



595 Main St. Aumsville, Oregon 97325
 (503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

Reserved Date

COMMUNITY CENTER, 555 MAIN ST, AUMSVILLE - USE PERMIT

Applicant (Refundee) _____ Person in Charge _____

Street Address _____ City, State, Zip: _____ Daytime Phone _____

Mailing _____

Address _____
 (Mandatory Closing Time is **12:00** am)

HOURS	
From:	_____
To:	_____

	Length of Event		Deposit	Kitchen	Special Event Permit	Event Total
*Resident	_____ x \$20/hr	=	+ \$200	+ \$50	+ \$50	= _____
*Non-Resident	_____ x \$40/hr	=	+ \$200	+ \$50	+ \$50	= _____
**Non-Profit	_____ x \$10/hr	=	+ \$200	+ \$50	+ \$50	= _____

Type of Event _____ Serving Food? _____

Will there be a band? Yes _____ No _____ Disc Jockey? Yes _____ No _____ Noise Permit Attach? _____

Capacity: 96 Conference/Dining Style or 120 Assembly Style. **Approximate number of guests:** _____

NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED IN THE COMMUNITY CENTER, PARKING LOT, OR PUBLIC PREMISES ADJACENT TO THE COMMUNITY CENTER.

I hereby apply for a City of Aumsville Community Center Use Permit. I have read, understand, and I 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.

Renters are required to submit a **homeowner/renter and/or business proof of insurance for the facility rental period, with a liability limit of at least \$300,000 private events, and commercial events at least \$1,000,000, or obtain a Tenant User Liability Insurance Program (TULIP) policy.** I 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

\$200 deposit + rental fee. \$50 key fee is included in the deposit.
 \$50 Special Event Permit for events with 50+ people.

Key # _____

Event Total: \$ _____

Deposit/Rental Paid**: \$ _____

Balance Due: \$ _____

*Total Rental & Security Fee: \$ _____

Refund Amount or Balance Due: \$ _____

Receipt #: _____

Receipt #: _____

Cleaning or Damage Charge: \$ _____

Check # _____

Check Receipt# _____

Date Paid: _____

Date Paid: _____

Key Picked Up By: _____

Date Key Returned: _____

Date Applicant Notified: _____

Cleaning Information: Applicant Arrival Time: _____

Departure Time: _____

Cleaning Deficiency or Damage Noted: _____

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.
- e. This facility is a multipurpose center. During your rental there maybe equipment or items stored within the facility that are owned by the city or for city use. Your understand and accept as part of your rental that there may be other city equipment and items stored within the facility.

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 AUMSVILLE MUNICIPAL ORDINANCE NO. 687.**
- 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.
- 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. Use of birdseed is prohibited in the community center but may be used in the parking areas.
- h. 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.
- i. Candles are not permitted.
- j. Doors must remain closed at all times if a band or a disc jockey will be playing music.
- k. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen.
- l. 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.
- m. **ALL ITEMS ON THE ATTACHED USAGE CHECKLIST MUST BE COMPLETED TO RECEIVE DEPOSIT REFUND!**

- n. A key will be issued to the authorized user. If the key is not returned to city hall within three working days after the event, the user will be charged \$10 per day per key for each key not returned.

3. FEES

- *a. Within City Limits Resident rate: \$20 per hour rental fee, in half-hour increments after the first hour, for use of building. Non-Resident rate: \$40 per hour, in half-hour increments after the first hour. Renter is responsible for own setup and cleanup. Rental fee may be charged in advance with deposit.
- b. \$200 cleaning/damage deposit fee for events or activities where food and beverages are to be served. (Plus rental fee for some events)
- d. Kitchen use is an additional \$50 per rental.
- e. \$50 processing fee for a Special Event permit for events with 50+ guests.
- f. **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, a minimum charge of \$65 per officer.
- g. **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 events have priority over non-city sponsored events. Reservations are to be made on a first-come, first-served basis for all non-city sponsored activities.
 - **2. Public agencies, non-profit organizations or others may submit requests to the city administrator to obtain the non-profit fee reduction. The City Administrator will review all such requests and may approve or deny the request based on the number of Aumsville residents served. Entities that are coordinating services with the city will be handled on a case-by-case basis at the discretion of the City Administrator.
 3. Other fee reductions and waivers may also be granted by the Aumsville City Council.
 4. Non-Profit Organizations from outside the city limits may not receive rent reductions. The facility is not intended to be used to supply facilities for organizations in an ongoing basis for general operations. If a reoccurring rental is granted, its only to the extent they are temporary and do not interfere with general community use of the facility.

4. RESERVATIONS & REFUNDS

To reserve the community center for the date of your event, we require a \$50 non-refundable deposit with a completed and signed application and proof of insurance. In addition, if it is determined that security is required for the event, as outlined above in 3. Fees, section e., the security non-refundable fee must be paid at this time. The remainder of the deposit and rental fees shall be paid before use, usually at the time the applicant picks up the key for the community center. Damage deposit and rental fees are held in trust until applicant reports actual hours used, the key is returned, and after a cleaning/damage assessment is done to determine if additional cleaning/damage charges are due.