



City of Wilsonville – Facility Rental Application 2007

- accepted in person, by mail or fax 503-682-9062 -

Wilsonville Community Center, 7965 SW Wilsonville Road, Wilsonville OR 97070, 503-682-3727

Applicant/Responsible Party _____

Non-Profit ID# if appropriate _____

Address _____ City _____ State ____ Zip _____

Contact Person _____ Daytime Telephone _____

Email _____

Facility Requested _____ Date Requested _____

Start Time (including set up) _____ End Time (including clean-up) _____

Nature of Event _____ Estimated Attendance _____

Will there be alcohol? _____ Amplified music? _____ Special Equipment? _____

Please fill in appropriate fees below:

Non-Refundable Process Fee (\$25 or \$45) \$ _____

Room Rental Fee (# of hours x hourly rental fee) \$ _____

Building Monitor Fee (@ \$12 per hour) \$ _____

Refundable Cleaning/Damage Deposit (\$250 without alcohol or \$350 with alcohol) \$ _____

Kitchen Fee (\$40 or \$80) \$ _____

Key Deposit (\$50 – Tauchman House only) \$ _____

TOTAL FEES (must be paid in full to process application) \$ _____

Amendment Fee (refer to Policies & Procedures) \$ _____

Please charge \$ _____ to my VI / MC / AmerEx # _____

Expiration Date __/__/__ Please print name on card _____

Signature of Cardholder _____

Paid by cash / check # _____ in the amount of \$ _____ made payable to the City of Wilsonville

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 under certain circumstances I must provide the City a certificate of liability insurance 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 2 weeks prior to the event.

APPLICANT'S SIGNATURE _____ DATE _____

Staff Use
Permit # _____ Date _____ Approved _____ CI _____ BM _____ Cancel Date _____ Refund Date _____



Facility Rental Fees

Resident Status	Process Fee (Non-Refundable)	Cleaning and Damage Deposit (Refundable)	Building Monitor 2-hour minimum	Room Rental 2-hour minimum Non-Profit Groups pay 50% of room fees	Kitchen (Flat Fee)
Resident of Wilsonville	\$25	\$250 without alcohol \$350 with alcohol \$50 key deposit for Tauchman House	\$12/hr (No Building Monitor for Tauchman House)	Multi-Purpose & Sunroom \$40/hr Classroom 2 \$20/hr Classroom 3 \$20/hr Arts & Crafts Room \$20/hr Tauchman House \$40/hr	\$40
Non-Resident	\$45	\$250 without alcohol \$350 with alcohol	\$12/hr	Multi-Purpose & Sunroom \$80/hr Classroom 2 \$40/hr Classroom 3 \$40/hr Arts & Crafts Room \$40/hr Tauchman House \$80/hr	\$80

<u>Room Capacity</u>	<u>Maximum Number of People</u>	<u>Maximum Number of People</u>
Multi-Purpose & Sunroom	150 (if using chairs only)	120 (buffet tables* & chairs); 100 (dining tables* & chairs)
Classroom 2	12 (if using chairs only)	12 (tables & chairs)
Classroom 3	10 (if using chairs only)	10 (table & chairs)
Arts & Crafts Room	12 (if using chairs only)	12 (tables & chairs)
Tauchman House	20 (if using chairs only)	20

*Dimensions: 14 Rectangle/Buffer Tables – 8 feet long x 3 feet across (60” x 102” tablecloth)
12 Round/Dining Tables – 5 feet across (70” round tablecloth)



Wilsonville Community Services 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 and deposits 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 Community Services Staff. Use 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 and be responsible for damages and liability. Any refunds will be issued to the responsible party.

ALCOHOL

Alcoholic beverages or their consumption shall be limited to wine and/or beer. Hard alcohol is not permitted. The only use of alcoholic beverages, permitted by the City of Wilsonville, is those activities for which a reservation has been accepted and approved for alcohol use. 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. A Certificate of Liability insurance is required for all events where alcohol is served. (See 'Insurance' below)

INSURANCE

Proof of Comprehensive General Liability insurance, naming the City of Wilsonville as 'additional insured' is required for the following events:

- Estimated attendance over 50
- Alcohol
- Special equipment

To obtain insurance for your event, inquire to your home or renters insurance company. The insurance required is titled: Comprehensive General Liability. The coverage must specifically name the City of Wilsonville as 'additional insured'. It must be in the amount of no less than \$1,000,000. If alcohol is being served, the certificate must include coverage for 'Liquor Liability'. If you do not own a home or carry renters insurance, some companies will provide a one-day event floater. One source for this insurance is: Galescreek Insurance: 503.227.0491.

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

A permit will be mailed to you upon approval of your event, which should accompany you on the day of your event.

FACILITY HOURS OF USE

Events must end by 10:00pm, allowing one hour for clean up. The building must be vacated by 11:00pm, 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 is not allowed* inside ANY of the facilities.
- Control of lights, thermostats and other facility equipment, as well as locking and unlocking of doors, are *responsibilities of the monitor/staff* that needs to be informed of special needs by the group reserving the facility.
- *Open flames and candles of any kind are not allowed.*
- *Existing wall decorations* may NOT be removed; however you may cover wall decorations with material during your event.

EQUIPMENT

- *Applicant is responsible for room setup and takedown.* If it is necessary for staff to put furniture back in place, the applicant will be assessed a minimum of \$20 to be subtracted from deposit.
- Under no circumstances are chairs, tables or other equipment to be removed from the building.
- Functions held at the Center that include *a request to use the kitchen equipment*, dishes or silverware, *require applicants to check with the Building Monitor* on the day 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 ground prior to, or after the applicant's function. Center supplies and condiments are not for use of private parties.

CLEAN UP

All floors should be swept and mopped, tables wiped down, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers. *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 brought in person to the Community Center. A partial or full refund will be issued in accordance with the following schedule:

More than 30 days prior to date of reservation:

- All applicable fees and deposits will be refunded, minus a \$10 processing fee.

Less than 30 days, but more than 10 business days prior to date of reservation:

- 50% of applicable fees plus full deposit will be refunded.

Less than 10 business days prior to date of reservation:

- 100% of applicable fees will be forfeited, but full deposit will be refunded.
- **ALL REFUNDS will be processed within 30 days.**

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

TO BE COMPLETED BY APPLICANT

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 Available Items list

These items are available for your use at the Center:

- Coffee Pot and Coffeemaker
- Dishes and flatware
- Tables and chairs (12 ea. - 70" round, & 10 ea. - 60" x 102" rectangular tables - size for tablecloths)
- All ovens, steamer, dishwasher
- Pot holders
- Serving utensils
- Pots and pans
- 2 Refrigerators (NOT freezer)

You must bring your own:

- Ice and coolers
- Coffee, cream, and sugar
- Salt, pepper, and all other condiments
- Napkins
- Tablecloths
- Food wrap, aluminum foil, and food containers
- Dishcloths and towels

AT THE TIME OF CHECKOUT: (Please check off each one)

- All dishes and silverware must be washed and returned to their proper place.
- Kitchen floor must be swept & mopped and all counters wiped clean.
- In the main room, put away all tables and chairs. Return chairs and tables to where you found them. (Please use cart to move stacks of chairs so as not to ruin floor. Chairs are to be stacked 5 high.)
- Sweep floor in the main room with the large dust mop located in the storage room.
- All appliances must be turned off. Remember to include steam table, dishwasher, and coffeemaker.
- Dishwasher button turned off and drained.
- Rinse out coffee pot/s.
- Empty ALL trash (dumpster is located outside the kitchen door)
- Leave all things exactly as you found them, including any fliers or pictures you may have removed from the bulletin boards.

We appreciate your cooperation in helping to maintain our Community Center. If you have any questions, please feel free to call the Community Services Department at: 503-682-3727.

Thank you very much!



Driving Directions to Wilsonville Community Center:

From I-5 SOUTHBOUND

- I-5 South to exit 283 (Wilsonville Road)
- Turn left at light onto Wilsonville Road
- Go to 4th traffic light - (Town Center Loop E)
- Turn left, and then take the first driveway to the right, into parking lot.
- As you turn into the parking lot, the Community Center is straight ahead – the building at the back of the lot.

From I-5 NORTHBOUND

- I-5 North to exit 283 (Wilsonville Road)
- Turn right at light onto Wilsonville Road
- Go to 3rd traffic light – (Town Center Loop E)
- Turn left, and then take the first driveway to the right, into parking lot.
- As you turn into the parking lot, the Community Center is straight ahead – the building at the back of the lot.

Driving Directions to Tauchman House & Boone's Ferry Park

From I-5 SOUTHBOUND

- I-5 South to exit 283 (Wilsonville Road)
- Turn right at light onto Wilsonville Road
- Stay in left-hand lane
- Go to 1st traffic light - (Boones Ferry Road)
- Turn left, drive about ½ mile – where road ends.
- The entrance to Boone's Ferry Park & the Tauchman House will be on your left.

From I-5 NORTHBOUND

- I-5 North to exit 283 (Wilsonville Road)
- Turn left at light onto Wilsonville Road
- Go to 2nd traffic light – (Boones Ferry Road)
- Turn left, drive about ½ mile – where road ends.
- The entrance to Boone's Ferry Park & the Tauchman House will be on your left.