



CHEHALEM PARK & RECREATION DISTRICT

Facility Rental Information

**Chehalem Armory Center
Chehalem Community Center
Chehalem Senior Center
Chehalem Youth Center**

Chehalem Park & Recreation District
125 South Elliot Rd
Newberg, OR 97132
503-537-2909

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SECTION 1 - AUTHORITY

1. The Chehalem Park & Recreation District is responsible for the administration of a variety of park, recreation and community facilities. The Chehalem Park & Recreation District Board of Directors serves as a governing body that sets all policies that guide the administration of these parks, grounds, buildings, and recreation facilities.

SECTION 2 - APPLICATION PROCESS

1. Applications can be taken on our internet site, by phone or patrons can register in person at the Chehalem Aquatic Center located at 1802 Haworth Ave., Newberg. Telephone 503-537-2909.
2. **Reservations must be paid in full at the time of the reservation. Reservation Deposits must be paid no later than when the key is picked up to gain entry into rented facility. Buildings or parks will not be reserved unless an application is on file.**
3. An application will be considered confirmed and final only when signed by authorized department staff, all fees are paid and any permits required are completed.
4. The District will accept facility weekend (Friday evening, Saturday and Sunday) reservations no more than six months in advance. Weekday rentals are subject to staff approval with the staff determining the duration guideline.

The District will accept Park reservations only during the year that the park/picnic area will be reserved (example- January 1, 2007 through December 31, 2007). Park shelter reservations are available May 1st – September 30th of each year unless special arrangements have been made.

5. Any individual or organization must apply for facility use no later than Fourteen (14) calendar days before the activity. All fees and deposits are due (14) calendar days before the event. Applications that do not comply with these deadlines are subject to cancellation

5. (Continued)

Any applicable permits are due two (2) days prior to the event. Reservations that do not comply with these deadlines are subject to cancellation. Note: most permits from the city, county or OLCC can take up to two weeks to be processed by those agencies so please leave time for this.

6. Please understand that more than one rental group may be in the building at the same time unless the building is rented as exclusive use.
7. Please notify the District as soon as possible of any changes in your facility use, especially a cancellation.
8. The person who signs the application is responsible for assuring compliance of these policies and for payment of all fees, charges, and deposits concerning the rental, and any permits needed. The person who signs the application must be the same "Person in Charge" on the application. All deposit refunds will be made to the "Person in Charge" or organization. To reduce the possibility of confusion, all correspondence will be sent to the address listed on the application and all communication between the district and the applicant will be through the "Person in Charge" on the application. Acceptance of your reservation by online or by phone is assurance of your compliance with district policies.

The "Person in Charge" is also asked to name an "Alternate Person in Charge". This person should be someone who can represent the "Person in Charge" should he or she not be available. The District requests that this person be bilingual when the "Person in Charge" does speak English.

Either the "Person in Charge" or the "Alternate Person in Charge" **must** be present at all times during the rental. If neither of these two persons are present anytime during the event set up, clean up or event operation, the event is subject to immediate closure.

9. A Chaperone will be required for every fifteen (15) youths under the age of 18 at a dance or social function. Chaperones must be at least 21 years of age. A list of Chaperones may be requested before the event.

10. Please be as accurate as possible when you estimate attendance for your event. **The number of people allowed into the facility will be limited to the number you indicate on your application.** Security or district staff may deny access to the facility if the number of people that arrive exceed the original estimate.

11. Security or District staff reserves the right to close the rental at any time if they deem rental policies are not being followed or laws are being broken and/or they feel that the rental may become unruly. **No refunds will be returned.**

12. **All District facility rentals must end at midnight. This would include the clean up time. If alcohol is present, the facility will be closed at 10 PM,** (the time can be appealed to the District Superintendent).

SECTION 3 - REFUND AND CANCELLATIONS

1. In case of cancellations, hourly rental fees are fully refundable. If notice of cancellation is given less than 5 working days before the scheduled event, 25% of the deposit is forfeited. If cancellation occurs 6 or more days in advance of the event, 10% of the deposit is non-refundable. In case of cancellation by Chehalem Park & Recreation District, the entire deposit and all rental fees will be refunded.

2. Inclement weather may cause late opening, early closure and/or cancellation of class, activity, and rental. If facility is closed due to inclement weather, all rentals will be cancelled.

SECTION 4 - RESTRICTIONS ON USE/PERMITS

1. Facility use applications will not be approved for sectarian instruction or religious worship on a long term basis unless authorized by the Superintendent.

2. Use of District facilities for partisan or nonpartisan political purposes must be approved by the Superintendent. In addition, smoking is not allowed in any building the District operates.

SECTION 4 - RESTRICTIONS ON USE/PERMITS (Cont'd)

4. **Dance Permit:** if a dance is held in Newberg, the City of Newberg requires that a permit be obtained. A \$10 fee is required by the City of Newberg.
5. **Sound Permit:** amplified music requires a sound permit from the City of Newberg. This would include any type of amplified device. Sound must not be heard more than 200 feet away from the building. Music must be turned down to a low frequency after 10:00 p.m. If the music is deemed to be too loud, the District or security has the option of turning it off all together.

Locations to pick up city permits can be are the City of Newberg or at the Chehalem Aquatic Center.

6. **Alcohol Permits:** In any event where **alcohol is sold or a fee is involved where alcohol will be served, a permit will be required.** The following types of permits are required by the Oregon Liquor Control Commission, (OLCC) 1-800-452-6522

A special **retail beer license** allows for the sale of beer up to 14 Percent alcohol by volume for consumption at the event and to take home. The license costs \$10.00 per day.

A special **retail wine license** allows for the sale of wine up to 14 percent alcohol for consumption at the event and to take home. It also costs \$10.00.

A **Community Events Dispenser License** is granted to a municipal corporation, non-profit association or corporation that wants to serve beer, wine and hard liquor. Food must be served and cooked within the licensed areas. The license costs \$25.00 per day.

People who sell or serve alcoholic beverages must have an OLCC permit, unless they are volunteers who receive no compensation for their service and there is no charge to participate in the event (toasting with champagne at a wedding, etc). (The holder of the OLCC license does not need a service permit).

No alcohol is allowed in district parks unless approved by the district superintendent.

An \$86.00 use fee is required by the Chehalem Park and Recreation District when alcohol is served in a district building. A permit must also be filed with the city. OLCC permits are not available through the district.

SECTION 4 - RESTRICTIONS ON USE/PERMITS (Cont'd)

5. Alcohol **is not permitted in the Senior Center.**
6. Alcohol is not permitted to be consumed within 1,000 ft. outside of a District facility.

SECTION 5 - INSURANCE

1. In order to protect both the renter and the Park District a Certificate of Insurance is required at events where alcohol will be served. Before the event is to take place, a one million dollar (\$1,000,000.00) certificate of liability insurance must be presented to the district. The certificate must clearly state the date and location of your event, and must include the location of your event, as well as the Chehalem Park & Recreation District as an additional insured. If alcohol is to be served in any capacity, then the certificate must also claim liquor liability.

A Certificate of Insurance can be secured from most insurance companies for a minimal cost.

SECTION 6 - SECURITY

1. If your event involves alcohol or you are expecting over 150 people, or a dance with alcohol regardless of the amount of people, the District will arrange to have security at the center during your event. Security personnel have the right to monitor certain behaviors, evict trespassers from the facility, and cancel the event if these behaviors go beyond acceptable limits as defined by the District or the local Fire Marshal. Security will be provided by the Newberg Police Department or by a licensed event security agency, and will be arranged by the District. Security is a separate fee outside of the rental fee.
2. Should additional security be necessary at your event, the expense for such will be deducted from your deposit.

SECTION 7 -OPENING AND CLOSING PROCEDURES

1. Please be prompt with your arrival at the center you have rented. Be as accurate as you can with the times you indicate on your application. You will be allowed to occupy the building **only** during the times listed on the application.

Remember: Be sure to notify the District office as soon as possible of any schedule changes. Changes will be allowed only seven (7) calendar days or the first day after a weekend or holiday or more before date of the building use.

2. As you plan your schedule for your event be sure to take into account time for:
 - a. Set-up/decoration
 - b. Deliveries
 - c. Program
 - d. Clean-up

Please plan to be present for deliveries. Deliveries and pickup can only be made during the time for which your building use is approved. Overnight storage of equipment or supplies is not allowed.

3. A key for the facility may be picked up the day before the scheduled rental at the Chehalem Aquatic Center, 1802 Haworth Ave., Newberg OR. Please call ahead to make sure the office is open. Usually the weekday hours are 9:00 am to 6:00 p.m., Monday through Friday. If the day in question is a holiday, the times may vary. The office is has different hours on the weekend, so key pickup arrangements need to be made with that in mind. Please phone ahead to 503-537-2909 if you have any questions.
4. Before leaving, please make sure:
 - a. All windows and doors are firmly secured. Doors should be physically closed shut to make sure that they have latched.
 - b. All lights are shut off, except emergency night lights.
 - c. All tables and chairs have been cleaned and put back in their proper storage.
 - d. The building is left as you found it.

SECTION 7 -OPENING AND CLOSING PROCEDURES (Cont'd)

5. It is recommended that an appointment be made with the Park Supervisor to tour the facility before the rental takes place. This will answer many of the questions you may have.

SECTION 8 - EVENT SET UP

1. Equipment and furniture may not be removed from the building. Only those items located within the building will be available for you to use. Should you need additional equipment to conduct your event, you should arrange for such at your expense.
2. The Chehalem Park and Recreation District does not set up equipment for events. The District will lower the stage in the Armory Center if requested on the application form. A separate fee will be charged to all groups for this service.
3. Due to limited space, storage will not be provided for center rentals. All equipment supplies, foodstuffs, and decorations brought in by rentals must be removed by the renter before leaving the center. Due to back to back rentals at facilities, if equipment or other items are left after a rental they will be moved outside by staff and may be thrown away. Any staff costs involved in extra clean-up will be deducted from the deposit.
4. To provide a safe, attractive building, the following regulations are necessary:
 - A. Decorations must be flame retarding.
 - B. All decorations must comply with local Fire Marshal regulations. Any type of open flame such as candles must be approved by the Park Supervisor as well as the Fire Marshal.
 - C. Please do not fasten decorations to light fixtures, window coverings or panes or door hinges. Only masking tape may be used to affix decorations. Please do not use tacks, nails, staples, cellophane tape, duct tape or any other fastening method. Tape should shall not be fastened to the flooring.
 - D. Do not throw confetti, bird seed, popcorn, glitter, silly string, rose petals, rice or other material inside the center building. Such materials are very difficult to clean up and/or create unsafe conditions.

SECTION 9 - DAMAGES

1. Any group, individual or organization using a district facility is responsible for damages incurred during use. If damage occurs, the "Person in Charge" (section 2 #8) and/or organization he or she represents will be responsible for any costs incurred to repair the damage or for excessive clean up.
2. The district will retain all or portions of your deposit under the following Conditions:

- A. For repair of damages to the facility while premises are under responsibility of renter.
 - B. Costs for district personnel to do clean up tasks for which the renter is responsible.
 - C. Costs for District personnel should the renter's event run past the ending time indicated on the application.
 - D. For replacement of stolen or missing furniture or equipment that occurs while premises are under responsibility of renter.
3. For deposits and fee amounts, refer to the current fee schedule on the application. Deposits will be held for one week after completion of a rental.

SECTION 10 - BUILDING CLEAN UP

1. Renters will receive a clean up check list at the time of application. generally, facility users are asked to return the building to the condition in which it was found.
2. To qualify for a full refund of all your deposits, please complete the following tasks:
 - A. Deposit all bottles, cans, cups, paper products and other refuse in proper receptacles.
 - B. Wipe off sinks and table tops.
 - C. Clean kitchen, e.g., wipe up spills, clean range tops, remove food
3. D. Sweep and mop floors as necessary.
 - E. Clean restrooms.
 - F. Dispose or remove any decorations brought into the building as part of the rental.

SECTION 11 - PUBLIC USE

1. All centers are available for use whenever scheduled activities/classes are not in progress.

2. All centers are located in residential neighborhoods. We ask renters to respect their neighbors and to act accordingly. Each center has specific parking areas etc., that should be used. Please refer to the particular center fact sheet for that information.
3. The following priorities are established for district centers to reduce conflicts:
 - A. Chehalem Park and Recreation District sponsored or co-sponsored activities.
 - B. Newberg School District activities.
 - C. Civic, fraternal and youth organizations based within the Chehalem Park and Recreation District.
 - D. Governmental Agencies other than those listed above.
 - E. All others.

SECTION 12 - FEES AND CHARGES

1. All fees are outlined on the center application. Fees are set according to non-profit, private and out-of-district. Fee changes can only be approved by the district superintendent or designated employee. Non-profit in-district patrons may appeal to the district superintendent or park supervisor to qualify for a special rate. All non-profits must have a current federal tax ID number to qualify for a discount.

SECTION 12 - FEES AND CHARGES (Cont'd)

2. To receive the resident rate, individuals applying for use of the "Person In Charge" for wedding receptions/dance activities etc., must be the bride, groom, or the parent of the bride or groom and must live within the district boundaries. For parties for minor children, individuals who apply for use must be the parent or legal guardian of the minor child and must live within the district to receive the resident rate.
3. Special discounts are available for frequent users. Please inquire at the District office.

SECTION 13 - SUSPENSION FROM USE

1. Individuals or groups not abiding by rules and regulations pertaining to rental, may be suspended from use of the facility and/or participation in programs.
2. Only the Superintendent or Chehalem Park and Recreation District Board Of Directors is authorized to suspend any use of district facilities or participation in department programs.

SECTION 14 - APPEALS, SUSPENSION OF RULES

1. The district administers the use of all recreation and park department facilities. The district may for good cause suspend the rules contained herein and/or develop additional rules governing use as may be deemed necessary. In case of appeal of suspension from use or participation, administrative decisions; interpretation of policies, rules, regulations or fees; or the suspension and/or development of additional rules, the appeal must be filed in writing and must clearly state the reason for the appeal. The district superintendent will hear appeals and rule on them or have a final decision made by the Board of Directors.

SECTION 15 - FACILITY FLOOR PLANS