \$25 is due upon booking. The deposit must be received within 48 hours of booking or the reservation will not be guaranteed.

◆ In the Auditorium, the full-size roll down screen and the whiteboard easel are available for use. In the Armstrong room, the whiteboard easel, microwave, refrigerator and coffee urn are available for use. These items are provided with the room at no additional charge but must be indicated on the room reservation form so that we can ensure they are in the room for your group.

◆ The Columbia Learning Center will provide the colored pens for use on the whiteboard but the pens must be checked out prior to the meeting and returned with the checklist following the meeting or will be deducted from the deposit.

◆ Audiovisual equipment and other meeting necessities are available for rent and use within the building. These items may be scheduled at the time of the reservation and no later than 24 hours ahead.

◆ Please discuss any special needs at the time of the reservation. Internet and teleconference access are available in the Auditorium.

◆ The rooms must be left in the same condition as you find them. That means returning any equipment, chairs or furniture that is brought into the room and any cleaning needed.

All groups are required to pay after hours if CLC has to stay late, or come early. If your group meets during times when the library is open, but CLC is not, after hours will not be charged. After hours arrangements have to be made at least 1-week prior to meeting to ensure staff availability.

## **Cancellation Policy**

The cleaning and security deposit will be returned if the room is left clean and the checklist is completed otherwise the deposit will be forfeited.

The cleaning and security deposit will be forfeited if the room is cancelled without 48 hours notice or the group is a no show.

Rental fees paid in advance will be refunded upon cancellation.

Booking for regular monthly meetings may be made up to one year in advance. One deposit fee may be used for all months but if the room is left in unacceptable condition, the group is a no-show or cancelled without 48 hours notice, the deposit will be forfeited and a new deposit will need to be paid prior to further use.

## **Conditions of Use**

No activities may be conducted in the rooms that may be in conflict with national, state, or local laws or regulations.

For safety reasons, all furniture, easels, equipment or other items may not be placed in the path of the fire exit door.

The meeting rooms are not designed for preparation of or serving full meals. Authorization to serve light refreshments must be obtained at the time of the reservation.

No alcoholic beverages will be allowed. Arrangements for light refreshments are the responsibility of the organization. The coffee maker and urn are available for use and must be cleaned and returned to the Armstrong room.

You will need to supply you own coffee, tea, sugar, creamer, etc., as these items are not provided. There is a microwave and a refrigerator in the Armstrong room. Please clean any equipment or utensils used and return to their original location

Parking is available at the south end of the building with short-term and handicapped parking available in the front of the building.

It is expected that the meeting rooms will be left in a clean and orderly condition. A “Checklist for Room Use” will be provided for you at the time the room is opened for use. This must be completed following your meeting or activity and given to the Columbia Learning Center staff in order for your deposit to be returned. If the room requires repair, cleaning, or equipment has been damaged beyond the cost of the deposit, an additional fee will be assessed and must be paid before reservations can be made in the future.

If furniture had been brought in from the hallway or another room, it must be returned to its original location at the completion of your meeting or activity.

State law prohibits smoking in public facilities.

Excessive noise is disruptive in a leaning environment and is not acceptable.

Please be considerate of Library and Columbia Learning Center patrons and the Center activities during your time here.

Noncompliance with these policies may jeopardize future access to the facilities. Destructive or improper conduct shall be grounds for the revocation of use.

Neither the City of St. Helens nor the Columbia Learning Center will be liable for items left in the meeting rooms by any group renting them.

The views expressed by the groups using this facility are not reflective of the views of either the Columbia Learning Center or the City of St. Helens.

The Columbia Learning Center was created for the benefit of the community. We ask that you take pride in this beautiful building and help us keep it in the kind of condition that will make it available to the community for many years to come

**Columbia Learning Center**

375 S. 18<sup>th</sup> PO Box 1094  
St. Helens, OR 97051 97051

**Room Reservation Form**

Reservation: 503-397-1139, Fax: 503-397-1183. (Please call to check on dates first)

Name of Organization \_\_\_\_\_

Check One: Business Non-Profit Public Educational Civic  
Non-Profit- 501(C)3 Number \_\_\_\_\_ Other \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Use: \_\_\_\_\_

Room Requested: Armstrong Auditorium Classroom

Frequency of Use: One Time  
Weekly  
Monthly  
Other (specify) \_\_\_\_\_

Activity Start Time (include set-up): \_\_\_\_\_ am/pm  
Activity End Time (include cleanup): \_\_\_\_\_ am/pm

Description of the Activity/Meeting: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_ Cost per Participant \$ \_\_\_\_\_

Will you serve light refreshments? No Yes – Describe \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Group or Activity Leader: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Special Preparation Requested: \_\_\_\_\_

Equipment Needed: See attached fee list.

- |                   |                       |                          |
|-------------------|-----------------------|--------------------------|
| Paper Easel/Paper | Phone/Internet Line   | Photos w/ Digital Camera |
| TV:VCR/DVD        | Colored Markers (n/c) | Screen (n/c)             |
| Conference Phone  | Photocopies           | Fax                      |

I have truthfully represented the above group's name and activity. I am of legal age and agree to be responsible for the conduct of the audience and participants in and about the Columbia Center and for any damage beyond ordinary wear and tear that may occur to the building during the time of my reservation. I agree to be responsible for the repair of damage to equipment or facilities, and for the replacement of stolen equipment. I further agree that the Columbia Learning Center property will be used in accordance with the rules, regulations and policies of the City of St. Helens and the Columbia Center, and that I have read, understood and agree to comply with the rules set forth. Additional Conditions: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Room Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Date Refunded \_\_\_\_\_ Rec'd By \_\_\_\_\_  
Room Rent \$ \_\_\_\_\_ Equipment Rent \$ \_\_\_\_\_ Room/Equip/A.H. Total: \$ \_\_\_\_\_ Date \_\_\_\_\_  
After Hours Fees: \$ \_\_\_\_\_ # of Hours \_\_\_\_\_

## Letter of Agreement for Use of Equipment

We are happy to provide additional video and audio equipment to enhance the meeting held in the Columbia Learning Center meeting rooms. Due to high dollar value of the equipment and the cost of replacing it, a deposit on the equipment would be prohibitive and impractical. In place of a large deposit, we are requiring this letter of agreement, which holds your group or organization responsible for the care and use of the equipment and resulting condition upon its return to the Columbia Learning Center. Your signature below ensures that you understand that this agreement is legally binding and you fully understand and accept this agreement.

I understand that the Columbia Learning Center owns the equipment used in the meeting rooms and that all equipment must be returned in the same condition as it was in when we began using it. Our group or organization will be responsible for repairs or replacement of the equipment should it be damaged or broken during our meeting.

Signature of Group Representative \_\_\_\_\_

Name of Group or Organization \_\_\_\_\_

Today's Date \_\_\_\_\_

Date Meeting Room will be Used \_\_\_\_\_

### **Equipment Needed: See attached fee list**

\_\_\_\_ **TV/VCR**

\_\_\_\_ **Desktop Computer**

\_\_\_\_ **Conference Phone System**

### **Fees Include 15-minute tech setup and instruction**

\$20 per hour for additional technical support or instruction.

# Columbia Learning Center

## Meeting Room Fee Schedule

### Room Rental Fee

1. A refundable cleaning and security deposit of \$25 per room will be required for all groups that schedule the rooms. (*The deposit will be refunded if the room is left clean and the checklist is completed*)
2. Non-profit and government groups will not be charged for the room but may be asked for a donation. (Suggested donation may be based on \$10.00/hour.) Must be able to provide proof of non-profit and government status if asked. All groups that charge admittance per person will have to pay for room.
3. Community based organizations are welcome to use the room at no fee. Regular monthly meetings may be booked up to a year in advance but occasionally may need to be moved to another space within the building depending upon scheduling of paid bookings. Your group will be notified of any changes prior to your meeting.
4. Room Rental Fee (per this chart):

|                    | <u>Hourly</u> | <u>Half Day</u><br>(4 hours) | <u>Full-Day</u><br>(8 hours) | <u>11 Hours</u> |
|--------------------|---------------|------------------------------|------------------------------|-----------------|
| Auditorium Regular | \$25          | \$75                         | \$150                        | \$250           |
| Armstrong Regular  | \$20          | \$50                         | \$95                         | \$140           |
| BOTH Rooms Regular | \$40          | \$110                        | \$210                        | \$320           |

After-Hours may be added if this applies to your group.

### Computer Classroom Rental

Computer lab available for groups to rent, call for details, 503-397-1139

### Cancellation Policy:

- Refundable cleaning and security deposit of \$25 is due upon booking.
  - Deposit is refunded if room is left clean and the checklist is completed.
  - Deposit will be forfeited if the room is not cleaned and checklist is not complete on checkout
  - Deposit will be forfeited if cancelled without 48 hours notice or the group is a no show.
  - Rental fees will be refunded upon 48 hours cancellation notice.
  - Regularly scheduled groups may book up to one year in advance. One deposit fee may be used for all months but if the room is left in notice, the deposit will be unacceptable condition or the group is a no-show or without 48 hours forfeited and a new deposit will need to be paid prior to further use.
5. **Special Hours:** The above rates apply during regular business hours. Earlier or later than the business hours are at the discretion of management and will be subject to an additional \$20 per hour charge to pay for staffing.

| <b><u>Equipment Rentals</u></b>  | <b><u>Hourly</u></b> | <b><u>Half Day or Eve.<br/>(4 Hours)</u></b> | <b><u>Full-Day<br/>(8 hours)</u></b> | <b><u>12 Hours</u></b> |
|--|----------------------|--|--------------------------------------|------------------------|
| TV/VCR   | \$ 5                 | \$ 15  | \$ 20                                | \$ 20                  |
| Conference phone system<br>(Long Distance must be billed to calling card.) | \$ 5                 | \$ 15  | \$ 20                                | \$ 30                  |
| Network Access<br>(Ethernet Connection, DSL 1.5mb)<br>per connection       | \$ 5                 | \$ 15  | \$ 25                                | \$ 30                  |

### **Computer Classroom Rental**

Computer Lab Available for Groups to Rent, e-mail or call for details and prices, 503-397-1139 x 204

#### **Copies**

Black & White .10 Each  
Color .50 Each

#### **Fax**

##### **Long Distance**

First Page \$2.00  
Additional Pages \$0.50

##### **Local**

First Page \$1.00  
Additional Pages \$0.10

#### **Disks**

\$1.00 Each-Floppy  
\$2.00 Each-Blank CD  
CD plus burning \$3.00- If a staff member helps you.

#### **Scanning**

Free with lab card-self serve.

#### **Laminating**

\$2.00 per page

#### **Books**

Rental \$5  
Purchase \$25  
Free rental for Senior Citizens or the Unemployed

#### **Private Lessons**

\$35 per hour for one on one  
Off sit: 48.5 cents per mile plus \$15 an hour travel time.

#### **After hours lock-up fee**

\$20/hour beyond open hours.

## **Checklist for Room Use**

### **Both Rooms**

Tables and counter tops clean and wiped down.

All food containers and trash placed in the receptacles provided.

Rental equipment left in good working order.

Projector turned into a staff person.

Lights Out.

Chairs returned to their original position.

Borrowed furniture returned to original location.

Spills cleaned up from chairs and carpet.

All doors and windows closed and locked.

Information written on whiteboard is erased.

All group handouts, propaganda, and other materials are removed from room upon leaving.

**Additional Auditorium Checklist**

Screen rolled back up.

Draperies opened.

All furniture, equipment, easels, or other items are cleared from in front of fire exit door.

**Additional Armstrong Checklist**

Food removed from the refrigerator and all spills cleaned up.

Food removed from the microwave and all spills cleaned up.

I have personally checked all of the above items and certify that the rooms have been left in the condition as stated above.

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Number of Guests

\_\_\_\_\_  
Contact Person or Group Activity Leader (printed)

\_\_\_\_\_  
Time of Checkout

\_\_\_\_\_  
Contact Person or Group Activity Leader's Signature

\_\_\_\_\_  
Staff Person receiving checklist