



City of Oregon City
PIONEER COMMUNITY CENTER
615 Fifth Street
(503) 722-3781 | jspencer@orc city.org

FACILITY RENTAL FORM

Name of responsible party
(MUST be present at all times during event)

Event Date

Address of responsible party

Name of organization (if applicable)

Phone (day)

Phone (night)

Emergency phone

Address to mail deposit (if different from above) _____

Please complete the following:

Group category:

- Private/individual
- Reception/party
- Non-Profit/civic
- Government/School
- For-profit

Event type:

- Wedding/Reception
- Birthday
- Meeting/Seminar
- Other

Date of decorating

Time requested (to/from)
(Includes set-up & clean-up)

Date of event

Time requested (to/from)
(Includes set-up & clean-up)

Estimated attendance (Maximum 200)

Alcohol time service (to/from)
(no more than 4 hours)

Note: Attendance must not exceed authorized capacity
Rev.11/15

ALCOHOL EVENT**Charges:****Non-profit & Private events:**

Building w/ alcohol \$85 per hour x _____ Total _____

Serving area (Optional) \$125 flat fee _____

Profit making businesses/organizations:

Building w/ alcohol \$150 per hr x _____ Total _____

Serving area (Optional) \$125 flat fee _____

Fees/deposits (To be paid at time of reservation)

Janitorial fee \$125 flat fee _____

Security deposit
(Refundable) \$500 _____

Deposit Paid _____

TOTAL BALANCE DUE _____
(Full payment due 2 weeks prior to event)

* During operating hours, no charge for activities pertaining to non-profit senior services

For City use only

Date deposit/janitor fee paid _____ Refund & Date _____

Date janitor fee paid _____ Refund withheld _____

Date rental fee paid _____ Reason:

OLCC _____

Insurance _____

OCPD _____

Staff: Circle date on calendar in orange for cleaning after the event.

**TERMS AND CONDITIONS
FOR RENTAL OF THE PIONEER COMMUNITY CENTER**

Pioneer Adult Community Center, its officers and employees, shall herein be referred to as the "City" and applicants for use of City facilities, their agents and/or representatives shall be referred to as "renter".

GENERAL TERMS

1. Renter agrees to be responsible for the conduct of the persons present in and about the building, the rooms assigned, grounds used, equipment, and other items used in the Center. They shall also be responsible for damages beyond normal wear and tear.
2. Renter further agrees that City property will be used in accordance with rules and regulations as set forth in the "Operations and Use Manual" applicable to the facility being used.
3. Hourly rates at the time of application will prevail. Two hour minimum rental will be charged per rental. Each building rental shall be no longer than **6 hours**, unless approved by Center Director. Building may only be rented when City staff is available.
4. Rental charges begin upon arrival to set up and end when cleanup is done and the renter leaves the premises.
5. Security deposit and janitorial fee must be paid at time of reservation. Deductions will be made from the deposit for any damages, building left unclean, or time over agreed rental time.
6. Payment in full and all alcohol related documents are due no later than **2 weeks** prior to the scheduled event.
7. The security deposit (minus any charges) will be refunded via mailed check within approximately 2-4 weeks after the event.
8. Closing time for all rentals shall be no later than **11pm**, unless approved by Center Director. Closing time means when **all cleanup** is done and everyone has left the building.
9. All alcohol requirements must be in order prior to alcohol service beginning. OLCC service permit will be verified.
10. If event is canceled less than 30 days before date of event, deposit will be forfeited.

11. SOUND SYSTEM, POWER POINT AND MOVIE SCREEN ARE NOT FOR RENT/OR USE AT ANY TIME.

BEHAVIORAL TERMS

1. Renter agrees that it is responsible for the actions and behavior of the persons using the facilities during Renter's period of use and, to the extent the City suffers any damages or incurs any liability for those actions or behavior, Renter agrees to assume responsibility.
2. Renter and the persons using the facility during Renter's period of use shall act at all times in a reasonable manner and shall not damage or vandalize the premises.
3. Renter agrees that it will not allow drinking of alcohol outside of the designated times, the ballroom or outside areas.
4. Renter agrees that, if alcohol is served on the premises, it will be served only during the limited times identified in the rental document, and consumed in the ballroom.
5. We are a "No Smoking campus". There is to be **absolutely no smoking** on the premises, which includes the entire block. Any smoking must occur across one of the surrounding streets.
6. Unsupervised children are not allowed on the premises. **Children under the age of 15 must be supervised by a responsible adult at all times.**
 - a. Children may not run through the halls or vandalize furniture, fixtures or equipment.
 - b. Neither children nor any other person may play in the gardens or destroy any plant material.
7. **Food and beverages are only allowed in the ballroom, not in halls or outside.**
8. **THE ALCOHOL POLICY MUST BE COMPLIED WITH AT ALL TIMES.**
 - a. If alcohol has been permitted at your event, you are limited to the **4 hours** as designated in the contract. Alcohol may not be served beyond the 4 hours specified in the contract and all alcohol must be moved off the premises at the end of the designated 4 hours.
 - b. No alcohol is allowed outside the ballroom.

If the Building Attendant determines that the Renter, or persons using the facility during the period of use, has violated the terms and conditions of the rental as identified above, the Building Attendant shall notify the Responsible Party and ask him or her to comply with the terms and conditions of this Agreement. As noted above, Renter is also responsible for the actions of other persons who are using the facility and must be able to control those persons.

If the Responsible Party can not achieve compliance with the terms and conditions of this rental agreement, Renter's right to use the premises shall be immediately forfeited.

The Building Attendant shall notify the Responsible Party, and or any other persons, that the right to use the premises have been forfeited and ask all persons to vacate the premises.

ALCOHOL EVENT

To the extent persons using the premises are unwilling to leave the premises, the Building Attendant will call the Oregon City Police and those remaining on the premises will be subject to prosecution to the fullest extent of the law.

IN SHORT, FAILURE OF THE RENTER OR GUESTS TO FULLY ABIDE BY THE RULES OF THE CONTRACT WILL RESULT IN IMMEDIATE REMOVAL FROM THE PREMISES AND CANCELLATION OF THE EVENT WITH NO REFUND.

“NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of the use of the land for recreational purposes (known as “recreational use immunity”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for the use of the assigned campsite for camping purposes and for the use of the camping-related amenities in the designated campsite area. Other uses of this park, or any use of the property outside the designated campsite area are not subject to a charge and, therefore, the City of Oregon City is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

I agree to the terms and conditions for use of the City of Oregon City facilities as set forth on this form in order to assure approved use of the facility.

Responsible party signature

Date

INDEMNITY AGREEMENT

In consideration of the issuance of a permit/permission by the City of Oregon City, the undersigned hereby agrees to indemnify and hold the City of Oregon City, the City Commissioners and the officers, agents, employees of the City harmless from:

1. All liability, damage, loss cost of expense, including, but not limited to attorney fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the City may own or in which it may have interest.
2. All liability, damage, loss cost of expense, including, but not limited to attorney fees, due to any damage to or destruction of any property belonging to any person, firm or corporation; and
3. All liability, damage loss, cost of expense, including, but not limited to attorney fees, due to any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the permittee, its agents, or employees, to which the permit/permission pertains.

Signature of responsible party

Date

RENTAL INSTRUCTION SHEET

SERVING AREA:

The serving area consists of the kitchen area that is directly off the multi-purpose ballroom. It does **not** include the commercial kitchen area. Included in the serving area are a refrigerator, commercial coffee maker with paper filters, sink and steam tables. Steam tables fit store-bought 12-3/4" by 20-3/4" heavy foil pans. **A maximum of 2 crock pots may be plugged in, in the serving area.**

Not provided: Steam table pans and lids
Coffee carafes or servers
Coffee
Serving utensils, trays or silverware
Linens

Serving area is only available when renting the multipurpose room, for an added fee.

Building attendant will assist with equipment use.

MEETING ROOMS:

If rooms are rented outside business hours without the multipurpose room, they are charged at \$65 per hour.

During open hours, meeting room rental will be \$20 per hour. There is no charge for groups that are non-profit and senior associated.

DEPOSITS:

A security deposit of \$500 is required to reserve the facility. The \$125 janitorial fee is also due at time of reservation. Security deposits are refundable after the event is over and if no damage has occurred. Refunds will be given to parties who cancel more than 30 days prior to the event. No refund will be give if cancellation is less than 30 days before the event. Deductions will be made to the security deposit if the rental runs over the scheduled time frame. Refunds are issued via mailed and check and take approximately 2-4 weeks to arrive.

**** Please note: You are responsible to set up, decorate, and breakdown your event. Pioneer Center staff is not available to set up or break down your event (including any clean up).**

• Please note: Rental charges begin upon arrival to set up and end when cleanup is done and you leave the premises.

- Please do not use tape or nails to attach decorations to the wall.
- All decorations must be removed at end of event, including all balloons.
- Bring cleaning cloths to wipe down serving area's counters at end of event.
- Bring coolers for ice/frozen items. There is no freezer available and ice **cannot** be put in refrigerator in serving area.
- There is to be no food preparation or cooking on site.

If any of the following items are used, they must be cleaned up and removed at end of the event.

If additional cleaning is needed, the security deposit will be used.

Flameless candles

Fresh or silk flower petals

Birdseed

Balloons

NOT ALLOWED:

Glitter

Confetti

Rice

Wax / Lit Candles

Dry ice / Fog Machines

EVENT RESPONSIBILITIES

Very Important: All food & drink are restricted to the multipurpose ballroom only. There will be no food or drink in the carpeted areas. (If carpet is soiled due to spilled food and drink, the security deposit will be used to clean stained areas.)

Renter is responsible for the following at the end of the event:

1. If food or drinks are spilled, please clean them up as soon as possible.
2. Wipe all counters and sink in the serving area.
3. Empty refrigerator of any food. **Do not put ice in refrigerator.**
4. Remove all decorations, including balloons.
5. Pick up trash, confetti, flower petals, etc. from grounds.
6. Restack (eight high) any extra chairs used, and place in the back hall by the weight room.
7. If extra tables are used, return them to where they were stored or to the rooms they were taken from. Building assistant will show you where they need to go.
8. Reposition the tables and chairs to their original locations; please see the building attendant for direction.

I have read and understand the above.

Responsible party signature

Date

City of Oregon City Alcohol request from Pioneer Community Center

IMPORTANT! Oregon has very strict liquor liability laws, which hold hosts accountable for injuries that may result from actions related to drinking alcohol at their event. Because there have been instances of bodily injury and property damage related to alcohol use at private events at the Center, the City has instituted policies which are meant to eliminate such occurrences in the future.

The following terms and conditions must be met at your event in addition to the terms and conditions set forth in the “Facilities Use Request Form”.

A. Alcohol Service Limitations

1. Service is limited to “after operating hours”. Operating hours are 9am – 4pm Monday through Friday.
2. Alcohol must be served with food.
3. Only licensed servers are allowed to serve the alcohol and must have their OLCC license on them while they serve alcohol.
4. For **groups of 100 or more, a minimum of two (2) OLCC** licensed servers must be present to cover restocking and breaks.
5. Alcohol may be served for **four (4) hours** only.
6. At end of the four serving hours, all alcohol must be **removed from the property**.

B. License requirements

1. Alcohol must be served by an OLCC licensed server. The lessee shall provide the City a copy of the OLCC permit at least 14 days before the event.
2. If there is to be any compensation for the alcoholic beverage, the lessee must obtain a special event license from OLCC & provide copy to the Center.

C. Insurance Requirements

1. The City requires a \$1,000,000 liability insurance policy for bodily injury, including death and property damage, with the City, its officers, agents and employees, named as additional insured on the policy. A copy of the certificate shall be provided to the Pioneer Center at least 14 days before the event.

ALCOHOL EVENT

The certificate shall contain a clause to the effect that the City shall be notified in writing no less than 72 hours in advance of the insured event if the policy is cancelled or substantially modified.

D. Procedures in order for alcohol to be served.

- 1. All required alcohol documents are due 14 days prior to the event.**
2. This form must be signed by the Oregon City Police Department to indicate that they are aware alcohol is being served at this event.
3. Server must have their license on their person at all times.

Please answer the following questions:

Admission charge Yes _____ No _____
Open to the public Yes _____ No _____

Date of function _____

Serving time for alcohol _____
From/To (**4 hours maximum**)

Estimated number of people _____

PLEASE NOTE: The responsible party is required to see that the above terms and conditions are met. If terms and conditions are not met, alcohol may not be served. If, during the event, these terms and conditions are violated, the building attendant has been instructed to notify the Police. In that case, the deposit shall be forfeited.

Please Note: The scope of these terms and conditions applies to all the Center premises, including grounds and parking lots.

Applicant signature / Date

Police Department signature / Date

REMINDER

***Alcohol servers MUST have their server cards while serving alcohol.**

FACT SHEET FOR BUILDING RENTALS

Available for use

Tables – 16 @ 60” round (seats 8)

Tables - 3 @ 30” x 96”

Tables - 9@ 30” x 72”

Tables- 12 @ 36” x 36”

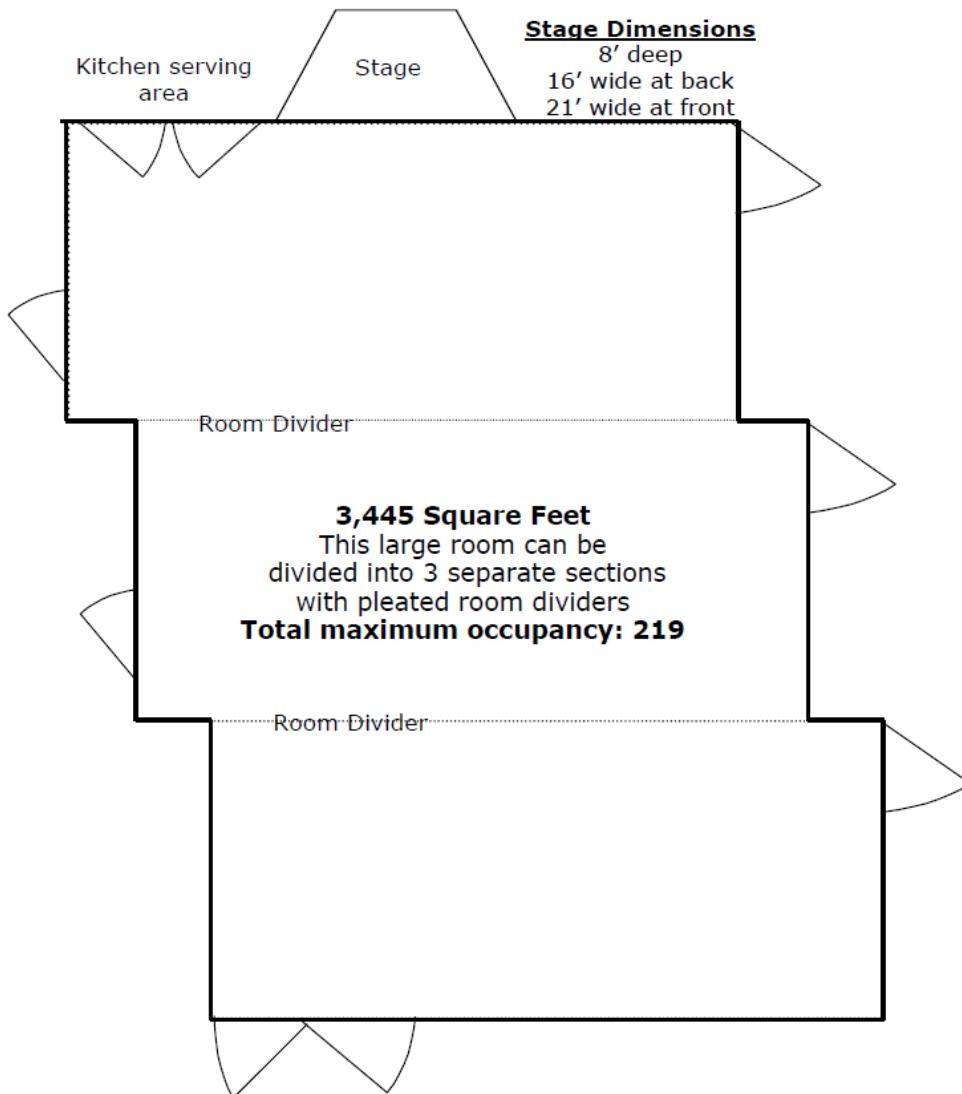
Chairs – Approximately 200

Ballroom is 3500 square feet (50' by 70').

Basement is 1500 sq ft.

REMINDER: Rentals include only use of building space, tables and chairs. Linens, dishes, flatware, and serving dishes/utensils are renter's responsibility.

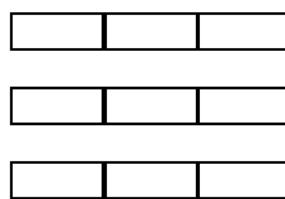
Please remember to bring cloths to wipe down tables, counters, etc.

**Classrooms**

Please group 6 tables in middle of each room w/10 chairs around.

**Craft Room**

Please place 3 rows of 3 tables with chairs along both sides.



RENTER CLEAN UP **RESPONSIBILITIES**

- _____ Please clean up any wet spills or food on the floor. Please remember to keep all food in the main ballroom and NOT in the carpeted halls.
- _____ Wipe down all counters in serving area and wipe down tabletops if needed.
- _____ Remove all food items in refrigerators. Do not leave ice in refrigerator.
- _____ Reposition the tables and chairs to their original locations; please see the building attendant for direction.
- _____ If you moved tables or chairs from other areas of the building, please return them to their proper place. If you have questions as to where something goes, please ask the Building Attendant.
- _____ Remove all decorations and items you brought into building.
- _____ Please check the grounds and make sure any trash, etc. has been picked up. This includes flower (silk or fresh) petals, confetti, cigarette butts, beverage containers and bottle caps.
- _____ Please check the bathrooms, and any rooms used, for personal items.
- _____ Please be kind and leave the building on time according to your rental agreement. If you leave early, you will receive a credit and if you are late in leaving, you will be charged for the additional time.
- _____ Damage to the building/additional cleaning time will result in a deduction from your deposit

****PLEASE CHECK WITH YOUR BUILDING ATTENDANT BEFORE LEAVING, GIVE THEM THIS COMPLETED FORM AND MAKE SURE YOU HAVE COVERED ALL YOUR RESPONSIBILITIES.**

**THANK YOU FOR YOUR BUSINESS.
WE HOPE YOUR EVENT WENT WELL.
PLEASE COME AGAIN.**