
Chapter 2.75 ACTIVE CLUB BUILDING

Sections:

[2.75.010](#) Active Club Building facilities use policy.

2.75.010 Active Club Building facilities use policy.

(1) Rooms available for use are:

- (a) Room 1, which accommodates up to 100 people;
- (b) Room 2, which accommodates up to 50 people; and
- (c) Room 3, which accommodates up to 20 people.

(2) The following groups shall be charged the room rental fee set forth in subsection (3) of this section.

- (a) Youth groups, including but not limited to Boy and Girl Scouts, Campfire Girls, Cub Scouts, youth sports leagues, and 4-H;
- (b) Senior groups, which must consist of 51 percent or more of the group being 55 years of age or older; and
- (c) All other groups.

(3) Rental fee(s) shall be set as follows:

- (a) Youth groups – Free of charge;
- (b) Senior groups – 50 percent discount of regularly charged fees;
- (c) All other regularly scheduled groups – \$4.00 per hour in 2010 and then \$8.00 per hour in 2011 and thereafter;
- (d) All other one-time users – \$25.00 for up to four hours; and \$50.00 for more than four hours and up to eight hours; and
- (e) A cleaning deposit of \$75.00, which shall be refunded to all one-time users upon staff verification that the facility has been cleaned. If the facility is not cleaned after a one-time use, the user forfeits their deposit in its entirety.

(4) A completed application must accompany all building use requests and must be submitted to the Port Orchard public works office prior to the event date. Applicable fees and/or deposits must be made at time of application.

(5) Cancellation of reservations must be made five working days prior to scheduled date of use. Failure to do so forfeits the rental fee and/or deposit.

(6) User groups who use the facility on a regular basis (i.e., daily, weekly, monthly) must reapply annually. Facility reservations will be valid from January to December.

(7) The organization and/or the person in charge of the organization shall notify city staff of any changes pertaining to the current contract(s) or scheduling. A new application may be required at the time of such changes.

(8) Active Club Building keys must be picked up at the public works office prior to use and returned immediately after usage. Users scheduled for weekday evenings must pick up key(s) prior to 4:30 p.m. on the day of use. Weekend users must pick up key(s) prior to Friday at 4:30 p.m.

(9) If a regular user group fails to pick up key(s) to the facility for three consecutively scheduled dates, without notifying the public works office, the reservation will be canceled and the deposit will be forfeited.

(10) No group or user is authorized to retain keys for the building or any individual room. Keys shall not be duplicated. There is a drop box located at the Prospect Street entrance where keys may be returned after hours.

(11) Adequate supervision and/or chaperons must be provided by the applicant.

(12) No alcoholic beverages are allowed on city property (POMC 9.26.100).

(13) Youth groups, nonprofit groups, and citizen groups are allowed to bring their animals to the Active Club Building as part of their meetings. The following conditions will apply to all groups who bring animals to the Active Club Building:

(a) Animal groups shall clean up after their pets and ensure the room is clean of all feathers and/or animal feces prior to leaving the facility;

(b) Any complaints received regarding animal groups shall be investigated by the public works director and/or his/her designee; and

(c) Upon a finding that a group has failed to clean up after its animal(s), the group shall be barred from bringing its animals to the Active Club Building facility.

(14) Cooking or food preparation is not allowed in the Active Club Building. Reheating of previously prepared items is allowed. Users are required to clean all dishes, the sink, countertops, stove, and microwave areas. Failure to keep kitchen area clean may cause group privileges to be revoked and the deposit forfeited.

(15) There is no smoking within 25 feet of Active Club Building entrances (POMC 9.44.070).

(16) Meetings are to end, no exceptions, as follows:

(a) Monday through Thursday: 10:00 p.m.

(b) Friday through Sunday: 11:00 p.m. (Ord. 018-10 § 1; Ord. 004-10 § 3).

This page of the Port Orchard Municipal Code is current through Ordinance 015-12, passed July 24, 2012.

Disclaimer: The City Clerk's Office has the official version of the Port Orchard Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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