



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

CLASSROOM RENTAL FORM

Name of Responsible Party

Name of Organization (if applicable)

Address of Responsible Party

Phone

Emergency phone

Email

Date Requested

Hours Requested (includes set-up & clean up)

Please complete the following:

Group category:

Event type:

_____ Private/Non-Profit

_____ Meeting/Seminar

_____ For-Profit

_____ Other: _____

Estimated Attendance

Note: Attendance must not exceed authorized capacity



Charges for use during Operating Hours
Monday – Friday 9:00am-4:00pm:

Classroom/Basement \$20 x _____ Hours Total \$ _____

TOTAL BALANCE DUE \$ _____
(Payment due at time of room reservation)

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

.....
For City use only

Date rental fee paid _____

One time event _____ On-going use _____

Space/area of use:

_____ Classroom I _____ Classroom II _____ Craft room _____ Basement

Keys checked out _____ YES _____ NO



**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 as well as 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.
3. Rental charges begin upon arrival to set up and end when cleanup is done and the renter leaves the premises.
4. Renter will be charged for any damages, building left unclean, or time over agreed rental time.
5. Rental fees (hours used) are due at time of reservation.
6. If event is canceled less than 30 days before date of event, rental fees will be forfeited.

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



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 YOUR 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. We are a 21 and older facility during the center’s operating hours. Children and those under the age of 21 are not allowed on the premises Monday-Friday between 9am-4pm.

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.

Responsible party signature

Date



**** 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).
- All decorations must be removed at end of event, including all balloons.
- There is to be no food preparation or cooking on site.

None of the following items are allowed. If additional cleaning is needed, you will be billed.

**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, you will be billed for the cleaning service.
2. Remove all decorations, including balloons, at the end of the event.
3. Pick up trash, etc. from grounds.
4. Reposition tables and chairs.
5. Replace any extra chairs used onto chair caddy.
6. Complete blue room usage form (in wall pocket) and leave at the front reception desk.

I have read and understand the above.

Responsible party signature

Date