



Community Center – Facility Rental Agreement
1050 Portland Ave. Gladstone, OR 97027
503-655-7701

Gladstone Community Center is owned and operated by the City of Gladstone.

GENERAL INFORMATION

The Community Center has three areas and a commercial kitchen available to rent.

Tom and Kathryn Bloye Hall (Main Dining/Rec room)

A multi-purpose room capable of hosting large gatherings and/or dining functions. It has a capacity of 155 standing and 112 seated at tables.

Planton Room (Community Room)

A multi-purpose room for classes, meetings, or small functions. It has the capacity of 40 standing or 30 seated at tables. There is also access to the garden for additional seating.

Library

A smaller room for a meeting of 10 or less seated.

Commercial Kitchen

While small, this commercial kitchen offers a flat grill, stovetop, and convection oven as well as a commercial-grade dishwasher.

COSTS

Non-refundable Cleaning Fee – \$60

Kitchen Use (Optional, Non-Refundable) Fee – \$60

Refundable Deposit- \$200

Insurance – Obtaining self

The rental schedule below is per hour (**2-hour minimum**) and includes the use of the Center’s chairs and tables, A/V equipment, and the cost of the on-site Building Monitor.

Category	Group Definition			
Group 1	Gladstone residents or individual private parties/groups and non-profit organizations.			
Group 2	Commercial, professional or for-profit organizations.			

Category	Main Dining/Bloye Hall (max. capacity 155)	Community/ Planton Room (max. capacity 40)	Library (max. capacity 10)	Commercial Kitchen
Group 1	\$ 70/hr.	\$ 60/hr.	\$30/hr.	\$ 60 flat fee
Group 2	\$ 90/hr.	\$ 75/hr.	\$40/hr.	\$ 60 flat fee

DEPOSITS

Groups must pay a \$200 security refundable deposit. Renters can be refunded the deposit, if applicable, within 10 business days after the end of the scheduled event.

PROCEDURES FOR SCHEDULING

Written application with a deposit for facility rental must be made a minimum of 30 days before the date of the rental. The Community Center staff will meet and discuss with you the intended use and requirements of the rental and if, applicable provide you with a “No Alcohol Exemption Addendum”. The total of all rental costs shall be due and payable 2 weeks before the date of the event.

CANCELLATION

If the user cancels their facility rental reservation less than 7 days before the intended date, they will forfeit their deposit. Community Center management reserves the right to cancel any facility rental reservation with due cause and with notice to the applicant.

ADDITIONAL COSTS AS REQUIRED

If, after any activity, janitorial cleaning and maintenance beyond our normal cleaning process is necessary, the group may be charged for the hours of work required. Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and 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. The applicant shall be liable for any damage to equipment or property or for creating a condition that is hazardous to others.

LIABILITY INSURANCE

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 liability insurance:

1. Parties wishing to rent space at the Gladstone Community Center for a meeting or event only with NO food or beverages, the City of Gladstone requires a **\$1,000,000** insurance policy for the event.
2. Parties wishing to rent space at the Gladstone Community Center for a meeting or event WITH food, beverages, or use of the commercial kitchen, the City of Gladstone requires a **\$2,000,000** insurance policy for the event. *

Contact: www.eventhelper.com for more information on obtaining insurance for a rental. You may also obtain a rider to your home or business-owners insurance.

**Any exception to this requirement will be made by the City Administrator in a case-by-case manner. If you intend to have alcohol at the event, you are required to complete and submit the “Exemption to Allow Alcohol Addendum”.*

GENERAL BUILDING POLICIES

The purpose of the Facility Rental Agreement use policy is to provide for maximum use and enjoyment of the Gladstone Community Center by the public. This agreement will 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.

1. The Community Center is open for activities between the hours of 8:00 am to 4:00 pm, Monday through Friday. Use at other times shall be by rental 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 11:00 pm.
3. The Community Center will be closed on official holidays, although groups may rent the facility by special arrangement.
4. The Community 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 group other than as authorized by Community Center staff.
5. All functions conducted at the Community Center must follow established Community Center policies and regulations as well as 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. **Smoking** – The Community Center is a smoke-free facility. There is no smoking, vaping, or e-cigarettes allowed inside or on Community Center grounds.
2. **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 any materials on the grounds or inside the Center (including rice, birdseed, confetti, flower petals, etc.) is not permitted.
3. **Clean-up** – At the close of the function: groups or individuals shall be liable for cleanup which includes cleaning floors, removing garbage, and cleaning equipment (tables, chairs, countertops.) The user shall be liable for any damage to equipment or property or for creating a condition that is hazardous to others.
4. **Lost/Stolen Items** – The Community Center is not responsible for lost or stolen items.
5. **Gambling** – Gambling is prohibited in the Center, except as allowed by Gladstone Municipal Code, Chapter 5.12.

6. Equipment – Use of the Community Center equipment shall be requested at the time of application and approved by the Community Center staff. All equipment must be placed in the original location as found unless prior arrangements are made with the Community Center staff. Community Center equipment shall not be loaned, rented, or removed from the facility. No private use of the Community Center phone system is allowed.

7. Food/Kitchen – Food usage must have Community Center staff approval at the time of application. Food may be restricted to specific areas.

8. Candles – Open flames and candles of any kind are not allowed.

9. Fundraising – Fundraising activities shall not be allowed if they interfere with the Community Center's fundraising goals and objectives. Such activities, if allowed, may be charged an additional fee.

10. Minor Groups – Groups composed of minors must always be supervised by at least one (1) adult for each five (5) minors (under age 18) 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 (21 years of age or over) who will be supervising the function.

11. Political Activity - It is the policy of the City of Gladstone to not allow any type of political activity at any city-owned facilities.



FACILITY RENTAL AGREEMENT - APPLICATION

Group Name/Applicant/Responsible Person: _____

Street Address _____ City _____

Zip Code _____ Phone # _____

Description of Activity _____

Rental Date _____ Hours (to include applicant's set-up & clean up time) _____

Rooms Requested (check those that apply):

Main Dining/Bloye Hall Community/Planton Room Library Kitchen

Equipment Requested _____

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

Total number of persons attending your function _____

Number of adult's attending _____ Number of minors _____

(Must have at least 1 adult per 5 minor children)

Cost to participants, if any _____ Use of proceeds _____

COST CALCULATION

Group Category _____

Number of Hours in Use _____ @\$ _____ Rental Cost: _____

Cleaning Fee: \$60

Kitchen Use: YES NO

If YES, Kitchen Fee: \$60

Total charges not including deposit \$ _____

DEPOSIT AMOUNT \$ 200

STATEMENT OF UNDERSTANDING

The City of Gladstone is not responsible for accidents, injury, illness or loss of group or an individual’s property. All groups and individuals utilizing the facility shall indemnify the City of Gladstone, its elected and appointed officials for any and all claims for such occurrences as a result of persons attending any function at the facility. By signing this form, I am certifying that I have read the Facility Rental Agreement and I understand that I am responsible for the conduct of the participants at the event/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 City of Gladstone requires the applicant to present a certificate of insurance for \$1,000,000 or \$2,000,000 naming the City of Gladstone as an additional insured (certificate must be approved by the Center staff.

The information is true to the best of my knowledge.

DATE OF RENTAL: _____

APPLICANT/RESPONSIBLE PERSON (PRINT NAME): _____ DATE: _____

SIGNATURE OF APPLICANT/RESPONSIBLE PERSON: _____

COMMUNITY CENTER FACILITY RENTAL AGREEMENT ADDENDUM
EXEMPTION TO ALLOW ALCOHOL

1. The service or consumption of alcoholic beverages shall be in compliance with all applicable laws, including Oregon Liquor & Cannabis Commission (OLCC) regulations. Any organization or individual using City of Gladstone facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
2. Alcohol must be served by a licensed OLCC server.
3. Service and consumption of alcoholic beverages is restricted to the approved rented areas of the Center.
4. Alcohol may only be served and consumed by adults 21 years of age or older. If evidence is found that alcohol is being served without prior authorization by the City of Gladstone, or to a minor, the Gladstone Police Department will be notified, and the event will be terminated; all fees and deposits will be forfeited.
5. Alcohol is not allowed when an event allows minors to attend, such as school age award programs, birthday parties, receptions, etc.
6. Renter and caterer (if applicable) must complete a Temporary Sales License Application (For-Profit or Non-Profit) from OLCC. The City must receive a copy of the OLCC Temporary Sales License from the applicant a minimum of 30 days prior to the rental date for approval.
7. Renter must obtain a full liquor license premium policy in the amount of \$2,000,000, in addition to the general liability insurance required by the Liability Insurance section of the Gladstone Community Center Facility Rental Agreement and name the City of Gladstone as an additional insured. Both renter and caterer (if applicable) are responsible for the full cost of the required liability insurance and will be required to show proof of coverage prior to the commencement of any such rental period, and thereafter upon request.
8. Renter and caterer (if applicable) will provide proof of General Liability, Worker's Compensation, and Liquor Liability Insurance certificates a minimum of 30 days prior to the scheduled event.

The City of Gladstone is not responsible for accidents, injury, illness or loss of group or an individual's property. All groups and individuals utilizing the facility shall indemnify the City of Gladstone, its elected and appointed officials for any and all claims for such occurrences as a result of persons attending any function at the facility. By signing this form, I am certifying that I have read the Exemption to Allow Alcohol Addendum and I understand that I am responsible for the conduct of the participants at the event/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 is true to the best of my knowledge.

DATE OF RENTAL: _____

APPLICANT/RESPONSIBLE PERSON (PRINT NAME): _____ DATE: _____

SIGNATURE OF APPLICANT/RESPONSIBLE PERSON: _____