



Chehalem Senior Center

101 Foothills Dr
Newberg, OR 97132
Chehalem Park & Recreation District Office 503-537-2909
Senior Center 503-537-9404

Note: The following information provides for specific facts concerning the Chehalem Senior Center. Policies such as deposits, fees, etc. are available by reading the Chehalem Park and Recreation District "Facility Rental 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 Senior Center was constructed in 1996 and is used for senior activities, meeting and weekend rentals. The Senior Center is unique in that it is connected to an elementary school where seniors and young children interact in many activities. The Senior Center is reserved limited to mainly adult rentals. Rentals involving children less than 18 years should consider the Chehalem Armory Center, Chehalem Youth Center, and Chehalem Community Center.

Parking: Parking is abundant at the center except when large activities are taking place at the school.

Accessibility: The Senior Center is fully accessible and meets ADA requirements.

Flooring: The **Multi-purpose Room** is carpeted. The **Meeting/Exercise Room** is carpeted with a suspended aerobic floor and the **Craft/Meeting Room** is tiled.

Lighting, Electrical & Heating: **Main Hall**, light switches are located next to the doors as you enter the room. During the day natural lighting provides adequate light to all rooms. Electrical hookups are limited to 100 watts.

Exterior Doors: The entrance and meeting room doors are keyed the same. In order for the front doors to remain unlocked, an allen wrench must be used to lock the panic hardware to the open position.

Kitchen: Limited kitchen facilities are available. The Center does have a sink, commercial coffee machine and microwave in the small kitchenette. A refrigerator is also located on site.

Chairs and Tables: Twenty round tables and 10 rectangular tables are available with 120 chairs. No table cloths are provided. After using the multi-purpose room, the tables need to be set back in their original position according to the attached seating plan for that room found on the reverse side of the floor plan.

Cleaning Requirements: The building should be left in the same or better condition than when you found it. A percentage of your building deposit will be withheld if extra cleaning is required by us. Tables and chairs should be wiped clean after use. The floors should be cleaned if needed. No cleaning equipment is provided. 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.

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, Park and Facilities Supervisor, 503-209-2222; Jim Bernard, Park Coordinator, 503-209-0794; Don Clements, District Superintendent, 503-537-4165.