



**City of Canby**  
Administration Department  
PO Box 930 \* 222 NE 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor \* Canby, OR 97013 \* 503.266.4021

**Willow Creek Conference Room Reservation Application**  
(222 NE 2<sup>nd</sup> Avenue 1<sup>st</sup> Floor)

Requested By: (Individual/Organization) \_\_\_\_\_

Address of Requestor (Individual/Organization) \_\_\_\_\_

Meeting/Training Description: \_\_\_\_\_

Day and Date Requested: \_\_\_\_\_ Number Attending (Capacity is 16): \_\_\_\_\_

*Other than for ADA parking, meeting participants should use the public parking lot east of the cinema. Do not use street parking.*

Start & End Time of Meeting/Training: **Begins** \_\_\_\_\_ am/pm **Ends** \_\_\_\_\_ am/pm

Total Time Needed: **Begins** \_\_\_\_\_ am/pm **Ends** \_\_\_\_\_ am/pm (Including Setup and Cleanup)

Responsible Person/Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Describe food/beverages if provided (*note the limitations under the terms and conditions*): \_\_\_\_\_

The Willow Creek Conference Room is designed to meet general informational, educational, cultural, and civic purposes.

1. Any person at least 18 years old, on their own behalf or representing any group or agency, may submit an application to reserve the Willow Creek Conference Room. At least one adult age 18 or older must be present when youth groups use the room. Paper applications are available in the Administration Department located at 222 NE 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor or on the web page at <http://www.canbyoregon.gov/Departments/admin/admin.htm>
2. Applicants must acknowledge that they understand and will ensure compliance with all meeting room policies. The City Recorder, or designee, will review and approve or deny all applications based on the Public Use of Meeting Room rules. When in doubt, the application will be referred to the City Administrator, or designee, for consultation. Any applicant denied the use of the Willow Creek Conference Room may appeal the denial in writing to the City Administrator. The City Administrator, or designee, will review the application and respond to the applicant.
3. The Willow Creek Conference Room is available free of charge to the following groups:
  - Government agencies (federal, state, county, local) including special districts
  - City of Canby businesses or non-profit organizations
4. City of Canby events will have first priority on space allocation. In the event of unforeseen conflicts in City of Canby scheduling, it may be necessary to cancel a reservation. If so, a City representative will notify the applicant as soon as practical. The City will make every effort not to displace a reservation already properly made and approved.
5. The Willow Creek Conference Room is available during the hours the Civic Offices and/or Library are open. User must be out of room prior to the closing time of the building. The room is available to reserve during the following times:
 

<i>Monday - Thursday 8:00 a.m. to 7:45 p.m.</i>	<i>Friday 8:00 a.m. – 4:45 p.m.</i>
<i>Saturday 10:00 a.m. to 4:45 p.m.</i>	<i>Sunday 1:00 p.m. to 4:45 p.m.</i>
6. Approved reservations are limited to one per month per group. Advance scheduling is limited to three months out from the date of the application. Applicants may have two active applications at any given time.

7. Completed applications, including all forms, must be submitted two (2) weeks in advance of the requested date. Exceptions are rare and not guaranteed. The Willow Creek Conference Room is not considered reserved until the application is submitted and approved by authorized City staff. Agreements are not transferrable.
8. The Willow Creek Conference Room is not designed for cooking or food preparation. Light refreshments may be served but groups may not cook or prepare food on City property.
9. Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to review and approval by the City Recorder or designated staff. Full disclosure of such uses must be made on the application.
10. The City will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers. Usage of any City phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited.
11. In publishing a meeting to be held in the Willow Creek Conference Room, the sponsoring group must be clearly identified. Groups may not imply City sponsorship of their program or organization in their publicity. Any printed or electronic publicity or marketing materials that include the City's name and address must include the disclaimer "This event is not sponsored by the City of Canby."
12. If a reservation is cancelled, notice must be submitted listing the name, address and telephone number of the applicant and the date of reserved use.
13. The City of Canby reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The City also reserves the right to deny or cancel any reservation if there is any misrepresentation of the applicant's non-profit status or other material misrepresentation.
14. Exceptions to these policies may be made at the discretion of the City Recorder or designated staff.
15. The reservation is for the Willow Creek Conference Room and does not include additional areas.
16. The Civic offices lobby, Library, front lobby, and parking lot are monitored by security cameras. There is no expectation of personal privacy in these areas.
17. Equipment including computer and related accessories, microphone, speaker system, office equipment, AV equipment and office supplies are not provided.

Failure to abide by these conditions may result in removal, denial, cancellation of the reservation or future services.

**Note: Please read and sign the Terms and Conditions on pages 4 and 5 to complete the application.** Return signed application and Terms and Conditions by e-mail, in person or mail. (Contact information at the top of the page).

\_\_\_\_\_  
USER Signature

\_\_\_\_\_  
Date Signed

**Please return application to: City of Canby, Attn: City Recorder, PO Box 930, 222 NE 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Canby, OR 97013 [scheaferk@canbyoregon.gov](mailto:scheaferk@canbyoregon.gov) Phone: 503.266.0733 Fax: 503.266.7961**

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**OFFICE USE BELOW:**

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Staff: \_\_\_\_\_  
 Update WC Calendar: \_\_\_\_\_ Copy to Library (IG & HH): \_\_\_\_\_ (if end time after 5 p.m. or weekend)  
 Confirmation Email to User: \_\_\_\_\_ (After Approved)

## Terms and Conditions for Use of Willow Creek Conference Room

The City of Canby will be referred to as “CITY” and the person designated as the “Responsible Person” will be referred to as the “USER”.

1. User proposed changes to the agreed upon time and day must be negotiated a minimum of five working days before event. If you must cancel the event, CITY expects the “Responsible Person” and USER to inform the City of Canby Administration staff as soon as possible.
2. USER agrees to be responsible for the conduct of event participants in and about the building and for any and all damages beyond ordinary wear caused by or related to USER’s occupancy. All groups, clubs, entities or individuals using a conference room must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from CITY premises pursuant to the rules, and/or loss of future meeting room use privileges.
3. USER is responsible for ensuring that attendance at its meetings does not exceed the maximum occupancy for the room as set by the Fire Marshall and as agreed upon in your application.
4. No admission fees may be charged or solicited. No solicitation of money or other property may be collected for the user from the audience. No promotions or commercial sales of services, products, merchandise, materials or other items are allowed. The Constitution of Oregon, Article XI, Section 9, precludes a government agency like the CITY from providing financial aid to private enterprise absent a clear public purpose.
5. Commercial use of the Willow Creek Conference Room is generally not permitted. However, a commercial entity or professional practitioner may use the Willow Creek Conference Room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
6. The CITY is not responsible for theft of or damage to property brought into the Willow Creek Conference Room.
7. No alcoholic beverages, illegal drugs, smoking, vaping, use of tobacco, e-cigarettes or cannabis are allowed in the library or grounds at any time. Failure of anyone within the group to comply will cause an immediate request to leave the facility and grounds.
8. Firearms are not permitted anywhere in the property unless authorized by law. Further, the leaving or not securing dangerous weapons or other hazards (jeopardizing the safety of patrons or employees) will result in an immediate request to leave the facility and grounds.
9. USER is responsible for returning the building to a clean and orderly condition after use. Cleanup includes wiping table surfaces, removing debris and placing garbage in appropriate containers.
10. Open flames (including candles and incense) are prohibited.
11. Music or other audio must be limited in volume as to not disturb other building users.
12. Tables and chairs cannot be removed from the building.

13. Animals are not permitted except service animals or part of a pre-established program (i.e. Police canine program).
14. Facility users will not attempt to adjust thermostats.
15. Equipment, supplies or other products belonging to user groups cannot be stored in the facility.
16. Existing wall decorations may not be removed.
17. Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby.
18. USER is responsible for any damage to the building or building equipment caused by or related to his/her use of the facilities. USER agrees to report damages to the City Administration Department in writing as soon as practical.

**Indemnity Agreement**

The USER agrees to indemnify and hold harmless the CITY, its Employees, and Agents from:

1. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the City of Canby may own or have responsibility for.
2. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporation.
3. All liability, damage, loss, cost, or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the USER or their invitees of the City of Canby facilities or grounds.
4. It is further understood that the USER shall, at the option of the CITY, defend with appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel, in defense of any suit arising hereunder.
5. I agree to all Terms and Conditions as stated above. I agree to indemnify the City of Canby.

\_\_\_\_\_  
USER Signature

\_\_\_\_\_  
Date Signed