



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

**BASEMENT RENTAL AGREEMENT**

\_\_\_\_\_  
Name of Responsible Party

\_\_\_\_\_  
Name of Organization (if applicable)

\_\_\_\_\_  
Address of Responsible Party

Address to mail deposit (if different from above): \_\_\_\_\_

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Emergency phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Hours Requested (includes set-up & clean up)

\_\_\_\_\_  
Description of Event

\_\_\_\_\_  
Estimated attendance (Maximum 70)

Note: Attendance must not exceed authorized capacity

**FOR CITY USE ONLY:**

Group category:

- \_\_\_\_\_ Private
- \_\_\_\_\_ Non-Profit
- \_\_\_\_\_ For-Profit

Event type:

- \_\_\_\_\_ Bridal Shower
- \_\_\_\_\_ Baby Shower
- \_\_\_\_\_ Birthday
- \_\_\_\_\_ Meeting/Seminar
- \_\_\_\_\_ Memorial Service
- \_\_\_\_\_ Other \_\_\_\_\_

**Charges:**

**Basement Use**

\$20 per hour x \_\_\_\_\_ hours \$ \_\_\_\_\_

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

Janitorial flat fee \$25 \$25.00 \_\_\_\_\_

Security deposit \$150 \$150.00 \_\_\_\_\_  
(Refundable)

Deposit Paid \$ \_\_\_\_\_

**TOTAL BALANCE DUE** \$ \_\_\_\_\_

(Full payment due 2 weeks prior to event)

\* No charge for activities pertaining to non-profit senior services

.....

Date deposit/janitorial fee paid \_\_\_\_\_

Date rental fee paid \_\_\_\_\_

Refund & Date \_\_\_\_\_

Refund withheld \_\_\_\_\_

Reason:

**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 basement and areas around the building, and including equipment and other items used in the Center. They shall also be responsible for damages beyond normal wear and tear.
2. Hourly rates at the time of application will prevail. **Two hour minimum** rental will be charged per rental.
3. Rental charges begin upon arrival to set up and end when cleanup is done and the renter leaves the premises.
4. 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.
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. Balance of rental fees (hours used) are due no later than 2 weeks prior to the event.
7. The security deposit (minus any charges) will be refunded via mailed check within approximately 2-4 weeks after the event.
8. If event is canceled less than 30 days before date of event, deposit will be forfeited.

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**Included with rental and available for use:**

**Tables: 5 - 24” x 72” wood tone/black on wheels**

**Tables: As Available - 30” x 72” white plastic folding**

**Chairs: 10 – Rolling**

**Chairs: 60 - Folding**

## 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. **NO ALCOHOL IS PERMITTED WITH BASEMENT RENTALS, WHICH INCLUDES THE ENTIRE CENTER PROPERTY AND THE PARKING LOTS.**
4. We are a "NO SMOKING CAMPUS". There is to be NO SMOKING on the premises, which includes the entire block. Any smoking must occur across one of the surrounding streets.
5. 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 vandalize furniture, fixtures or equipment.
  - b) Neither children nor any other person may play in the gardens or destroy any plant material.

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

To the extent persons using the premises are unwilling to leave the premises, if requested, the Oregon City Police will be called, 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 laible for injurys, 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.

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Responsible party signature

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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

## EVENT PREPARATIONS

**\*\* 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 (please use putty/blue painter's tape).
- Please do not use a smoke machine or a bubble machine indoors.
- Food may be served; however, **there is to be no food preparation or cooking on site.**

**None of the following items are allowed. If additional cleaning is needed, the security deposit will be used:**

**Candles  
Birdseed**

**Fresh or silk flower petals  
Confetti**

**Glitter  
Rice**

## EVENT RESPONSIBILITIES

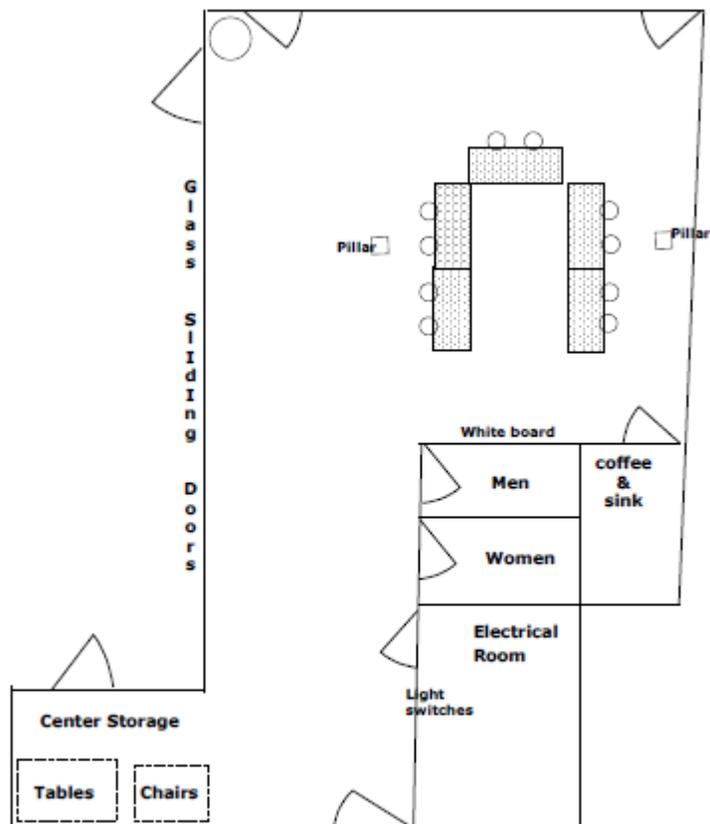
**Renter is responsible for the following at the end of the event:**

1. If food or drinks are spilled, please clean them up as soon as possible. If carpet is soiled due to spilled food and drink, the security deposit will be used to clean stained areas.
2. Remove all decorations, including balloons, at the end of the event.
3. Pick up trash, etc. from grounds.
4. Reposition tables and chairs as shown on posted diagram.
5. Replace any extra chairs used onto chair caddy.
6. If extra tables are used, fold & please place against back wall.
7. Complete blue room usage form (in wall pocket by restrooms) and leave in pocket, along with key.

I have read and understand the above

\_\_\_\_\_  
Responsible party signature

\_\_\_\_\_  
Date



**BASEMENT**  
(Approximately 1500 square feet)

### How to Lock the Basement:

- Lock main basement door
  - Hold door open from outside, lock by turning the key counterclockwise, go back inside (Door has push handle so you won't be locked inside)
- Leave key in wall pocket by restrooms
- Exit through main door (ensure door is closed and locked behind you)

