



**GLADSTONE SENIOR CENTER BUILDING USE POLICY**

The Gladstone Senior Center is owned and operated by the City of Gladstone.

1050 Portland Ave. Gladstone, Oregon 97027 (503) 655-7701

**GENERAL INFORMATION**

The Senior Center has 2 rooms and a commercial kitchen available to rent.

***Tom and Kathryn Bloye Hall***

A multi-purpose hall capable of hosting various functions from large gatherings to dining functions. It has a capacity of 155 standing and 112 seated at tables.

***Planton Room***

A class room capable of hosting various small functions from classes to meetings. It has a capacity of 40 standing and 30 seated at tables.

***Commercial Kitchen***

There is a small size commercial kitchen with a flat grill, stove top, and convection ovens. There is also a commercial grade dishwasher.

**FEES**

All fees listed below include the cost of using facility chairs and tables, A/V equipment, and the Building Monitor. 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.

Fee schedule, rates are listed per hour. (2 Hour Minimum)

Category	Bloye Hall	Planton Room	Commercial Kitchen
Group 1	\$ 45	\$ 40	\$ 50.00
Group 2	\$ 55	\$ 45	\$ 50.00
Group 3	\$ 75	\$ 50	\$ 50.00

**CATEGORIES**

Category	Definition
Group 1	Gladstone residents.
Group 2	Individual private parties/groups and non-profit community groups.
Group 3	Commercial, profit making, professional organizations.

## **DEPOSITS**

Groups must pay a \$200.00 security/cleaning refundable deposit. Renters will be refunded this deposit, if applicable, within 10 business days after the end of the scheduled event.

## **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. 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 \$50.00 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. 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.

## **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 of a minimum of **\$1,000,000.00** or **\$2,000,000.00** liability insurance under the following two conditions:

1. For those parties wishing to rent meeting space at the Gladstone Senior Center for a meeting or event only with no food or beverages, the City of Gladstone will require a **\$1,000,000.00** insurance policy for the event.
2. For all other parties wishing to rent meeting space at the Gladstone Senior Center for a meeting or event with food, beverages, or use of the commercial kitchen will require a **\$2,000,000.00** insurance policy for the event.

*\*Any exception to this requirement will be made by the City Administrator on a case by case manner.*

Contact [www.eventhelper.com](http://www.eventhelper.com) for more information to obtain insurance for the rental. You may also obtain a writer off your home or business owners insurance.

### **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.

1. The Center is open for senior activities between the hours of 8:30 am to 5:00 pm, 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. Parties will be asked to leave the premises and forfeit their deposit in the event alcohol is found being consumed by the facility monitor.
- 2. Smoking** – The Senior Center is a smoke free facility. There is no smoking, vaping, or e-cigarettes allowed inside or on Senior Center grounds.
- 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 allowed.

**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.

**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 (under age 18) always 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. Lost/Stolen Items** – The Center is not responsible for lost or stolen items.

**11. Gambling** – Gambling is prohibited in the Center, except as allowed by City Ordinance Chapter 5, 12.

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



**GLADSTONE SENIOR CENTER FACILITY RENTAL APPLICATION,  
AGREEMENT, AND UNDERSTANDING**

**1050 PORTLAND AVE. GLADSTONE, OR. 97027**

**(503) 655-7701**

Group Name/Responsible Party \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

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

Rental Date \_\_\_\_\_ Hours (Include set-up & clean up time) \_\_\_\_\_

Rooms requested (check those that apply): *Bloye Hall* \_\_\_ *Planton Room* \_\_\_ *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 Manager. All equipment, including furniture, must be returned to its original location and in clean condition.

**NO ALCOHOL OR SMOKING IS ALLOWED**

Total number of persons attending your function \_\_\_\_\_

Number of adults attending \_\_\_\_\_ Number of children \_\_\_\_\_

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

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 individual's property. All groups and individuals using the facility shall indemnify the City of Gladstone, its 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 \$1,000,000.00 or \$2,000,000.00 naming the City of Gladstone as an additional insured (certificate must be approved by the Manager).

By signing this form, I am certifying that 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 \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

\*\*\*\*\*

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

KITCHEN USE: YES \_\_\_ NO \_\_\_\_\_ \$50.00 FEE COLLECTED? \_\_\_\_\_

DATE OF DEPOSIT \_\_\_\_\_ DEPOSIT AMOUNT \$ \_\_\_\_\_

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

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