



RESOLUTION
(18 - 2014)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING A CITY-OWNED
EVENT EQUIPMENT RENTAL POLICY.**

WHEREAS, the Fairview City Council is supportive of encouraging and assisting events which promote the livability of the City of Fairview; and

WHEREAS, the Fairview City Council desires to adopt a policy for the use and rental of city-owned event equipment; and

WHEREAS, a policy has been developed which provides a method for staff to equitably process city-owned event equipment rental applications; and

WHEREAS, the Fairview City Council is in support of the City-Owned Event Equipment Rental Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The City Council hereby adopts the City-Owned Event Equipment Rental Policy as detailed in Exhibit A.

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 18th day of June, 2014.

Mayor, City of Fairview
Mike Weatherby

ATTEST

City Recorder, City of Fairview
Devree Leymaster

EXHIBIT A



City-Owned Event Equipment Rental Policy

General

This policy establishes parameters for fees associated with the rental of city-owned event equipment to be used in association with special events or activities as allowed by this policy.

Purpose

The purpose of this policy is to provide a standardized method for the rental of city-owned equipment and to establish a fee structure for rental to ensure ability to replace the equipment as required due to wear and tear.

Responsibility

Approval of an application for the rental of city-owned event equipment is determined by the City Administrator or Designee who shall ensure that department staff follow the procedures set forth in this policy.

Policy General Principles

- Event equipment rental applications must be submitted no more than 365 days prior to the event and no less than 14 days prior to the requested use date.
- Scheduling and use of City- owned event equipment is subject to availability of the requested equipment and is subject to cancellation by the City with 90 days notice.
- A 10% Security Deposit must be submitted 7 days prior to event. (10% of total equipment rental cost before any fee waiver or reduction is applied).
- Event equipment rental is available only for events where the primary sponsor is a City of Fairview-based state registered nonprofit corporation and the event is located in Fairview, Troutdale, or Wood Village.
- Approval of an Event Equipment Rental Application will not affect the obligation of the applicant to comply with all requirements associated with permit applications, or city codes, ordinances, regulations, other applicable governmental entity regulations, and state or federal law.
- Events at which the City-owned event equipment will be used should advance the City of Fairview's mission to be a leading community in which to live and work. Event will not promote illegal activity.
- Events that discriminate on the grounds of race, color, national origin, ancestry, age, gender, or disability will not be eligible.

- If an Event Equipment Rental Application does not meet the requirements for approval as specified in this policy, the event sponsor may request re-consideration of the request by the City Council.
- Applicants agree they are responsible for pick-up of equipment at the City Shops from Public Works personnel and must arrange for the return and inspection of the equipment back to the City Shops and Public Works personnel.
- Applicants agree they are responsible for the cost of replacing or repairing any broken or damaged city event equipment.

Fee Reductions

(The city event equipment security deposit is not subject to reduction or waiving):

The City Administrator has the discretion to reduce city-owned event equipment rental up to 50% (maximum value of \$250 per event) for events that meet all of the above stated General Principles, have an approved Event Application on file, and are compatible with City Council and Department priorities. Consideration will be given to events that meet the above General Principles and criteria as well as:

- Event is sponsored by a local group; is open to the public; and will foster community enrichment.

Total Fee Waivers

(The city event equipment security deposit is not subject to reduction or waiving):

The City Administrator has the discretion to waive all rental fees for the rental of City-owned event equipment for events that meet all of the stated General Principles above, have an approved Event Application on file, and at least four of the following):

- Event is open and free to Fairview residents
- Event is sponsored by a local group; is free and open to the public; and will foster community enrichment
- Event is sponsored by a nonprofit corporation registered with the state of Oregon or is a federally recognized 501(c)(3)
- Event showcases local businesses (minimum of 3+ local businesses- businesses with City of Fairview addresses)
- Event is a fundraiser where majority of proceeds are donated to a state registered nonprofit corporation or federally recognized 501(c)(3)
- Event is a fundraiser for one of the local school districts or school-recognized youth programs

- The sponsoring organization, or entity, provides an in-kind or other contribution of goods, services, or programs that will benefit the City of Fairview and its residents. This in-kind contribution may include equipment, materials, or service projects.
- Event pertains to City business or public safety organizations and benefits City department or facility

If an event equipment rental application does not meet the requirements for approval of a fee reduction or total fee waiver as specified in this policy, the event sponsor may request re-consideration of the request by the City Council.

Event Equipment Rental is Not Eligible to:

- Individuals
- Organizations or groups which are not incorporated
- Private functions
- Projects or organizations who have not satisfactorily fulfilled their obligations from previous use of City property

City Event Equipment Eligible for Rental to approved applicant and Fee Schedule:

Event Trailer Inventory			
#	Item	Replacement Cost (each)	Fairview Rental Rate
22	Tent Canopies (10 x 10) Sidewalls	\$ 279.99	\$ 30.00 \$ 6.25
29	White Resin Stacking Chair	\$ 12.25	\$ 0.70
18	Rectangle Tables - 6 foot	\$ 45.00	\$ 2.10
8	White Resin Round Table - 48"	\$ 38.00	\$ 2.25
2	Garbage Cans - 33 gallon	\$ 15.88	\$ 1.00