

**GLADSTONE SENIOR CENTER BUILDING USE POLICY**

The Gladstone Senior Center is Owned and Operated  
by the City of Gladstone  
1050 Portland Avenue  
Gladstone, OR 97027  
503-655-7701

**GENERAL BUILDING POLICIES**

The purpose of the building use policy is to provide for maximum use and enjoyment of the Gladstone Senior Center by the public. These policies help to prevent damage to a City facility, provide for the safety of persons using a City facility and protect the City from unnecessary liability or expense in connection with the use of City facilities by the public.

Capacity:                    112 Dining/Conference  
                                  35-40 Planton Room/Classroom

1. The Center is open for senior activities between the hours of 8:30AM to 5:00PM. Monday through Friday. Use at other times shall be by reservation only. Groups shall pay for set-up and clean-up time.
2. Groups are required to vacate the premises at the time indicated on their application. All rentals shall vacate the building no later than 11:00pm.
3. The Center will be closed on official holidays, although groups may rent the building by special arrangement.
4. The Center staff will designate a building monitor who will be present during rental functions. A monitor fee is included in the rental fee. No keys will be given to any person or groups other than as authorized by the Senior Center Manager.
5. All functions conducted at the Center must be in accordance with established Center policies and regulations and applicable City, County, State and Federal laws, ordinances and regulations. The building monitor may require violators to leave the building or may terminate the function.

**SPECIAL USE AND LIMITATIONS**

1. Non- Alcohol Facility –Alcoholic beverages are not allowed in the Center or on the grounds, deposit will be forfeited if evidence of alcohol is found.
2. Smoking – Smoking is not allowed inside the Senior Center.
3. Decoration – Any decorations used must be such that they will not deface the building or equipment. All decorations must be removed after the function. Throwing of any materials on the grounds or inside The Center (including rice, birdseed, confetti, flower petals, etc.) not permitted.
4. Clean-up – At the close of the function: groups or individuals shall be liable for clean-up which includes cleaning floors, removing garbage, & cleaning equipment (tables, chairs, countertops.) The user shall be held liable for any damage to equipment or property or for creating a condition which is hazardous to others.
5. Equipment – Use of Center equipment shall be requested at the time of application and approved by the Senior Center Manager. All equipment must be placed at original location as found, unless prior arrangements are made with the Senior Center Manager. Center equipment shall not be loaned, rented, or removed from the facility. No private use of Center phone system is aloud.

6. **Food/Kitchen** – Any use of food must have prior approval at the time of application. Food may be restricted to specific areas. Kitchen usage is limit must have prior approval. Participants must supply own dishes, flatware, garbage liners, etc. For a \$50.00 flat fee groups may use the kitchen appliances and equipment.
7. **Candles** – Open flames and candles of any kind are not allowed.
8. **Fundraising** –Fundraising activities shall not be allowed if they interfere with center fundraising goals and objectives. Such activities, if allowed, may be charged an additional fee.
9. **Minor Groups** – Groups composed of minors must be supervised by at least one (1) adult for each five (5) minor children at all times while they are using the facility. The building monitor's function is not intended to be a supervisor of minors. The application must be made by one of the adults who will be supervising the function. The Adults must be 21 years of age.
10. **Long term Rental:** On-going functions shall not be granted a Building use permit.
11. **Lost/Stolen Items** – The Center is not responsible for lost or stolen items.
12. **Gambling** – Gambling is prohibited in the Center, except as allowed by City Ordinance Chapter 5, 12.

**Rental Fees**

The following user categories will be followed to determine appropriate rental fees:

**Category 1 - Gladstone Residents.**

**Category 2 - Individual private parties/groups, Non-profit Community Organization.**

**Category 3 - Commercial, Profit-making, Professional Organization.**

The priority of those activities which do not clearly fall within the above categories will be determined by the Senior Center Manager.

**FEES** Fees will be assessed according to the following schedule. Fees are subject to change at any time. Reservations already made will not be affected by rate changes. A building Monitor is included in the hourly fee. The building is generally available from 5:00pm to 11:0pm, Monday – Friday; and all day Saturday & Sunday. Fees & policies will be reviewed each January.

**REFUNDABLE CLEANING/DAMAGE DEPOSIT, \$200.00**

**Fee Schedule (2 Hour Minimum)**

<b>Category Group</b>	<b>Multi-Purpose Room</b>	<b>Kitchen</b>	<b>Planton Room</b>
Group 1	\$45.00	50.00	\$40.00/hr
Group 2	\$55.00	50.00	\$40.00/hr
Group 3	\$75.00	50.00	\$50.00/hr

**DEPOSITS** - Groups must pay a \$200. minimum security/cleaning refundable deposit. Returnable deposits will be returned to the designated responsible party by check, issued by the City of Gladstone, after City Council meets on 2<sup>nd</sup> Tuesday of following of month.

## PROCEDURES FOR SCHEDULING BUILDING USAGE

Written application for a building use must be made at least two (2) weeks prior to the date of intended use with the Senior Center Manager. Events will not be scheduled more than six (6) months in advance. The full intended usage of the facility shall be discussed at this time. The deposit shall accompany application. Total fees shall be due and payable on or before two (2) weeks prior to building use.

## CANCELLATION

If the user cancels their building use reservation less than seven days (7) prior to the intended date, they will forfeit \$50 of the deposit.

The Senior Center Manager reserves the right to cancel any building use reservation with due cause and with notice to the applicant any building use reservation.

## ADDITIONAL COSTS AS REQUIRED

If, after any activity, additional janitorial cleaning & maintenance is required, other than the normal cleaning process, the group may be charged for the hours of work required. Applicants may be required to pay in advance with other fees a custodial fee if the activity for which application is made can reasonably be anticipated to result in maintenance beyond the regularly scheduled care. (For example, large groups, activities involving food.) Notification of this requirement will be given at the time of application approval.

Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services & equipment that may be required or damages that occur. The City may, at its discretion, require an applicant to post a bond or deposit to defray any damage or expense to the City resulting from the applicant's use.

All groups or individuals shall be liable for any damage to equipment or property or for creating a condition that is hazardous to others.

The City of Gladstone is not responsible for accidents, injury, illness or loss of group individual property. All groups and individuals using the facility shall protect and indemnify the City of Gladstone, its elected and appointed officials and all employees against any and all claims for such occurrences as a result of persons attending any function at the facility.

The City of Gladstone requires the applicant to present a certificate of insurance indicating the [City of Gladstone](#) as additional insured with the following minimum coverage of \$2,000,000.00 liability. Two weeks prior to the rental. Contact [www.eventhelper.com](http://www.eventhelper.com) for more information to obtain insurance for the rental.

**Gladstone Senior Center Facility Use Application and Agreement**  
**1050 Portland, Oregon 97027 (503) 655-7701**

Group Name/Responsible Party \_\_\_\_\_ Phone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Activity Description \_\_\_\_\_  
\_\_\_\_\_

Rental Date \_\_\_\_\_ Hours (Include set-up & clean up time) \_\_\_\_\_  
Rooms requested (check those that apply): Multi-Purpose \_\_\_ Planton \_\_\_ Kitchen \_\_\_

Equipment requested (Must specify at time of application.) \_\_\_\_\_  
\_\_\_\_\_

Use of equipment must be requested at the time of application and be approved by the Manger.  
All equipment, including furniture, must be returned to its original location and in clean condition.

Specify special room set-up & decorations (**You must return room to original condition**).  
\_\_\_\_\_  
\_\_\_\_\_

**(NO ALCOHOL OR SMOKING IS ALLOWED)**

Number of adults attending \_\_\_\_\_ Number of children \_\_\_\_\_ (Must have at least 1 adult per 5 minor children)  
Total number of persons attending your function \_\_\_\_\_

Cost to participants, if any \_\_\_\_\_ Use of proceeds \_\_\_\_\_

**Please read and sign the following.**

The City of Gladstone is not responsible for accidents, injury, illness or loss of group or individuals property. All groups and individuals using the facility shall indemnify the City of Gladstone, it's elected and appointed officials and any and all claims for such occurrences as a result of persons attending any function at the facility. The City of Gladstone requires the applicant to present a certificate of insurance for \$2,000,000.00 naming the City of Gladstone as an additional insured (certificate must be approved by the Manager).

I have read the Facility Use Policy & I understand that I am responsible for conduct of the participants at the above described activity. I hereby agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that City property will be used and maintained in accordance with standards established by the City of Gladstone.

*The information given is true to the best of my knowledge.*

SIGNATURE OF APPLICANT/RESPONSIBLE PERSON \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

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GROUP CATEGORY \_\_\_\_\_ NUMBER OF HOURS IN USE \_\_\_\_\_ @\$ \_\_\_\_\_ PER HOUR = \$ \_\_\_\_\_

KITCHEN USE \_\_\_\_\_ \$ \_\_\_\_\_

DATE OF DEPOSIT \_\_\_\_\_ DEPOSIT (Refundable if no damage and facility is clean) \$ \_\_\_\_\_

\*Extra fees may be charged after the event to cover any damage or additional clean-up.

TOTAL CHARGES \$ \_\_\_\_\_

BALANCE DUE (2 weeks prior to rental date) \_\_\_\_\_

*Building Monitor Comments*  
\_\_\_\_\_  
\_\_\_\_\_