

**COMMUNITY CENTER RENTAL FORM**

Name of organization/individual

Person supervising activity

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell

Address

Email

Date of Event Type of Event

Event Times: Set up \_\_\_\_\_\_\_\_ Start\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_ Clean up \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please circle Group Type/Fees Below:**

\*Event fee covers up to 4 hours. The hourly rate begins after that.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Group Type/ Size | Residents/Employees | | | Non-Residents | | |
|  | Event  Fee\* | Hourly  Fee | Cleaning  Dep | Event  Fee\* | Hourly  Fee | Cleaning  Dep |
| Civic/Government | - | - | 50 | 25 | 10 | 50 |
| Non-Profit |  |  |  |  |  |  |
| <10 | - | - | 50 | 15 | 5 | 50 |
| 10-25 | - | - | 75 | 25 | 10 | 75 |
| 26-85 | - | - | 100 | 50 | 15 | 100 |
| Private |  |  |  |  |  |  |
| <10 | 50 | 10 | 100 | 75 | 20 | 150 |
| 10-25 | 75 | 15 | 150 | 100 | 30 | 200 |
| 26-85 | 125 | 25 | 200 | 200 | 50 | 250 |

Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant and the applicant’s group, shall indemnify, defend, and hold City, its elected and appointed officials, agents, employees, and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant’s, applicant’s group or their invitees’ use of the Adair Village Community Center and adherence to all city regulations. I have read and agree to abide by the regulations established for use of a Adair Village City Facility. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

User Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key checked out: \_#\_\_\_\_\_\_\_\_ Key must be picked up and returned during normal business hours, M-F 8:00 a.m. to 5:00 p.m. Initial acceptance of responsibility for key return no later than the next business day following your event \_\_\_\_\_\_\_\_\_\_\_\_.

Adair Village Community Center Address: 6070 NE William R. Carr Ave. Adair Village, OR 97330

Contact: City Hall: 6030 NE William R. Carr Ave. Phone: 541-745-5507