

**CITY OF AUMSVILLE  
COMMUNITY CENTER USE PERMIT**

Applicant \_\_\_\_\_ Person in Charge \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Date(s) \_\_\_\_\_

HOURS	Setup	Event**	Cleanup
From: _____	_____	From: _____	From: _____
To: _____	_____	To: _____	To: _____

(Mandatory Closing Time is 2:00 am)

\*Fee Calculations: Length of Event \_\_\_\_\_ x \_\_\_\_\_ (rate) = \_\_\_\_\_ + Security: \_\_\_\_\_ (hours) x \$50/hr = \_\_\_\_\_

**NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED IN THE COMMUNITY CENTER  
 PURSUANT TO AUMSVILLE MUNICIPAL ORDINANCE 405 (ATTACHED) NO ALCOHOL MAY BE CONSUMED IN THE  
 PARKING LOT OR PUBLIC PREMISES ADJACENT TO THE COMMUNITY CENTER.**

Type of Event \_\_\_\_\_ Activity will be Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Equipment Use Only? \_\_\_\_\_  
 Will there be a band? Yes \_\_\_\_\_ No \_\_\_\_\_ Disc Jockey? Yes \_\_\_\_\_ No \_\_\_\_\_ Noise Permit Attach? \_\_\_\_\_  
 Capacity: 122 Conference/Dining Style or 262 Assembly Style. Approximate number of guests: \_\_\_\_\_

MATERIALS AND EQUIPMENT AVAILABLE FOR COMMUNITY CENTER RENTER'S USE IF NEEDED. MARK EQUIPMENT TO BE USED:

- |                          |                               |                          |
|--------------------------|-------------------------------|--------------------------|
| _____ 8' Tables (16)     | _____ Chairs (198)            | _____ 30-cup Coffee Pot  |
| _____ 6' Tables (1)      | _____ Podium/Microphone Setup | _____ 100-cup Coffee Pot |
| _____ 4' & 5' Tables (4) | _____ Portable Sound System   | _____ Vacuum             |

I hereby apply for a City of Aumsville Community Center Use Permit. I have read, I understand and agree to comply with all rules and regulations set forth herein. I further pledge that I am of legal age and will be personally responsible for the care of the facility during its use. **Further, I will be responsible for the repair or damage to equipment or the facility should any occur and for the replacement of any inventory or equipment lost or damaged during the use for which I have accepted responsibility for our organization/group/individual to the satisfaction of the city. If these damages exceed my deposit, I understand that I will be charged and must pay all damages.** I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the city rental rates, rules and regulations are subject to change without notice.

I hereby certify that I have homeowner's/renter's/business insurance coverage and agree to reimburse and hold the City of Aumsville harmless from any and all liability, claims, causes, actions, suits, loss, damage, or expense of any kind or description which may be claimed against or incurred by the agents or invitees and shall indemnify the City of Aumsville against and hold the City of Aumsville harmless from same, including attorney fees which may arise out of or be connected with or result from the use of the community center or equipment during the period of reservation. I further agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Authorized Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ City Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: CITY USE ONLY**

Event Deposit	\$ _____	No food: \$50; If food is served: \$200, if event is more than 4 hrs- \$200 + rental	Key # _____
Security Deposit	\$ _____	Minimum security deposit, if applicable, \$150 (3 hrs x 2 officers x \$25/hour)	
Deposit/Rental Paid**	\$ _____	Receipt # _____ Date Paid _____	Picked up _____
Deposit Balance Due	\$ _____	Receipt # _____ Date Paid _____	
*Total Rental & Security Fee	_____	Cleaning or Damage Charge \$ _____	
Refund Amount or		Check # _____	Key Returned _____
Balance Due	\$ _____	Receipt # _____ Date Paid _____	Date: _____

Cleaning Information: Applicant Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
 Cleaning Deficiency or Damage Noted: \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_ Cleaning/Damage Charge Assessment \_\_\_\_\_

**FIRE SAFETY GUIDELINES: AUMSVILLE COMMUNITY CENTER**

To assist those who use the Aumsville Community Center, the following are guidelines to help in planning events. If you have any questions, please refer them to the Aumsville Rural Fire Protection district, 503 749-2894, with offices located at 490 Church St., Aumsville.

**CANDLES:** Use of candles must be controlled to prevent excessive fire or life hazards. (See drawings on back for approved types) Basic requirements are:

- a) The diameter of the candle holder base is at least one-half the height of the candle.
- b) The base must be supported on the entire perimeter. Use of legs is only allowed if the base is stable.
- c) All candle holder materials shall be non-combustible. Decorations shall not be higher than the candle holder base.
- d) All candles shall be kept away from possible contact with drapes or curtains. To avoid contact with clothing, candles should be limited to areas away from occupants.
- e) Prior to use, sample models or all candles to be used shall be submitted to the fire department for written approval (see below). Without approval, no candles will be allowed in the community center. Present this signed approval to the city clerk with your completed permit application.

**DECORATIONS:** Decorative materials shall meet the following:

- a) Treated and maintained in a flame retardant condition during the event.
- b) Not conceal or obstruct any exit doors, exit lights, fire alarm sending stations, and fire extinguisher locations.

**EXITS:** Exit doors must be maintained to provide adequate aisle spacing and not create a hazardous condition.

**OCCUPANT LOAD:** The responsible person must avoid overcrowding beyond the posted maximum capacity of the community center.

**DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

Aumsville Fire District Representative Printed Name

\_\_\_\_\_  
Signature

# Rules and Regulations for Use of the Aumsville Community Center

## 1. PERMITS

- a. A Community Center Use Permit is required.
- b. The City of Aumsville reserves the right to terminate any Community Center Use Permit at any time without cause.
- c. The Community Center Use Permit is not transferable.
- d. The City of Aumsville reserves the right to make further stipulations for use prior to issuing a Community Center Use Permit.

## 2. RULES & REGULATIONS

- a. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE COMMUNITY CENTER, PARKING LOT OR PUBLIC PREMISES ADJACENT TO THE COMMUNITY CENTER PURSUANT TO THE ATTACHED AUMSVILLE MUNICIPAL ORDINANCE NO. 405.**
- b. Smoking in the community center is prohibited as provided by Oregon Revised Statutes (ORS 433.850). Designated smoking areas are provided outside the front and rear exits.
- c. Building hours are indicated on the Community Center Use Permit. If the building is not vacated at the agreed upon time, additional rent will be charged.
- d. The building should at NO TIME be left unlocked and unattended.
- e. All decorations must be removed and NOT be attached to the walls, ceiling, tables or facilities in anyway; or you will be subject to a cleaning/damage charge. Climbing on any piece of furniture is prohibited. If a ladder is needed, contact city hall during office hours.
- f. Users are responsible for cleaning up all decorations and for removing garbage from city facilities. Tables at the community center should be cleaned. Any items used from the city's inventory must be cleaned and put away. When putting away tables, do not lift them by the tops, lift them by the frame or legs.
- g. The use of a Christmas tree for decoration is allowed, but said tree shall not be decorated with either candles or lights.
- h. Use of birdseed is prohibited in the community center, but may be used in the parking areas.
- i. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose are prohibited in the community center and in the parking areas.
- j. Candles are permitted inside the community center ONLY with express written approval from the Aumsville Rural Fire Protection District on the attached form.
- k. Doors must remain closed at all times if a band or a disc jockey will be playing music.
- l. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen.
- m. Inventory provided is for the user's convenience. The user is responsible for its reasonable use and safekeeping. Any items from the community center kitchen area must be cleaned and returned to their proper places. Any appliances used in the kitchen area must be cleaned after use.

n. **ALL ITEMS ON THE ATTACHED USAGE CHECKLIST MUST BE COMPLETED TO RECEIVE DEPOSIT REFUND!**

o. A key will be issued to the authorized user. If the key is not returned to city hall within five working days after the event, the user will be charged \$10.00 for each key not returned.

### 3. FEES

a. Resident rate: \$20.00 per hour rental fee, in half-hour increments after the first hour, for use of building. Non-Resident rate: \$30 per hour, in half-hour increments after the first hour. No rental fee charged for setup and cleanup time. Renter is responsible for own setup and cleanup. Rental fee may be charged in advance with deposit.

b. \$50.00 cleaning/damage deposit fee for business meetings where no food or beverages will be served and equipment use only rental.

c. \$200.00 cleaning/damage deposit fee for events or activities where food and beverages are to be served. (Plus rental fee for some events)

d. Equipment-use-only fee will be \$5.00 per day per table, 50 cents per day per chair, or fair market rental rate for any equipment used as determined by city staff.

e. **Security requirements/criteria:** All social activities, when the number of guests are expected to be 50 or more, or any other event where the City Administrator or designee deems that security is in the best interest of all parties concerned, shall require a charge for two reserve police officers at an hourly rate of \$25. There is a minimum charge of 3 hours for each event.

f. Fee reductions and waivers:

1. All events sponsored by the City of Aumsville may use the community center at no cost. Requests for reservation of the community center or equipment for city-sponsored activities may not receive preferential consideration for scheduling. Reservations are to be made on a first-come, first-served basis for all activities.

2. Public agencies, non-profit organizations or others may submit requests to the city administrator to obtain fee reductions or waivers. The city administrator will review all such requests and may approve or deny the request based on the ability to pay, the number of Aumsville residents served, whether the community center is available, and/or the value of the service to the community.

3. Other fee reductions and waivers may also be granted by the Aumsville City Council.

### 4. RESERVATIONS & REFUNDS

To reserve the community center for the date of your event, we require a \$50.00 deposit fee with a completed and signed application, which is non-refundable upon cancellation/no show. In addition, if it is determined that security is required for the event, an additional non-refundable deposit of \$150 is required. The remainder of the deposit fees, where applicable, shall be paid before use, usually at the time the applicant picks up the key for the community center. Equipment-only is reserved with a damage deposit determined by the estimated value of the equipment. Deposit fees are held in trust until applicant reports actual rental hours used (excluding setup and cleanup time), the key is returned, and after a cleaning/damage assessment is done to determine if additional cleaning/damage charges are due.