



# WOODBURN POLICE DEPARTMENT

1060 Mt. Hood Avenue, Woodburn, Oregon 97071  
Phone: (503) 982-2345 FAX: (503) 982-2370

## **Woodburn Police Facility Community Room Policy on Use**

Purpose: The Woodburn Police Department Facility is equipped with a Community Room to enhance the Department's ability to effectively engage with City residents. The Community Room serves as a venue for local groups to host discussions, provide trainings, and carry on other activities (e.g. educational, civic, charitable, etc.) within the parameters of this policy. The use of the Community Room is open to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

Facility: The Community Room is located within the Woodburn Police Department at 1060 Mt. Hood Ave., Woodburn, OR 97071. The Community Room is approximately a 33' x 36' (1188 sq. ft.) conference room with a maximum occupancy of 113 standing, 50 seated. The standard configuration of the room includes 10 tables and 40 chairs, set out in a classroom format. The Community Room is equipped with a projector system and screen, a dry erase board, and public Wi-Fi is available. A parking lot is located in front of the Police Department, however, users should understand that overall parking is limited at this facility.

Hours: The Community Room is available for reservation, Monday-Friday, 8am – 5pm. Access to the Police Department building is unrestricted during these normal business hours. Select reservations may be made for after 5:00 pm, but will be limited to when personnel is available to keep the building open and the room accessible.

Reservations & Reservation Priority: The Community Room will be made available to public and private groups in the following order of priority:

- 1) Woodburn Police training & operation
- 2) Law enforcement related groups
- 3) Public health & safety groups
- 4) City sponsored meetings/events
- 5) Other government meetings/events
- 6) Private civic, education, and cultural groups (on a first come, first served basis)

Applications for reserving the Community Room may be obtained from the Woodburn Police Department website, or by calling the Woodburn Police Department office at (503) 982-2359 or by sending an email to [rebecca.cortes@ci.woodburn.or.us](mailto:rebecca.cortes@ci.woodburn.or.us). All applications must be made in writing in the form provided by the Woodburn Police Department. Reservations will only be accepted up to six (6) months in advance and with a minimum of two (2) weeks advance notice. The Chief of Police will approve reservation requests via a written confirmation.

Cancellation: Cancellation for any reservation should be provided at least five (5) days prior to the date of the event. Cancellations can be made by contacting the Woodburn Police Department office at (503) 982-2359.

Fees: Use of the Community Room is available free to all groups.

Prohibited Uses & Activities: Consistent with the primary purpose of this Policy, the Community Room is not available for the following uses:

- 1) Promotions, sales, or commercial purposes;
- 2) Family gatherings or any other private use that lacks a communal purpose;
- 3) Any event at which an entrance fee is charged; and
- 4) Any meeting/event having as its primary focus any subject-matter that the Chief of Police determines is inconsistent with the primary purpose of the Community Room.

In addition to the above prohibited uses, the following activities are also prohibited:

- 1) Smoking;
- 2) The consumption of alcohol;
- 3) Cooking of food (box lunches, snack food, and appetizers may be consumed); and
- 4) The burning of any items, including candles and incense.

Terms and Conditions for Use:

- 1) All persons and/or groups to whom usage of the Community Room has been granted agree to hold the Woodburn Police Department and/or the City of Woodburn harmless from any and all liability for injury to persons or property as a result of the activity.
- 2) The Community Room's furnishings may not be altered in any way, but they may be arranged to fit your needs. Additional tables and chairs may also be set up and arranged, provided that the room is left in its original condition and arrangement.
- 3) The Community Room must be maintained and kept in a good, clean condition. All messes caused as a result of room use must be cleaned, and the room must be left free of trash and clutter. If additional janitorial maintenance is required beyond the normal cleaning process, the applicant may be charged accordingly. The applicant shall also be responsible for any damage to equipment or property.
- 4) Use of the Community Room must not disturb the normal operation of the Police Department.
- 5) Parking at the Woodburn Police Department is limited. We ask that you advise your meeting attendees to park on the east side of our parking lot. These are the spaces on the opposite side of the main entrance to the building. If you feel that you need additional parking please contact us at least five (5) days prior to the date of the event.

Right to Terminate: All scheduled uses are subject to change, including cancellation by the City and the Chief of Police. The City and the Chief of Police also reserve the right of immediate access to the Community Room and may terminate any usage at any time and without prior notice in an emergency or if the use constitutes a violation of any state or local law.

Endorsement: Permission to use the Community Room should not in any way be construed to mean City endorsement of a given groups' policies or beliefs.



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## Woodburn Police Facility Community Room Application for Rental / Use

*Call (503) 982-2359 for more information or send an Email to [rebecca.cortes@ci.woodburn.or.us](mailto:rebecca.cortes@ci.woodburn.or.us).  
Return forms directly to the Police Department or send to the email address above.*

**Requested by:** \_\_\_\_\_  
(Individual/Organization Name)

**Contact Person:** \_\_\_\_\_

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

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**City/State /Zip:** \_\_\_\_\_

**Reservation Date(s):** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Recurring Reservation Request? Yes**  **No**  **If yes, (weekly, monthly, etc.):** \_\_\_\_\_

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

**Food/Beverage (if provided):** \_\_\_\_\_

**Will children under 18 be present? Yes**  **No**  **If yes, how will they be supervised:** \_\_\_\_\_

Applicant acknowledges that it has reviewed the Policy on Use ("Policy") for the Woodburn Police Department Community Room. Applicant agrees to abide by the terms and conditions of the Policy and ensure that all audience/group members represented by the Applicant are knowledgeable of, and aware of this Policy. Applicant also agrees to be responsible for the conduct of the audience/group in and around the Community Room, and for any damage beyond ordinary wear and tear that may occur to the property. Finally, Applicant agrees to be responsible for any and all liability arising from the use of the Community Room and hold the City of Woodburn, its officers, agents and employees harmless from any action arising from its occupancy.

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

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