



Fact Sheet
CHEHALEM COMMUNITY CENTER

501 2nd. Street
Newberg, Oregon

Chehalem Park & Recreation District
503-537-2909

Note: The following information provides for specific facts concerning the CHEHALEM COMMUNITY CENTER. Policies such as deposits, fees, etc. are available by reading the Chehalem Park and Recreation District "Facility Rental Policy Booklet".

Building Square Footage and Facts: Please refer to the floor plan on the reverse side of this sheet for square footage and capacity requirements. The Chehalem Community Center was purchased in the late '60's and was the original district administrative offices. The center now is used for weekend rentals as well as recreation classes throughout the week. This is our daycare facility and rentals for weekdays can be scheduled only after 6:30 pm, Monday through Friday.

Parking: A large parking lot is located across the street from the center. Parking is limited on the street beside the center.

Accessibility: One ADA entrance is available and the ADA restroom is located in the front of the building.

Flooring: The main hall has a wood floor base covered with linoleum. The activity room floor has a tile floor.

Lighting, Electrical & Heating: Main Hall: Light switches are located next to the doors as you enter the room. Electrical hookups are limited to 110 watts.

Exterior Doors: The front door is keyed differently than the rest of the building. If your key does not work on the front door, try the side courtyard door. The main hall can be entered from 2nd street or from the lobby door. The activity room can be entered from the lobby door or from the back alley behind the building.

Kitchen: Plenty of cabinets as well as counter space is available. Two stoves with four burners each are available along with a 22 cubic foot refrigerator. Please clean out the refrigerator after your rental. All food left behind will be thrown away. Please plan to bring with you whatever kitchen and serving utensils and equipment you need as those in the kitchen are specifically for the daycare program and not for public use.

Chairs and Tables: Twenty rectangular tables are available for use as well as 150 chairs. Tables are located on a cart in the lobby and the chairs are located in the banquet storage area. Do not stack chairs over 5 ft. in height. Table cloths are not provided.

Cleaning Requirements: The building should be left in the same or better condition than when you found it. A portion of the cleaning deposit will be deducted if extra cleaning is required by us. The kitchen and the floors should be cleaned as needed. There is no cleaning equipment or products provided. Tables and chairs need to be wiped clean after use. Trash should be deposited in the dumpster behind the building and new liners should be placed in the cans. Specific cleaning instructions are available inside the janitorial closet.

Multiple Use Rentals: When two groups have rented the building at the same time, it is important to note that the ADA restroom will only be available to the group that has reserved the main hall. Also, when the activity room is rented, anyone that has reserved the main hall will not be able to use the kitchen. The District prefers not to rent the center to two groups at one time in order to decrease confusion between sites.

Emergency Information: If you have an emergency or a serious question during the rental, the following people can be contacted in the order provided: District Office, 503-537-2909; Jim McMaster, Parks and Facilities Supervisor, 503-209-2222; Jim Bernard, Parks Coordinator, 503-209-0794; Don Clements, District Superintendent, 503-537-4165.