



## **PUBLIC SAFETY COMMITTEE AGENDA**

**September 10, 2025**

**5:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
- d. New Business**
  - 1. Ambulance Services - Provision of Services, Costs and Response Times
  - 2. Community Center Discussion
- e. Adjournment**

### **Next Meeting Public Safety Committee - December 10, 2025**

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



**Public Safety Committee Agenda Item**

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**Agenda Item No.:** d.1.

**Date:** September 10, 2025

**From:**

**Subject:** Ambulance Services - Provision of Services, Costs and Response Times

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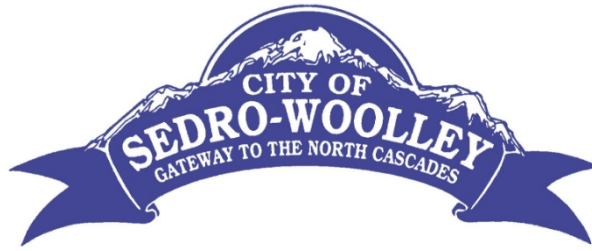
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



## Public Safety Committee Agenda Item

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**Agenda Item No.:** d.2.

**Date:** September 10, 2025

**From:** Julia Johnson, Mayor, Kelly Kohnken, Finance Director / City Clerk

**Subject:** Community Center Discussion

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### **RECOMMENDED ACTION:**

Motion to recommend the (no alcohol OR alcohol permitted) version of the ordinance revising the Community Center section of the municipal code to the full council for further discussion at the regular meeting.

### **BACKGROUND/SUMMARY INFORMATION:**

The city has drafted two versions of a revised municipal code and fee schedule for the Community Center.

1. No Alcohol
  - Alcohol shall not be permitted at the Community Center.
  - The city will retain the security deposit if alcohol is present in the building or parking lot.
2. Alcohol Permitted
  - Events with live music or dance, but no alcohol, continue to require a facility monitor and a security deposit of \$1,000.
  - If the reservations indicate alcohol will not be present, the city will retain the security deposit if alcohol is present.
  - Events with alcohol do not require a facility monitor but the Sedro-Woolley Police Department will assign two security personnel. The city will charge \$250 per hour for the event (covers both security officers), with a minimum of 4 hours (\$1,000).
  - Security deposit has been increased to \$1,500.

Both municipal code revisions include revising the end time to 10:00 pm.

Both versions also include a minor update to the Senior Center municipal code. The Community Center permitted use section includes "No retail sales or other profit-making activities shall be permitted."

This language should be included for the Senior Center as well.

Prior to discussion on policy changes for the Community Center, Maintenance & Operations Division Supervisor Nathan Salseina provided proposed increases to Community Center rates. These changes are

reflected in both versions of potential fee schedules.

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Ordinance\_CC\_No Alcohol
2. CC\_MFS\_No Alcohol
3. Ordinance\_CC\_Alcohol Permitted
4. CC\_MFS\_Alcohol



**ORDINANCE NO. 2105-25**

**AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,  
AMENDING CHAPTER 12.36.030 “COMMUNITY CENTER FACILITY” AND  
12.36.090 “SEDRO-WOOLLEY SENIOR CENTER BUILDING” OF THE SEDRO-  
WOOLLEY MUNICIPAL CODE (SWMC)**

WHEREAS, the City proposes to no longer permit alcohol in the Community Center; and,

WHEREAS, the City proposes to revise the Community Center time limit to 10:00 p.m.; and,

WHEREAS, the City proposes additional language in the permitted use of the Senior Center; and,

WHEREAS, these changes necessitate updates to SWMC Chapter 12.36.030 “City Parks, Recreational Vehicle Facilities and Community Center – Community Center Facility” and SWMC 12.36.090 “City Parks, Recreational Vehicle Facilities and Community Center – Sedro-Woolley Senior Center Building”;

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

**Section One.** Chapter 12.36 “City Parks, Recreational Vehicle Facilities and Community Center” of the Sedro-Woolley Municipal Code, last modified by Ord. 2095-25 § 1 in 2025, sections 12.36.030 Community Center Facility and 12.36.090 Sedro-Woolley Senior Center Building are hereby amended to read as follows:

**Section 12.36.030 Community center facility.**

In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of the city-owned community center:

- A. Permitted Uses. The community center will be used for social functions such as parties, class reunions, wedding receptions and other similar activities. No retail sales or other profit-making activities shall be permitted unless they are carried out by a nonprofit organization. This organization must show proof that it has nonprofit status. Any activity not mentioned above will require city council approval. The city reserves the right to deny usage to any person or organization.
- B. Reservations. The community center and buildings may be reserved for the periodic and temporary use of the residents and groups within the city. Reservations may be made up to one year in advance of the reserved date.
- C. Rental Fees. Rental fees for the use of the community center are listed in the master fee schedule adopted by resolution of the city council.

If ~~alcoholic beverages, live music,~~ or dancing are to be provided at the community center, the fees will be as listed in the master fee schedule adopted by resolution of the city council.

After city approval, payment is due at least ninety (90) days before the reservation date. If the reservation is approved less than ninety (90) days from the date of the reservation, payment is due within five (5) business days. If the reservation is not canceled at least sixty (60) days before the reservation date, it will not be refunded.

1. Payment in Kind. Upon the prior approval of the city council, the city may accept rental payments from charitable non-profits through in-kind contributions to the city including, but not limited to, improvements to the community center or other city-owned facilities. This section is intended, for example, to allow the Sedro-Woolley Rotary Club to establish a rental credit in the amount of the value of an improvement to a city-owned facility.

2. Charitable Non-Profit Eligibility. To be eligible to receive the rates for charitable non-profits (listed in the master fee schedule adopted by resolution of the city council), the group or organization must submit a request to and receive approval from the mayor or designee. To qualify for the reduced rate, the group shall be a charitable non-profit providing benefits and services to the citizens of the city of Sedro-Woolley. Any decision by the city regarding eligibility shall be final.

3. Definitions.

a. “Charitable Non-Profit” means a charitable non-profit organization, working with the city limits.

b. “Resident” means a person who resides within the corporate limits of the city of Sedro-Woolley, a property owner as shown on the Skagit County assessor’s rolls who owns real estate within the corporate limits of the city of Sedro-Woolley or a business that includes a permanent physical location within the corporate limits of the city of Sedro-Woolley.

c. “All others” means any person, group or organization that does not categorically fall into any other definition herein.

D. Time Limits. Persons or groups using the community center must be out of the premises ~~at 10:00 p.m.~~ as follows:

<del>Sunday through Thursday</del>	<del>11:00 p.m.</del>
<del>Friday through Sunday</del>	<del>12:00 midnight</del>

E. Alcohol. Alcohol shall not be permitted.

E.F. Security Deposit. After use of the community center, it must be cleaned up and restored to the city in the same condition as found by the user. The person renting the reservation shall be liable for any cost of cleanup and repair of damage. A security deposit must be paid, in the amount of the greater of:

~~1. If alcohol is served or permitted, the amount listed in the master fee schedule adopted by resolution of the city council;~~

2.1. If dancing or live music is permitted, the amount listed in the master fee schedule adopted by resolution of the city council;

3.2. If the audio/visual equipment is rented, the amount listed in the master fee schedule adopted by resolution of the city council; or

4.3. If ~~alcohol~~, dancing and live music are not permitted, the amount listed in the master fee schedule adopted by resolution of the city council.

This deposit may be in the form of cash. All or a portion of this deposit may be retained if the premises are not cleaned and restored to their original condition or if there is any damage to the premises, furnishings, exterior premises, or equipment including but not limited to the audio/visual equipment. The city may also retain this deposit if the reservation indicates that any of the following will not be consumed or performed and one or more does occur; ~~alcohol~~, dancing, and live music. The city will also retain this deposit if alcohol is present in the building or parking lot. This remedy is cumulative, and in addition to any other remedy or cause of action provided by law or agreement. Each group shall have the use of the community center as long as they conduct their activities in a lawful manner either inside or outside the building, so as to not interfere with neighboring property owners. The city shall have the right to revoke all privileges if warranted by complaints of excessive noise or any other valid complaint. Complaints against any user of the community center or violation of any city ordinance shall be grounds for forfeiture of privileges and forfeiture of security and damage deposit.

Renter is responsible for leaving the facility in clean, broom-swept condition, with garbage removed as indicated in the rental agreement. Any required cleaning, as determined by the city, shall be charged to the renter in the amount listed in the master fee schedule adopted by resolution of the city council per hour.

F.G. Key. All community center keys shall be returned no later than noon of the next working day following its use. Any user not returning a key will be charged the actual cost of rekeying the building and replacing all keys.

G.H. Security/Facility Monitor.

1. For any event in which ~~alcoholic beverages~~, live music or dancing is to be allowed ~~or provided~~, the user must pay an additional fee of the amount listed in the master fee schedule adopted by resolution of the city council.
2. The mayor may, in his/her reasonable discretion, require the user to pay an additional fee equal to the hourly cost of overtime pay plus benefits and assessments for two police officers, for each hour of anticipated use (for a minimum of four hours each), as determined by the mayor or his designee. This fee ~~shall be paid to the city at least three days prior to the event, and~~ will not be refunded once the use commences, regardless of the actual hours of use.
3. The police chief or designee and the facility monitor shall have the authority to terminate use privileges at any time for good cause. "Good cause" shall include the existence of any condition which threatens the safety of life or property. In such event, no portion of the fee shall be refunded. Any user whose privileges are terminated under this provision shall be barred from renting the facility for a period of ten years following the termination.

H.I. Additional Rules and Regulations. In addition to the foregoing, the mayor or his/her designee may make additional rules and regulations for the use of the community center, and incorporate the same into the agreement to be signed by the user.

I.J. Annual Users. For those users who are otherwise qualified to use the community center and use the facility on a recurring basis of at least three times per month, each month of the year, the rental fee shall be the amount listed in the master fee schedule adopted by resolution of the city council per use. All other rules and conditions shall apply to annual users.

J.K. Consecutive Days. For those users who rent the community center for more than one day per use, the rental fee for each additional consecutive day beyond the first day shall be the amount listed in the master fee schedule adopted by resolution of the city council less than the rates in this chapter.

K.L. Audio/Visual Equipment. An additional fee of the amount listed in the master fee schedule adopted by resolution of the city council is charged for the use of the community center audio/visual equipment.

L.M. Storage Closet. An additional fee of the amount listed in the master fee schedule adopted by resolution of the city council is charged for the rental of the community center storage closet. Only organizations with long-term facility use agreements are eligible to rent storage closets.

### **Section 12.36.090 Sedro-Woolley senior center building.**

In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of the Sedro-Woolley senior center building:

A. Permitted Uses. The Sedro-Woolley senior center building will be primarily used for the operation of the Sedro-Woolley senior center and related senior-oriented functions. Private parties, residents and community groups may rent portions of the Sedro-Woolley senior center building for community meetings, classes and other similar activities on a space-available basis and upon approval of the senior center coordinator. No retail sales or other profit-making activities shall be permitted. No alcoholic beverages shall be permitted. The kitchen facility is not available for rental use. Any activity not mentioned above will require city council approval. The city reserves the right to deny usage to any person or organization.

B. Reservations. The Sedro-Woolley senior center building may be reserved for the periodic and temporary use of the residents and groups within the city. Reservations must be made with the city finance director's office, where a calendar of such reservations will be maintained. Reservations may be made up to one year in advance of the reserved date. No reservation shall be made without first coordinating with and receiving the written approval of the senior center coordinator. In most cases, reservations will be allowed for rental periods of less than a full day; the reservation shall indicate the approved rental period, which is not to exceed eighteen hours.

C. Rental Fees. Rental fees for the use of the Sedro-Woolley senior center building are listed in the master fee schedule adopted by resolution of the city council.

Rental fees must be paid at the time the reservation is made. If the reservation is not canceled at least sixty (60) days before the reservation date, it will not be refunded.

1. Payment in Kind. Upon the prior approval of the city council, the city may accept rental payments from charitable non-profits through in-kind contributions to the city including, but not limited to, improvements to city-owned facilities. This section is intended, for example, to allow the Sedro-Woolley Rotary Club to establish a rental credit in the amount of the value of an improvement to a city-owned facility.

2. Charitable Non-Profit Eligibility. To be eligible to receive the rates for charitable non-profits (listed in the master fee schedule adopted by resolution of the city council), the group or organization must submit a request to and receive approval from the mayor or designee. To qualify for the reduced rate, the group shall be a charitable non-profit providing benefits and services to the citizens of the city of Sedro-Woolley. Any decision by the city regarding eligibility shall be final.

3. Definitions.

a. "Charitable Non-Profit" means a charitable non-profit organization, working with the city limits.

b. “Resident” means a person who resides within the corporate limits of the city of Sedro-Woolley, a property owner as shown on the Skagit County assessor’s rolls who owns real estate within the corporate limits of the city of Sedro-Woolley or a business that includes a permanent physical location within the corporate limits of the city of Sedro-Woolley.

c. “All others” means any person, group or organization that does not categorically fall into any other definition herein.

D. Security Deposit. After use of the Sedro-Woolley senior center building, it must be cleaned up and restored to the city in the same condition as found by the user. The person renting the facility shall be liable for any cost of cleanup and repair. A security deposit must be paid in the sum of the amount listed in the master fee schedule adopted by resolution of the city council.

This deposit may be in the form of cash. All or a portion of this deposit may be retained if the premises are not cleaned and restored to its original condition or if there is any damage to the premises, furnishings, or exterior premises. This remedy is cumulative, and in addition to any other remedy or cause of action provided by law or agreement. Each group shall have the use of the Sedro-Woolley senior center building as long as it conducts its activities in a lawful manner either inside or outside the building, so as to not interfere with neighboring property owners. The city shall have the right to revoke all privileges if warranted by complaints of excessive noise or any other valid complaint. Complaints against any user of the facility or violation of any city ordinance shall be grounds for forfeiture of privileges and forfeiture of security and damage deposit.

E. Key. All facility keys shall be returned no later than noon of the next working day following its use. Any user not returning a key will be charged the actual cost of rekeying the building and replacing all keys.

F. Additional Rules and Regulations. In addition to the foregoing, the mayor or his/her designee may make additional rules and regulations for the use of the Sedro-Woolley senior center building, and incorporate the same into the agreement to be signed by the user.

**Section Two. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Three. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**Section Four.** Effective Date. This Ordinance shall be in full force and effect five days after publication.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this \_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Julia Johnson, Mayor

\_\_\_\_\_  
Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Nikki Thompson, City Attorney

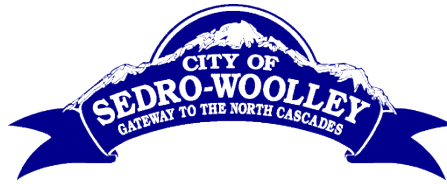


**2025 COMMUNITY CENTER FEES**

COMMUNITY CENTER RENTAL FEES							
Group				Security Deposit		Facility Monitor	Audio / Visual
Day of the Week	Resident	Community Group	All Others	NO Live Music or Dancing	WITH Live Music or Dancing	WITH Live Music or Dancing	Audio / Visual Equipment
Monday through Thursday	\$225 \$250	\$150 \$175	\$375 \$400	\$100	\$1,000	\$250 \$280 flat fee	\$50
Friday through Sunday	\$275 \$300	\$150 \$175	\$425 \$475	\$100	\$1,000	\$250 \$280 flat fee	\$50

Additional Cleanup Required	\$50 \$75 per hour
Annual Users	\$175 \$200 per use
Consecutive Days	\$100 less, beyond first
Storage Closet - Large	\$15 per month
Storage Closet - Small	\$10 per month

Sedro-Woolley Municipal Code Chapter / Section References:  
12.36.030



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12.36.090 “SEDRO-WOOLLEY SENIOR CENTER BUILDING” OF THE SEDRO-  
WOOLLEY MUNICIPAL CODE (SWMC)**

WHEREAS, the City proposes to revise security and facility monitoring requirements for the Community Center; and,

WHEREAS, the City proposes to revise the Community Center time limit to 10:00 p.m.; and,

WHEREAS, the City proposes additional language in the permitted use of the Senior Center; and,

WHEREAS, these changes necessitate updates to SWMC Chapter 12.36.030 “City Parks, Recreational Vehicle Facilities and Community Center – Community Center Facility” and SWMC 12.36.090 “City Parks, Recreational Vehicle Facilities and Community Center – Sedro-Woolley Senior Center Building”;

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

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**Section 12.36.030 Community center facility.**

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- B. Reservations. The community center and buildings may be reserved for the periodic and temporary use of the residents and groups within the city. Reservations may be made up to one year in advance of the reserved date.
- C. Rental Fees. Rental fees for the use of the community center are listed in the master fee schedule adopted by resolution of the city council.

If alcoholic beverages, live music, or dancing are to be provided at the community center, the fees will be as listed in the master fee schedule adopted by resolution of the city council.

After city approval, payment is due at least ninety (90) days before the reservation date. If the reservation is approved less than ninety (90) days from the date of the reservation, payment is due within five (5) business days. If the reservation is not canceled at least sixty (60) days before the reservation date, it will not be refunded.

1. Payment in Kind. Upon the prior approval of the city council, the city may accept rental payments from charitable non-profits through in-kind contributions to the city including, but not limited to, improvements to the community center or other city-owned facilities. This section is intended, for example, to allow the Sedro-Woolley Rotary Club to establish a rental credit in the amount of the value of an improvement to a city-owned facility.

2. Charitable Non-Profit Eligibility. To be eligible to receive the rates for charitable non-profits (listed in the master fee schedule adopted by resolution of the city council), the group or organization must submit a request to and receive approval from the mayor or designee. To qualify for the reduced rate, the group shall be a charitable non-profit providing benefits and services to the citizens of the city of Sedro-Woolley. Any decision by the city regarding eligibility shall be final.

3. Definitions.

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b. “Resident” means a person who resides within the corporate limits of the city of Sedro-Woolley, a property owner as shown on the Skagit County assessor’s rolls who owns real estate within the corporate limits of the city of Sedro-Woolley or a business that includes a permanent physical location within the corporate limits of the city of Sedro-Woolley.

c. “All others” means any person, group or organization that does not categorically fall into any other definition herein.

D. Time Limits. Persons or groups using the community center must be out of the premises at 10:00 p.m.as follows:

Sunday through Thursday	11:00 p.m.
Friday through Sunday	12:00 midnight

E. Security Deposit. After use of the community center, it must be cleaned up and restored to the city in the same condition as found by the user. The person renting the reservation shall be liable for any cost of cleanup and repair of damage. A security deposit must be paid, in the amount of the greater of:

1. If alcohol is served or permitted, the amount listed in the master fee schedule adopted by resolution of the city council;
2. If dancing or live music is permitted, the amount listed in the master fee schedule adopted by resolution of the city council;
3. If the audio/visual equipment is rented, the amount listed in the master fee schedule adopted by resolution of the city council; or
4. If alcohol, dancing and live music are not permitted, the amount listed in the master fee schedule adopted by resolution of the city council.

This deposit may be in the form of cash. All or a portion of this deposit may be retained if the premises are not cleaned and restored to their original condition or if there is any damage to the premises, furnishings, exterior premises, or equipment including but not limited to the audio/visual equipment. The city may also retain this deposit if the reservation indicates that any of the following will not be consumed or performed and one or more does occur; alcohol, dancing, and live music. This remedy is cumulative, and in addition to any other remedy or cause of action provided by law or agreement. Each group shall have the use of the community center as long as they conduct their activities in a lawful manner either inside or outside the building, so as to not interfere with neighboring property owners. The city shall have the right to revoke all privileges if warranted by complaints of excessive noise or any other valid complaint. Complaints against any user of the community center or violation of any city ordinance shall be grounds for forfeiture of privileges and forfeiture of security and damage deposit.

Renter is responsible for leaving the facility in clean, broom-swept condition, with garbage removed as indicated in the rental agreement. Any required cleaning, as determined by the city, shall be charged to the renter in the amount listed in the master fee schedule adopted by resolution of the city council per hour.

F. Key. All community center keys shall be returned no later than noon of the next working day following its use. Any user not returning a key will be charged the actual cost of rekeying the building and replacing all keys.

G. Security/Facility Monitor.

1. For any event in which ~~alcoholic beverages~~, live music or dancing is to be allowed or provided and no alcohol is present, the user must pay an additional fee of the amount listed in the master fee schedule adopted by resolution of the city council.

2. ~~For any event in which alcohol is present will The mayor may, in his/her reasonable discretion,~~ require the user to pay an additional hourly fee of the amount listed in the master fee schedule adopted by resolution of the city council, for two security personnel. Security personnel will be assigned by the Sedro-Woolley Police Department. Renters are not permitted to hire their own security, equal to the hourly cost of overtime pay plus benefits and assessments for two police officers, for each hour of anticipated use (for a minimum of four hours each), as determined by the mayor or his designee. This fee shall be paid to the city at least three days prior to the event, and will not be refunded once the use commences, regardless of the actual hours of use.

3. The police chief or designee and the facility monitor shall have the authority to terminate use privileges at any time for good cause. "Good cause" shall include the existence of any condition which threatens the safety of life or property. In such event, no portion of the fee shall be refunded. Any user whose privileges are terminated under this provision shall be barred from renting the facility for a period of ten years following the termination.

H. Additional Rules and Regulations. In addition to the foregoing, the mayor or his/her designee may make additional rules and regulations for the use of the community center, and incorporate the same into the agreement to be signed by the user.

I. Annual Users. For those users who are otherwise qualified to use the community center and use the facility on a recurring basis of at least three times per month, each month of the year, the rental fee shall be the amount listed in the master fee schedule adopted by resolution of the city council per use. All other rules and conditions shall apply to annual users.

J. Consecutive Days. For those users who rent the community center for more than one day per use, the rental fee for each additional consecutive day beyond the first day shall be the amount listed in the master fee schedule adopted by resolution of the city council less than the rates in this chapter.

K. Audio/Visual Equipment. An additional fee of the amount listed in the master fee schedule adopted by resolution of the city council is charged for the use of the community center audio/visual equipment.

L. Storage Closet. An additional fee of the amount listed in the master fee schedule adopted by resolution of the city council is charged for the rental of the community center storage closet. Only organizations with long-term facility use agreements are eligible to rent storage closets.

**Section 12.36.090 Sedro-Woolley senior center building.**

In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of the Sedro-Woolley senior center building:

- A. Permitted Uses. The Sedro-Woolley senior center building will be primarily used for the operation of the Sedro-Woolley senior center and related senior-oriented functions. Private parties, residents and community groups may rent portions of the Sedro-Woolley senior center building for community meetings, classes and other similar activities on a space-available basis and upon approval of the senior center coordinator. No retail sales or other profit-making activities shall be permitted. No alcoholic beverages shall be permitted. The kitchen facility is not available for rental use. Any activity not mentioned above will require city council approval. The city reserves the right to deny usage to any person or organization.
- B. Reservations. The Sedro-Woolley senior center building may be reserved for the periodic and temporary use of the residents and groups within the city. Reservations must be made with the city finance director's office, where a calendar of such reservations will be maintained. Reservations may be made up to one year in advance of the reserved date. No reservation shall be made without first coordinating with and receiving the written approval of the senior center coordinator. In most cases, reservations will be allowed for rental periods of less than a full day; the reservation shall indicate the approved rental period, which is not to exceed eighteen hours.
- C. Rental Fees. Rental fees for the use of the Sedro-Woolley senior center building are listed in the master fee schedule adopted by resolution of the city council.

Rental fees must be paid at the time the reservation is made. If the reservation is not canceled at least sixty (60) days before the reservation date, it will not be refunded.

1. Payment in Kind. Upon the prior approval of the city council, the city may accept rental payments from charitable non-profits through in-kind contributions to the city including, but not limited to, improvements to city-owned facilities. This section is intended, for example, to allow the Sedro-Woolley Rotary Club to establish a rental credit in the amount of the value of an improvement to a city-owned facility.
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3. Definitions.

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- b. “Resident” means a person who resides within the corporate limits of the city of Sedro-Woolley, a property owner as shown on the Skagit County assessor’s rolls who owns real estate within the corporate limits of the city of Sedro-Woolley or a business that includes a permanent physical location within the corporate limits of the city of Sedro-Woolley.
- c. “All others” means any person, group or organization that does not categorically fall into any other definition herein.

D. Security Deposit. After use of the Sedro-Woolley senior center building, it must be cleaned up and restored to the city in the same condition as found by the user. The person renting the facility shall be liable for any cost of cleanup and repair. A security deposit must be paid in the sum of the amount listed in the master fee schedule adopted by resolution of the city council.

This deposit may be in the form of cash. All or a portion of this deposit may be retained if the premises are not cleaned and restored to its original condition or if there is any damage to the premises, furnishings, or exterior premises. This remedy is cumulative, and in addition to any other remedy or cause of action provided by law or agreement. Each group shall have the use of the Sedro-Woolley senior center building as long as it conducts its activities in a lawful manner either inside or outside the building, so as to not interfere with neighboring property owners. The city shall have the right to revoke all privileges if warranted by complaints of excessive noise or any other valid complaint. Complaints against any user of the facility or violation of any city ordinance shall be grounds for forfeiture of privileges and forfeiture of security and damage deposit.

E. Key. All facility keys shall be returned no later than noon of the next working day following its use. Any user not returning a key will be charged the actual cost of rekeying the building and replacing all keys.

F. Additional Rules and Regulations. In addition to the foregoing, the mayor or his/her designee may make additional rules and regulations for the use of the Sedro-Woolley senior center building, and incorporate the same into the agreement to be signed by the user.

**Section Two. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Three. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not

limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**Section Four. Effective Date.** This Ordinance shall be in full force and effect five days after publication.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this \_\_ day of \_\_\_\_\_, 2025.

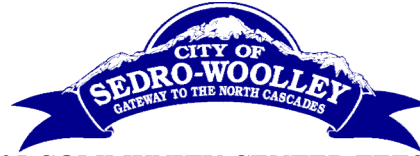
ATTEST:

\_\_\_\_\_  
Julia Johnson, Mayor

\_\_\_\_\_  
Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Nikki Thompson, City Attorney



2025 COMMUNITY CENTER FEES

COMMUNITY CENTER RENTAL FEES									
Group				Security Deposit			Facility Monitor	Security	Audio / Visual
Day of the Week	Resident	Community Group	All Others	NO Alcohol, Live Music, or Dancing	WITH Live Music or Dancing, NO Alcohol	WITH Alcohol	WITH Live Music or Dancing, NO Alcohol	WITH Alcohol (hourly rate includes two security officers)	Audio / Visual Equipment
Monday through Thursday	\$225 \$250	\$150 \$175	\$375 \$400	\$100	\$1,000	\$1,500	\$250 \$280 flat fee	\$250 / hour, minimum 4 hours (\$1,000)	\$50
Friday through Sunday	\$275 \$300	\$150 \$175	\$425 \$475	\$100	\$1,000	\$1,500	\$250 \$280 flat fee	\$250 / hour, minimum 4 hours (\$1,000)	\$50

Additional Cleanup Required	\$50 \$75 per hour
Annual Users	\$175 \$200 per use
Consecutive Days	\$100 less, beyond first
Storage Closet - Large	\$15 per month
Storage Closet - Small	\$10 per month

Sedro-Woolley Municipal Code Chapter / Section References:  
12.36.030