

Facility Rental Application



City of Wilsonville
 Wilsonville Community Services
 7965 SW Wilsonville Rd
 Wilsonville, OR 97070
 Ph 503-682-3727 Fx 503-682-9062

(Fill out completely and print legibly.)

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Applicant/Responsible Party:	
Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Nonprofit Tax Exempt Number:	
Address:	City, State, ZIP:
Phone:	
Primary Contact:	
Contact Phone:	Email:
EVENT INFORMATION	
Facility requested: <input type="checkbox"/> Community Center <input type="checkbox"/> Tauchman House	
Requested Date:	
Nature of Event:	
Start time (including set-up):	End time (including clean-up):
Estimated Attendance:	
Are you requesting (check all that apply): <input type="checkbox"/> Alcohol <input type="checkbox"/> Amplified Music <input type="checkbox"/> Special Equipment (please specify):	
FEES	
Process Fee	\$
Room Rental Fee (number of hours x hourly rental fee)	\$
Building Monitor Fee (number of hours x \$12)(Community Center only)	\$
Cleaning/Damage Deposit (refundable)	\$
Kitchen Fee (Community Center only)	\$
TOTAL FEES (must be paid in full to process application)	\$
PAYMENT	
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Amount Paid \$_____ Payable to the City of Wilsonville	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express # _____ - _____ - _____ Exp ____/____	
Cardholder's Name:	Amount to be charged: \$_____
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

COMMUNITY CENTER RENTAL FEES				
Process Fee	Cleaning & Damage Deposit (refundable)	Building Monitor (2 hour minimum)	Room Rental** (2 hour minimum)	Kitchen
Resident* of Wilsonville				
\$25	\$250 without alcohol \$350 with alcohol	\$12/hour	Multi-Purpose & Sun Room \$40/hr Room 2 \$20/hr Room 3 \$20/hr Room 4 \$20/hr	\$40
Non-Resident				
\$45	\$250 without alcohol \$350 with alcohol	\$12/hour	Multi-Purpose & Sun Room \$80/hr Room 2 \$40/hr Room 3 \$40/hr Room 4 \$40/hr	\$80
Room Capacity				
Multi-Purpose & Sun Room	150 Maximum			
Room 2	12 Maximum		Tables: fourteen 8' x 3' rectangles (60" x 102" tablecloth)	
Room 3	10 Maximum		twelve 5' rounds (70" round tablecloth)	
Room 4	12 Maximum			

TAUCHMAN HOUSE RENTAL FEES				
Process Fee	Cleaning & Damage Deposit (refundable)		House Rental** (2 hour minimum)	Kitchen
Resident* of Wilsonville				
\$25	\$250 without alcohol \$350 with alcohol		\$40/hr	Included
Non-Resident				
\$45	\$250 without alcohol \$350 with alcohol		\$80/hr	Included
Room Capacity				
	40 Maximum		Tables: thirteen 5' x 2.5' rectangles Chairs: twenty youth and twenty adult	

*Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages, and if required, 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 & house rental fees.

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, be responsible for damages and liability, and if required, must provide the City with a certificate of liability insurance. 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 Use
- Special Equipment Use

The insurance required is titled: Comprehensive General Liability. The coverage must specifically name the City of Wilsonville as 'additional insured' and 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'.

To obtain insurance for your event:

- Inquire to your home or renters insurance company
- The City offers TULIP (Tenant User Liability Insurance Program)(see attached TULIP information)
- Some insurance companies offer one-day event coverage (e.g., Gales Creek Insurance)

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

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 Community 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 grounds prior to, or after the applicant's event. 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 process 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.

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 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.

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
- ovens, steamer, and dishwasher
- pot holders
- serving utensils
- pots and pans

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 of the following:

- all dishes and flatware must be washed and returned to their proper place
- kitchen floor must be swept and mopped, and all counters wiped clean
- return all tables and chairs to where you found them (please use cart to move stacks of chairs so as not to mar 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

The building monitor will have a facility closing checklist to go over with you at the end of your event.

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.

Directions

DIRECTIONS TO WILSONVILLE COMMUNITY CENTER

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- turn left at light onto Wilsonville Rd
- 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 parking lot)

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- turn right at light onto Wilsonville Rd
- 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 parking lot)

DIRECTIONS TO TAUCHMAN HOUSE

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- turn right at light onto Wilsonville Rd
- move to the left-hand lane
- go to 1st traffic light (Boones Ferry Rd)
- turn left, drive to end of road
- the entrance to Boones Ferry Park & the Tauchman House will be on your left

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- turn left at light onto Wilsonville Rd
- stay in left-hand lane
- go to 2nd traffic light (Boones Ferry Rd)
- turn left, drive to end of road
- the entrance to Boones Ferry Park & the Tauchman House will be on your left