

Community Center Rental Application

City of Wilsonville
Parks and Recreation Department
7965 SW Wilsonville Rd
Wilsonville, OR 97070
Ph 503-682-3727 Fx 503-682-9062
CommunityCenter@wilsonvilleoregon.gov

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Applicant/Responsible Party:

Organization type: ☐ For-profit ☐ Nonprofit Tax Exempt Number:

Address: City, State, ZIP:

Phone:

Primary Contact:

Contact Phone: Email:

EVENT INFORMATION

Requested Date:

Nature of Event:

Start time (including set-up): End time (including clean-up):

Estimated Attendance:

Are you requesting approval for (check all that apply): ☐ Alcohol ☐ Amplified Music/Sound

☐ Special Equipment (please specify):

FEES (see page 2)

Process Fee	\$
Room Rental Fee (number of hours x hourly rental fee)	\$
Building Monitor Fee (number of hours x \$15)	\$
Kitchen Fee (number of hours x \$20)	\$
Audio & Visual System Fee	\$
Alcohol Fee	\$
Cleaning/Damage Deposit (refundable)	\$
TOTAL FEES (must be paid in full to process application)	\$

PAYMENT

Method of Payment: ☐ Card* ☐ Cash ☐ Check # _____ Payable to the City of Wilsonville

**if submitted electronically, applicant will be called to collect payment information when application is received*

I have read, understand, and agree to the guidelines and regulations stated in the attached Facility Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that I must provide the City a certificate of liability insurance and additional insured endorsement reflecting a limit of no less than \$1,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.

Applicant's Signature:

Date

COMMUNITY CENTER RENTAL FEES						
Process Fee	Room Rental Fee (2 hour minimum)	Building Monitor	Kitchen (must accompany entire rental)	Audio & Video System	Alcohol Permit Fee	Cleaning & Damage Deposit (refundable)
Resident* of Wilsonville						
\$25	\$40/hr (MPR and SR) \$20/hr (Rm 2) \$20/hr (Rm 3) \$20/hr (Rm 4)	\$15/hour	\$20/hr	\$50	\$50	\$250
Non-Resident						
\$45	\$80/hr (MPR and SR) \$40/hr (Rm 2) \$40/hr (Rm 3) \$40/hr (Rm 4)	\$15/hour	\$20/hr	\$50	\$50	\$250
Room Capacity						
Multi-Purpose (39'x47') and Sun Room	150 Maximum	Tables:	Twelve 8' x 3' rectangles (60" x 102" tablecloth) Thirteen 5' rounds (70" round tablecloth) 150			
Room 2	12 Maximum					
Room 3	10 Maximum					
Room 4	12 Maximum					
*Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages, and must provide the City with a certificate of liability insurance. Any refunds will be issued to the responsible party.						
**Non-profit groups pay 50% of room rental fees. Residency is based on the address of the non-profit organization.						

Wilsonville Parks and Recreation Facility Use Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group, may submit an application to reserve City facilities. Facilities may be reserved for ongoing or for one-time events. A completed application, including all necessary forms, fees, deposits, and insurance must be submitted at least 2 weeks prior to the requested date. The facilities are not available to rent on City-recognized holidays.

All applications are subject to review and approval by Parks and Recreation Staff. Agreements are not transferable. A new application must be submitted with all appropriate fees for each new date requested, or set of ongoing dates.

Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages and liability, and must provide the City with a certificate of liability insurance and additional insured endorsement. Any refunds will be issued to the responsible party.

ALCOHOL

The only use of alcoholic beverages permitted by the City of Wilsonville are those activities for which a reservation has been accepted and approved for alcohol use. Alcoholic beverages shall be limited to wine and/or beer. Hard alcohol is not permitted. In the State of Oregon, it is illegal for those under the age of 21 to possess or consume alcoholic beverages. It is illegal to provide alcoholic beverages to anyone (regardless of age) who is visibly intoxicated.

INSURANCE

Proof of insurance, naming the City of Wilsonville as 'additional insured' is required for all facility reservations no later than 30 days prior to the event. If these documents are not approved and on-file at least 30 days before your event, the City reserves the right to cancel your reservation.

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (2) Additional Insured Endorsement. The coverage must specifically name the City of Wilsonville as 'additional insured' and must have a limit for each occurrence of no less than \$1,000,000. If alcohol is sold, the certificate must include coverage for 'Retail Liquor Liability' and the responsible party must fulfill OLCC permitting requirements. If alcohol is offered for free, the certificate must include coverage for 'Host Liquor Liability'.

Options for insuring your event:

- Insurance companies offering one-day event coverage (e.g., TheEventHelper.com; PrivateEventInsurance.com; and Wedsafe.com)
- Rarely some homeowners insurance companies offer the ability to additionally insure a third party.

AMENDMENTS

An amendment fee of \$25 will be required if a date change is requested. All other changes will result in a \$10 fee. Amendment requests must be made at least 2 weeks prior to the date of your rental.

RENTAL CONFIRMATION

You will receive a receipt via email when your application is processed. Upon approval of your event a permit will be mailed to you, which should accompany you on the day of your event.

FACILITY HOURS OF USE

All setup and takedown must be completed within rental hours. Events must end by 10:00 pm, allowing one hour for clean up. **The building must be vacated by 11:00 pm or an hourly rate will be assessed at twice the regular rate.** These rates will also apply if the event runs later than originally requested. Additional fees will be subtracted from the refundable cleaning/damage deposit.

SPECIAL RESTRICTIONS

- Smoking and vaping must take place at least 10' from all doors and windows
- Control of lights, thermostats and other facility equipment, as well as locking and unlocking of doors, are the responsibilities of the building monitor.
- Open flames of any kind are not allowed.
- Existing wall decorations may **not** be removed: however, you may cover wall decorations with material during your event.
- Vehicles must be parked in a lined parking spot. No parking in the driveway or road south of the building.

EQUIPMENT

- **Applicant is responsible for room setup and takedown.** If it is necessary for staff to put furniture back in its proper place, the applicant will be assessed a minimum of \$50 to be subtracted from deposit.
- Under no circumstances are chairs, tables or other equipment to be removed from the building.
- Functions held at the Community Center that include a request to use the kitchen equipment, dishes or silverware, require applicant to meet with staff prior to the date of the event to learn proper care and use of equipment.
- Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the grounds prior to or after the event. Center supplies and condiments are not for use of private parties.

CLEAN UP

All floors should be swept, tables wiped down, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers. To avoid additional charges (\$50 per hour), please leave the facility as clean as you found it.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed, mailed or hand-delivered to the Community Center. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to date of reservation:

- Room rental fee, building monitor fee, alcohol permit fee (if paid), audio & visual fee (if paid), kitchen fee (if paid), and cleaning/damage deposit will be refunded, minus the process fee.

Less than 60 days, but more than 30 days prior to date of reservation:

- 50% of room rental fee, plus full cleaning/damage deposit, building monitor fee, kitchen fee (if paid), audio & visual fee (if paid), alcohol permit fee (if paid) will be refunded, minus the process fee.

Less than 30 days prior to date of reservation:

- 100% of room rental fee, process fee, and late fee will be forfeited. Full cleaning/damage deposit, kitchen fee (if paid), building monitor fee, audio visual fee (if paid) and alcohol permit fee (if paid) will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS FROM EVENT DATE.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change facility rental agreements when deemed necessary. Failure to comply with Facility Use Policies and Procedures will be grounds for cancelling the facility rental agreement and denying future applications.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE OF APPLICANT: _____

GROUP OR ORGANIZATION: _____

PHONE: _____

DATE SIGNED: _____

**WILSONVILLE COMMUNITY CENTER
RENTAL INFORMATION**

GENERAL INFORMATION

- * Have confirmation/receipt and any applicable Permit with you on the day of your event.
- * No open flames or candles.
- * Storage containers and City-owned condiments are not to be used
- * All setup and takedown must be completed within rental hours. Events must end one hour before the end of the rental period to allow one hour for cleanup.
- * Building must be vacated by time agreed upon but not later than **11:00 p.m. Overtime rates are double the normal rates, and will be deducted from deposit.**
- * Refunds are processed within 30 days of event.
- * Telephone number during non-business hours: 503-682-1231.
- * If building monitor has not arrived 10 minutes before start-time, please call 503-682-1231.

ROOM CAPACITY

Multi-Purpose {39' x 47'} & Sun Room {23' x 38'}	150 Maximum
Room 2	12 Maximum
Room 3	10 Maximum
Room 4	12 Maximum

TABLES & CHAIRS

Rectangle Table {8' x 3'}	12
Round Table {5'}	13
Chairs	150

AUDIO & VIDEO SYSTEM

- * The AV system is limited to slideshows and pictures from user's USB drives.
- * When turning on the iPad, you will be asked if you want to turn on the projector, select "Yes" which will trigger the screen to automatically come down.
- * To access the desktop computer mounted in the rack, select "PC" on the iPad, the computer will then project onto the screen. The mouse and keyboard are located in the first drawer. Click on "Sign in" to access the desktop (there is not a password). Insert USB drive into the desktop to access user's files. Note: The computer is equipped with general applications like PowerPoint, Word, Photos, and an internet browser.

ITEMS AVAILABLE FOR CUSTOMER USING KITCHEN

- * 55 cup coffee urn
- * dishes and flatware
- * ovens, steamer and dishwasher
- * serving utensil
- * pots and pans

ITEMS CUSTOMER MUST BRING

- * ice and coolers
- * coffee, cream, and sugar
- * salt, pepper, and other condiments
- * napkins
- * tablecloths
- * food wrap, aluminum foil, and food storage containers
- * dish towels

**WILSONVILLE COMMUNITY CENTER
FACILITY CLOSING CHECKLIST**

Building monitor will go over this Closing Checklist at the end of your event. A minimum of \$100 will be kept from deposit if any of the checklist items are not completed.

KITCHEN

- ☐ Refrigerator in the kitchen is ***not a freezer***. Use coolers to keep ice frozen.
- ☐ Wash and dry all dishes, flatware, utensils, pots and pans, etc. and return to their proper location:
 - ☐ large pans go under steam table
 - ☐ large baker sheets go on shelf near ovens
 - ☐ flatware second shelf of preparation table
 - ☐ utensils go in white 4-drawer bin next to the microwave
- ☐ Clean and wipe all hard surfaces.
- ☐ Rinse out coffee pots.
- ☐ Broom-sweep all floors.
- ☐ Food stored in refrigerator or coolers must be removed.
- ☐ Clear and wipe all tables.
- ☐ Provide appropriate-sized garbage bags to dispose of garbage/trash in the appropriate dumpster outside the building:
 - ☐ blue dumpster is for garbage/trash, large tan bin is for recycling (plastic only), small bin glass only.
- ☐ Bags of bottles and/or cans should be hauled away or tied and set outside kitchen door.

TURN OFF

- ☐ steam table
- ☐ steamers
- ☐ convection oven & burners
- ☐ dishwasher
- ☐ dishwasher must be drained
- ☐ clean & replace grease trap
- ☐ lights

MULTI-PURPOSE ROOM & SUNROOM

- ☐ Put tables & chairs away. Stack chairs on carts (**10 chairs per cart**); return carts to the storage room off of the Sunroom.
- ☐ **6 carts** should remain in the Multi-Purpose room facing the west wall (**10 chairs per cart**)
- ☐ **7 round** tables and **1 rectangular** table should remain in Multi-Purpose room; the rest of the tables should be returned to the storage room off of the Sunroom. **Please place tables in storage room according to the diagram on the wall.**
- ☐ Remove wall decorations.

OUTSIDE PERIMETER OF THE BUILDING

- ☐ All trash must be picked up and removed from premises.