



Fact Sheet
Chehalem Armory Center

620 N. Morton Street
Newberg, Or 97132
503-537-2909

Note: The following information provides for specific facts concerning the Chehalem Armory Center Building. 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 center was built in the 1950's with concrete tilt up construction. The building was converted from a National Guard Armory into an attractive center in 1998. The ceiling of the main hall is twenty feet high and all other rooms with eight foot ceilings. Adjacent to the center is a neighborhood park along with a playground.

Parking: Ninety eight parking places are available for use at the center. In fairness to the neighborhood, all rentals are asked to use the parking lot and not to use street parking. The parking lot is fully lighted.

Accessibility: The Chehalem Armory Center is fully accessible with entrances at both the back and the front of the building. ADA parking is available in the rear of the building. Restrooms meet all ADA requirements.

Flooring: The **main hall** has a special multi-purpose padded rubber floor that is easy to clean and comfortable to walk on. The floor coloring in this room is an attractive blue. To protect the floor against cuts, please do not drag chairs or other equipment across the floor. Do not try to take up gum etc. with any type of solvent. The **classroom** area is carpeted. The dance room has a suspended wood floor (note: the dance room is not usually used for rentals due to the nature of the wood floors).

Stage: A 12 x 16' stage can be lowered for use during rentals. The stage will be set up for rentals as long as it is marked that a stage is needed on the initial rental application.

Lighting, Electrical & Heating: Main Hall: Lighting will depend on what mood you would like to set. You may turn on overhead lights which constitute six rows of lights across the ceiling or one bank at a time. Also the stage has separate lighting of its' own. The main breakers for the main hall are located at the southwest corner of the room and are marked with white tape on the panel. These type of lights may take awhile to warm-up, so be patient. The classroom has fluorescent lights which can be turned on at the wall switch (please note that as the classroom can be separated by a movable curtain, two wall switches will need to be turned on at each end of the room). The building has electrical outlets with 110 and 220 amps available. The heating in the main hall can be turned on with a wall switch, but please remember that body heat is usually enough to heat the main hall. The adjacent rooms are all controlled with a manual thermostat located at the heaters.

Exterior Doors: **All** exterior doors are to remain unlocked while the building is in use. The two street side doors can be opened with a key, except the one set of double doors must use a screwdriver under the panic hardware to keep the door open. The doors adjacent to the parking lot can be opened with a key, but an Allen wrench used with the panic hardware will keep the doors permanently open. The back parking lot double door center brace can be removed with a Phillips screwdriver if large items need to be brought into the building. Remember, doors must be locked when you finish with your rental.

Kitchen: Plenty of cabinets as well as counter space is available. A stove with four burners is available along with a 22 cubic foot refrigerator. Please clean out the refrigerator after the rental. Food left will be thrown away.

Chairs & Tables: Ten 6' x 2-1/2' rectangular tables, thirty 60" round tables (seat 6 comfortably) and 240 chairs are available. Tables and chairs are located in the storage room. They have to be returned in the same order they were found on their carts. Chairs shall be stacked as printed on the cart. Tablecloths are not provided.

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 deducted if extra cleaning is required. Tables and chairs should be wiped off after use. The floors should be cleaned if needed. Brooms are provided, but all other cleaning equipment and products need to be provided by you. 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 contact 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.