

MYRTLE CREEK COMMUNITY CENTER RENTAL REGULATIONS

The Community Center is an alcohol and smoke free entity.

Alcohol use, smoking tobacco and illegal drug use are forbidden in the Community Center facilities. Groups or individuals violating this policy may be excluded from further use of the facility.

Lessee must be at least 21 years of age.

All Community Center users shall pay appropriate deposit, rental fees and provide clean-up.

Use shall be denied or revoked: **1.)** for any activity prohibiting admission on the basis of race, religion, sex, marital status, color or national origins; **(2.)** if there is any indication of rental under false pretext or that the facility will be used for or promote illegal activity; **(3.)** for any additional activity by the same sponsor if charges for previous activities have not been paid.

Any occasion involving minors shall be chaperoned continuously by sufficient parents, teachers, or adult leaders, (21 yrs. of age or older). Chaperones shall be present until the last minor leaves the facility building and grounds. Those chaperones shall be present afterward to certify clean-up (as required by the signed Facility Use Form). A bonded security company may be required in some instances, i.e. band concerts, etc.

Renters of the facility:

- 1.) Should not oversell tickets and should be prepared to make refunds should this happen. The Oregon Fire Marshall has designated the building capacity at 130.
- 2.) Do not attach anything to the ceiling tiles.

The City of Myrtle Creek has the right to establish requirements for security, insurance and copyright privileges.

Community Center rental: Cleaning deposit of \$100.00 will be returned after used areas have been inspected and approved the key to the center returned.

Rental fees are established by the City of Myrtle Creek. **Your date is not secured until you have turned in the signed contract with the deposit PAID.**

- \$100.00 for daily use
- \$125.00 Commercial Use
- \$100.00 deposit (refundable)
- \$10.00 for non-profit youth group meetings
- \$10.00 Public Health Groups
- \$25.00 Non-Profit Groups
- \$0.00 Alcohol and drug preventive groups, project literacy, and city sponsored events

Please make checks payable to City of Myrtle Creek

Equipment

- 10 Banquet style tables 8' and 100 stackable chairs

**CITY OF MYRTLE CREEK
COMMUNITY CENTER
425 N.W. Second Avenue
Myrtle Creek, OR 97457**

APPLICATION AND AGREEMENT FOR USE FORM

Facility desired: Main Hall _____ Main Hall with Kitchen _____

Date of use: _____ Hours: (from) _____ (to) _____

Lessee _____ Name of Organization _____

Address _____

Telephone (daytime) _____ (evening) _____

Describe use and all activities: _____

Estimated attendance: _____ Admission Fee: _____

I certify that I am the authorized representative of the above named organization and that the above statements are true to the best of my knowledge and that I and the organization I represent agree to be bound by the policies regarding use of the Myrtle Creek Community Center. I understand that violation of any of these policies may jeopardize further use of the facility and/or result in termination of its use. I, and the organization that I represent, agree to indemnify, defend and hold harmless the City of Myrtle Creek and its agents, officials, volunteers, and employees from and against any and all claims, damages, losses and expenses, including the attorney fees and costs arising in and from the use of the premises by the lessee or the conduct of the lessees therein. I and the organization that I represent, specifically agree to make all required royalty payments and to indemnify, defend and hold harmless the City of Myrtle Creek and its agents, officials, volunteers, and employees from and against any and all damages resulting from violation of copyright laws. I further agree to assume responsibility for any physical damage to the facility and contents thereof which is incurred as a result of activity or attendance at an event sponsored by Lessee.

LESSEE: _____ Date: _____

BY: _____ Date: _____

For City Use:

Receipt of the sum of \$ _____ is hereby acknowledged for the rental of the building.

Receipt of the sum of \$ _____ is hereby acknowledged for the clean-up deposit.

DATE: _____ BY: _____

Please mail signed form to: Myrtle Creek City Hall, P. O. Box 940, Myrtle Creek, OR, 97457 (541) 863-3171