



Facility Reservation Form
CHEHALEM DISTRICT OFFICE CONFERENCE ROOM

125 S. Elliott, Newberg, OR 97132

Please keep this information for future reference. Staple your cash register receipt to this form

Date (s) of Event _____

Type of Event: _____ Tax ID # _____ (non-profit only)

Time of Event: In _____ Out: _____ (Please include setup and cleanup in time)

Estimated Attendance _____

Will you need tables & chairs _____ (the District does not setup/takedown or position these items)

PLEASE PRINT ALL INFORMATION CLEARLY

Person in Charge _____ Phone (day) _____ (eve) _____

Home Address _____ City/State _____

Mailing Address if Different _____ City/State _____

2nd Person in Charge _____ Phone (day) _____ (eve) _____

You will pick up a key to the facility on _____ You will need to bring a key deposit of **\$150.00** with you for the key check out. The key must be returned within 72 hours of rental or you will forfeit your key deposit

Room	Capacity	Non-Profit	Private Use	Out of District
Conference Room	50 Seated	\$17.25/Hr	\$34.50/Hr	+ \$11.50/one time fee

Rental Fees: Rooms are rented on a cost per hour basis in addition to required deposits.
Event Security: Required under certain circumstances with large crowds. An extra fee will be added.)
 No Alcohol Allowed

Cleaning & Damage Deposits: \$150.00

For Office Use Only

Room (s) Rented _____ Reservation Fee _____ Due

Reservation Form Completed _____ (date) Alcohol Use Fee _____

Checklist Completed for Permits/Security _____ (date) Cleaning Deposit _____ }

Reservation Verified by _____ Key/Security Deposit _____ }

(Chehalem Park & Recreation District Representative)

Date _____ **Total Fees** _____

_____ I understand that I am responsible for setting up and taking down tables and chairs. If I require additional tables and/or chairs, I will need to make my own arrangements. The park district does not provide tablecloths, dishes or catering equipment.

_____ When decorating, I understand that I may not use anything which will remove paint from or leave holes in the walls. Tape is not permitted to be placed on the floor. Duct tape is not permitted.

_____ I understand that in order to receive my entire cleaning /security deposit back, the facility must be left clean and ready for the custodian to sanitize the restrooms and clean the floors. Any additional custodial including stain removal, cleaning chairs or replacing tables due to damage will be deducted from my deposit.

_____ I understand that it is my responsibility to complete any applications for permits by the City of Newberg if required (alcohol, dance or sound permits). I also agree to abide by all city ordinances.

_____ I understand that if I am using amplified music, all doors and windows must remain closed and sound is to be turned down beginning at 10:00 p.m. so as not to disturb people living in the neighborhood.

_____ I understand that if alcohol is served or if security is required that said function will end at 10:00p.m.

This rule will strictly be enforced. If an organization or individual would like to rent the facility later into the evening, they will need to appeal in writing to the District Superintendent.

_____ I understand that security personnel hired by the park district have the right to monitor the behavior of myself and my guests. Security has the right to ask any individual or group that creates a public disturbance to leave or security will close down the entire rental. If a rental is closed, deposits will be forfeited.

_____ I understand that I may apply to use the facility no later than fourteen calendar days before the activity.

All fees and deposits are due with the exception of permits at the time of application. Permits are due fourteen calendar days prior to the event. Applications that do not abide by these deadlines are subject to cancellation.

_____ I understand that I must be 18 years or older to sign an application and that I may be asked for proof of age.

The Chehalem Park and Recreation District and Individual or Organization named herein agrees as follows:

1. Said organization, individual, etc., has read, understands and agrees and will abide by the Chehalem Park and Recreation Facility Use Policy Manual. They understand that the violation of any of the rules that govern the Chehalem Park and Recreation District programs, facility use and/or assistance to organizations, etc., would be the cause for the organization, etc, to be barred from program participation, use of facility or park and for termination of this agreement.
2. Reservation and permit applications are to be filled out completely.
3. All fees are due and payable at the time of reservation.
4. If requested, prior to negotiating the contract, the organization or individual must furnish the Chehalem Park and Recreation District with any additional evidence required to document nondiscriminatory practices.
5. Said organization, etc. has received a copy and agrees to abide by the regulations and policies described and understand that the violation of any of the following attached regulations or policies would cause for the organization or individual to be made to pay for damages, and/or be barred from the use of the facility or park. The organization further understands that this contract is not binding until signed by the Chehalem Park and Recreation District official. If not signed at the time of reservation, confirmation by a district official will be made by phone.
6. The organization, etc. also agrees to pay fees as prescribed in the policy statement upon application. If the application is refused for any reason prior to use, the money will be refunded.
7. Each organization or individual using this facility will be held responsible for cleaning up and leaving the area used in good order or forfeiture of cleaning deposit may result.
8. The organization or individual agrees to pay for all damages to any property of the Chehalem Park and Recreation District and/or surrounding property caused by the organization, individual, or persons in connection.
9. The organization or individual will hold harmless the Chehalem Park and Recreation District from and against any and all liability which may be imposed on them for any injury to persons or property caused by the organization or any persons in connection.
10. It is understood that the district assumes no responsibility whatsoever for any for any property placed in a district facility or park in connection with the organization's use, and the district hereby is expressly released from any and all liability and for any loss, injury or damage to persons or property which may be sustained by reason of group use.
11. Permission to use the Chehalem Park and Recreation District facilities should not be in any way construed to mean the district's endorsement of a given organization's policies or beliefs.
12. It is the organization's responsibility to comply with all city codes and ordinances governing the event.

Signature of Applicant/Organization _____ **Date** _____

C.P.R.D. Representative _____ **Date** _____