CITY OF FALLS CITY

299 Mill Street, Falls City, OR 97344

COMMUNITY CENTER RENTAL AGREEMENT

320 N. Main Street, Falls City, OR 97344

Today's Date: _____

Printed Name: _____

Organization: _____Non-profit? _____For Profit?_____

Address: _____ City: _____ State: _____

Phone Number: _____ Cell Number: _____

Resident: _____ Non Resident: _____

Occasion: _____

Single Rental Date: _____ From: _____ a.m. /p.m. to _____ a.m. /p.m.

RENTAL DETAILS:

Community Center _____ Kitchen_____ (**WARMING KITCHEN ONLY**)

Number of People Attending: _____

Will alcohol be served? _____ Will candles be used? _____ (**Note: Candles must be self-contained**)

Reoccurring Rental Information:

Annual: yes / no Circle: Sun / Mon / Tue / Wed / Thur / Fri / Sat From: _____ a.m. /p.m. to _____ a.m. /p.m.

If limited to a series of months / dates, please list: _____

_____

Rental of Table and Chairs outside of the Community Center:

Tables and Chairs only: Number of Tables: _____ Number of Chairs: _____

I, _____, have reviewed the Falls City Community Center Use Policy, and hereby agree to comply strictly with and be legally responsible for all the Rules and Regulations of the Falls City Community Center Rental Agreement.

I, _____, indemnify and hold the City of Falls City, its officers, agents and employees, harmless from and against all claims, liabilities, demands, damages or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the rental or use of the Community Center, and any chairs and tables of the Community Center, by the responsible organization, group or individuals.

PRINT FULL NAME: _____

SIGN FULL NAME: _____ DATE:_____

Staff Use Only: **Date Received: _____ Staff:_____**

Rental Payment by: Cash ☐ Check ☐ Rental Fee: $_____ Receipt# _____ Date_____

Deposit Payment by: Cash ☐ Check ☐ Deposit $_____ Receipt# _____ Date_____

Confirmation to applicant ☐ Posted to Calendar ☐ Fees Waived Public Event- Authorizing Initials: _____

Facility Condition Checked

☐ **Deposit Returned** ☐ **Date: _____**

COMMUNITY CENTER RENTAL FEES

Deposit	$100.00
Community Center Room only	$50.00
Community Center Room with Kitchen	$75.00

Chairs rental only	$1.00 /each
Tables rental only	$5.00/each

A. Deposit cannot be waived
B. Deposit will be refunded only if the facility is left in the same conditions as it was found
C. All fees must be paid at the time the reservation is made

Summary of Rules from Community Center Use Policy:

Reservation timeline: Residents may reserve the center up to 12 mos. in advance. Non-residents may reserve it 6 mos. in advance.
Hours of Operation: 8 a.m. -12 a.m., unless other arrangements are made with City Hall.
Insurance: City must be named on Certificate of Insurance.
Supervision: Facility must be under competent adult leadership and supervision.
Prohibited: Disorderly conduct and smoking.
Damage to facilities or equipment must be reported immediately to city staff.
Cleaning: Rooms and areas must be cleaned and left in an orderly condition. If additional effort beyond normal cleaning is required, a fee for personnel and costs associated with the cleaning may be added.
Candles must be self-contained.
Gambling is prohibited, with certain exceptions described in the Community Center Use Policy.
Fund Raising activities including charging admission, selling articles, advanced sales, etc., is permitted only for Public Entities and non-profit organizations and must be approved by the City.
Decorating: Unless other arrangements are made, room setup must be done on the day of the event. Plans for decorations must be coordinated and approved by the City (staff) prior to the day on which the event takes place. Decoration of the room will be arranged so as not to inconvenience any other groups or cause damage to the facility. Tape, tacks, glitter, confetti, ceiling decorations, or any other items that may cause damage to the walls or ceilings of the Center are not allowed. Any decorations or equipment must be removed immediately after the meeting or activity unless other arrangements are made with the City
Serving Alcohol: The organization, group or person hosting the event will comply with all Oregon Liquor Control Commission requirements and all applicable state and local laws, rules, regulations and orders, including licensing, training and service, governing the service of alcohol, and must also comply with the Community Center Policy. Alcohol may only be consumed within the Community/Dining Room area.
Discounts for Nonprofits, Resident Groups, etc.: A rental discount will be given based upon usage frequency. The frequency modifier will be multiplied by the Net Base Rate to give the final rental amount per event date.

1. One time usage has a frequency modifier of 1.00.
2. Biannual (x2) usage has a frequency modifier of .90.
3. Quarterly (x4) usage has a frequency modifier of .80.
4. Monthly (x12) usage has a frequency modifier of .70.
5. Weekly (x52) usage has a frequency modifier of .50.