

City of Lafayette Community Center

133 Adams Street
Lafayette, Oregon 97127
(503) 864-2451 / Fax (503) 864-4501

RESERVATIONS/USE AGREEMENT

Organization/Individual Requesting Use: _____

Event Date(s): _____ Day of Week: _____

Rental Hours: Begin Time (Includes Set-up): _____ End Time (Includes Clean-Up): _____

Type of Event _____ Person in Charge _____

Phone _____ Email _____

Address _____ City _____ Zip _____

Number of People _____ (55 maximum) Check one: Resident Non-Resident Profit Non-Profit

DEPOSIT: Day Use: \$150.00 Evening Use (after 6 p.m.): \$300.00

USER FEE:

**Residents: \$15/Hour if rented before 6 p.m., \$30 Minimum
\$25/Hour if rented after 6 p.m., \$50 Minimum**

**Non-Residents: \$25/Hour if rented before 6 p.m., \$30 Minimum
\$35/Hour if rented after 6 p.m., \$70 Minimum**

**Weekly Rates: 3 Days at 6-10 hours: \$50
(Weekdays Only) 4-5 Days at 11-20 hours: \$80**

CONTRACT AGREEMENT

I understand and agree that I may forfeit my deposit if it is necessary for City of Lafayette Staff or janitorial service, to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce facility policies as stated herein or as informed by City of Lafayette Staff. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services to my group or myself. I understand that my event must be conducted in accordance with the regulations set forth in these documents and if a violation is to occur that all violators may be required to leave and my event may be terminated immediately in its entirety. I further agree to indemnify, defend and hold harmless City of Lafayette for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

RENTAL CLEAN-UP AGREEMENT

In order to receive full refund of the cleaning deposit(s), the rented area(s) will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All tables and chairs will be wiped down and cleaned. All bottles, cans and trash will be removed from the facility at the end of the event. There are trash cans just outside the facility. Lafayette Community Center prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. City of Lafayette is not responsible for items left behind. All decorations and rental items must be removed from the facility immediately following the event. Please be aware that there is an additional charge for damage done to any surfaces, equipment, or flooring and is subject to additional charges and loss of deposit(s). This is a smoke free facility. Please make guests aware they must go outside to and be at least ten (10) feet away from any door, window or ventilation system to smoke.

PERMITTEE:

Signature

Date

CITY OF LAFAYETTE:

Signature

Date

_____ I understand that smoking is not permitted in the community center; any smoking must be done outside, at least ten (10) feet away from any door, window or ventilation system. No open flames, including barbeques, candles or other decorations, are permitted in the community center.

_____ I understand that alcoholic beverages may not be consumed on the premises.

_____ I understand that kitchen equipment and supplies are not available without prior approval. I understand that use of the stove and cook top is for warming purposes only. **No cooking is allowed on the cook top. Frying of any kind is prohibited. Any use of the kitchen facilities in violation of Center rules will result in forfeiture of the deposit.**

_____ I understand that decorations may not be attached to Center structure without prior approval. I may not use anything which will remove paint from or leave holes in the walls; tape is not permitted on the walls, floor, or any other surface.

_____ I understand that the behavior of all participants is my responsibility and I am responsible for payment of repairs or replacement of damaged Center properties, which result from my rental use. Furthermore, I agree to clean the facilities immediately following program.

_____ I understand and agree that I may forfeit my rental deposit if it is necessary for Center staff to clean or re-clean facilities following our facility use, or if during the course of my rental, I fail to enforce the Center policies stated above and those that may be represented to me by Center staff during my program.

_____ I understand that all functions, including final clean up, must end on or before the ending time specified in the rental agreement. In no event is anyone to be in or using the Center before 7:00 a.m. or after 10:00 pm. Each event must comply with the occupancy limits as posted in the Community Center.

If you find the Community Center damaged or dirty on your arrival you must notify the City before you commence using the building. If you do not do this it will be assumed that the damage occurred during the time you rented it. To report a dirty or damaged Community Center, please call City Hall at 503-864-2451 during regular business hours or 971-237-2515 after hours.

It is the responsibility of the applicant to check out a key from City Hall during regular business hours Monday – Friday (8 – 5). If you lose, fail to return, make a copy of, or allow anyone else to use or make a copy of the key checked out to you by the City, the Permittee and the person who checked out the key (if different) will be personally liable to the City for all of its cost and expenses (including changing locks and making multiple copies of new keys) for re-securing the Community Center. Safeguard the key and return it to City Hall immediately when you leave the Center. Keys may be left in the payment drop at City Hall.

It is the permittee's responsibility to comply with all City codes and ordinances governing the event.

The organization or individual will hold harmless the City of Lafayette from and against any and all liability which may be imposed on them for any injury to persons or property caused by the organization or any persons in connection. It is understood that the City assumes no responsibility whatsoever for any property placed in a City facility or park in connection with the organization or individual's use, and the City hereby is expressly released from any and all liability and for any loss, injury or damage to persons or property which may be sustained by reason of group use.

Cancellation Policy: Applicants must cancel their event by contacting City Hall no less than two (2) business days prior to the scheduled event. Community Center fees will be forfeited if an event is cancelled with less than two business days. A \$10.00 service charge may be retained for each cancellation.

Non-Profit Agency: At the time the application is filed, the applicant may submit a written request to the City Administrator to waive payment of all or part of the rental fee. **The City Administrator may waive the rental fee for the premises if the group is a non-profit organization that is either located within the City or provides services within the City.** Consideration for reduction or waiver of rental fees will not be given to any religious or political organizations, or organizations that have breached any prior rental agreement for the use of the Community Center.

What equipment will you be bringing into the Community Center? _____

Will you be preparing or serving food? _____ **What will you be preparing or serving?** _____

OFFICE USE ONLY

Deposit Amount: _____ Date Paid: _____ Receipt #: _____

Rental Fee: _____ Date Paid: _____ Receipt #: _____

Center inspected on: _____

Deposit refunded on: _____