



CITY OF BATTLE GROUND VOLUNTEER RENTAL PROGRAM

Because of the City’s policy of encouraging public participation in community and civic affairs which benefit the residents of the City of Battle Ground, a policy allowing public involvement to be a partial consideration for rental of City facilities has been identified by the City Council to be in the best interest of the community. Therefore, community groups may earn volunteer rental points which can be used towards the rental of the Community Center, Senior Center, or park facilities. Rental points may be earned through pre-approved, City-sanctioned volunteer services, and points may be applied to the hourly rental rate of the Community Center, Senior Center, or park facilities in lieu of monetary payment. However, volunteer rental points may not be applied toward the deposit, insurance, or other cost incurred by the city or to any repair or cleaning costs that may be incurred by the City from the use of the facilities.

The Volunteer Rental System is established as follows:

The volunteer Rental System is established as the number of volunteer hours equal to the hourly rental rate of the facility space as represented in the Facility Rental Fee Schedule. Volunteer activities earn volunteer hours per person.

	Entire Community Center	Lewis River	Moulton Falls	Woodin Creek	Senior Center
Number of Volunteer Hours needed for one (1) Facility Rental Hour	Sunday- Friday 7 hours	Sunday- Friday 5 hours	2 hours	1 hours	2 hours

- Volunteer rental hours cover the cost of hourly rental rates and does not include additional fees such as cleaning, staffing, alcohol, equipment or damage deposit.

Volunteer Activities earn one hour of volunteer time per hour, per person. Qualifying volunteer activities may include, but is not limited, to the following:

- Litter Removal
- Installing Park & Playground Equipment
- Carpentry, Painting, Electrical, Plumbing
- Other Beautification Activities
- Brush Clearing, Landscaping, Weeding
- Clerical Work

The following restrictions apply to the Volunteer Rental System:

1. Only community groups and/or service organizations (not individuals) may earn points. Individuals may volunteer on behalf of a community group and/or service organization.
2. The volunteer activities listed above must directly benefit the City. For example, litter pickup would have to be performed on City-owned property. Work for the School District, Clark County, the State, churches, or civic organizations would not earn points.
3. To earn points for any of the activities listed above, *prior* written City approval is required. Volunteer groups or organizations who wish to earn points must first complete the Volunteer Rental Points Application and have it approved, in writing, by the City Manager or his/her designee.
4. Points must be earned before points can be applied towards the rental of the Community Center, Senior Center or parks facilities.

5. Points may not be applied towards the cleaning fees (if necessary), or the damage/cleaning deposit or any additional costs incurred by the City.
6. City staff will maintain records of volunteer points accrued and used. It is the responsibility of the community group and/or service organization to ensure all required paperwork is submitted for proper credit.
7. All points must be used no later than twelve months after the end of the calendar year in which they were earned.
8. Rental applications must be submitted in advance of use of facility and clearly state that the group or organization intends to utilize points in lieu of monetary payment.
9. Donating material goods does not automatically earn rental points. In order to qualify for rental points, material donations must be approved in advance by the City, and donors may apply one-half of the retail value directly to the applicable hourly rental rate. The City Manager or his/her designee must approve such donations in writing before they may be applied to the hourly rental rate.
10. All groups and organizations that earn rental points must abide by the rules outlined in the City's Facility Rental Policies. Deposit, insurance, alcohol, and all other policy requirements still apply.