

CHEHALEM PARK & RECREATION DISTRICT

Facility Rental Information

Chehalem Armory
Chehalem Youth Building
Chehalem Community Center
Chehalem Senior Center
Chehalem District Office
District Parks

Chehalem Park and Recreation District
125 S. Elliott Road
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 – Reservations

1. Facility and park availability can be seen on our internet site, www.cprdnewberg.org, and clicking on “Online Registration” on the home page, bottom right corner. Reservations will be made by contacting front desk personnel at 503-537-2909 or 503-538-7454, email at registration@cprdnewberg.org, or at the front desk at the Aquatic and Fitness Center at 1802 Haworth, Newberg, Oregon, 97132.
2. **Reservations must be paid in full at the time of reservation. Reservation deposits must be paid no later than when the key is picked up to gain entry into rental facility. Reservation fees will be waived only with authorization from Chehalem Park & Recreation District supervisory personnel. Payment can be taken by cash, check or debit/credit card. Buildings and parks are not considered reserved unless a permit is on file.**
3. A reservation will be considered confirmed and final only when completed by authorized department staff, when all fees are paid and any permits required are completed and submitted to the front desk personnel at the Aquatic and Fitness Center.
4. The District will accept facility weekend (Friday evening, Saturday and Sunday) reservations no more than 12 months, 1 year, in advance. Weekday rentals are subject to staff approval with staff determining the duration.

Park reservations will be accepted only during the current reservation year starting with January 2 and ending the third week of September 30. Park shelters are available for rental from May 1 through September 30 of each year, unless prior arrangements have been made and authorized by supervisory personnel.

5. All reservations are subject to availability and should be made, if possible, 14 days in advance of requested date. Large rentals requiring permits should be made at least six weeks in advance. Approval of permits by the City of Newberg, Yamhill County, or State of Oregon could take up to six weeks. Permits must be approved and copies submitted to the front desk at least two weeks prior to the reservation date. Any requests for permits to be waived must be made through supervisory personnel.
6. If a facility with multiple rooms for rent is requested and you do not ask for exclusive use, the other rooms in the facility may be rented at the same time as our reservation.
7. Notify the District immediately if you need to change or cancel your reservation. Refunds may be available and are subject to the scrutiny of supervisory personnel according to the Refund Policy (Section 3). If cancellation is not received with sufficient time, no refund will be available. Refunds are available only to the person who paid for the reservation.

Section 2 (con't)

8. The person making the reservation is responsible for assuring compliance to these policies, permits, insurance, payment of all fees, charges, and deposits concerning the rental. The same person making the reservation will be considered the "Person in Charge". To reduce the possibility of confusion, all contact or correspondence will be with the "Person in Charge" or the alternate due to language barrier and to the address and phone numbers listed on the permit. Acceptance of your reservation in person or by phone is assurance of your compliance with District policies. Deposits will be returned only to the "Person in Charge".

Each "Person in Charge" is also asked to name an alternate person who can and will be representative of the "Person in Charge" should he or she not be available. This alternate person needs to be bi-lingual in the case that the "Person in Charge" does not speak English.

The alternate is not required to pay fees or deposits but **must** be present during the rental when the "Person in Charge" is not in attendance. The rental is subject to immediate closure if neither of the two are present during the reserved times.

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 numbers of people allowed into the facility will be limited to the number you indicate on your permit. Security or district staff may deny access to the facility if the numbers 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 or unsafe.
12. **All District facility rentals must end at midnight** (time can be appealed to the District Superintendent well in advance of the rental date). **This means you will have cleaned and exited the building and have the doors locked at 12:00 midnight. Alcohol consumption will end at 10:00pm. Music will be turned down so it cannot be heard outside the building at 10:00 pm, pursuant to City of Newberg Ordinance 910.**

SECTION 3 – Refund and Cancellations

1. If notice of cancellation is given less than 5 working days before the scheduled event, 25% of the rental fee is forfeited. If cancellation occurs six or more days in advance of the event, 5% of the deposit is non-refundable. If the event is cancelled by Chehalem Park & Recreation District, the entire rental fee will be refunded.
2. Inclement weather may cause late opening, early closure and/or cancellation of class, activities, and rentals. If facilities are closed due to inclement weather, all rentals will be cancelled and refunds issued accordingly.

SECTION 4 – Restriction on Use/Permits

1. Facility use will not be approved for sectarian instruction or religious worship on a long-term basis unless authorized by the District Superintendent.
2. Use of District facilities for partisan or non-partisan political purposes must be approved by the District Superintendent.

Section 4 (con't)

3. Smoking is not allowed in any building or park the District operates.
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 and paid to the City of Newberg. The Permit must be signed by Chehalem Park & Recreation, taken to the City and after approval; a copy must be provided to the front desk two weeks prior to the event.
5. **Sound Permit Policy:**

Amplified Sound Usage: Pursuant to City of Newberg Code 5.25.010, amplified music requires a sound permit from the City of Newberg.

 - Inside Building: Amplified sound may be used within the building.
 - Outside Building: Amplified sound is strictly prohibited outside of the building.

Noise Level Regulations: Within District property, no individual shall generate noise, whether through sound-amplifying devices or other means, which is excessively loud at a distance of 200 feet from the Armory Complex. The determination of excessive noise is at the discretion of the CPRD Staff, Event Security Staff, or the Newberg Police Department. Noise is considered "unnecessarily loud" if it disrupts normal spoken communication or has the potential to disturb sleep.

Music must be turned down to a low frequency by 10:00 pm so that it cannot be heard outside the building.

Please ensure compliance with these sound regulations to maintain a peaceful environment within our premises. **Failure to do so will result in forfeiture of your facility cleaning/security deposit.**

6. **Alcohol Permit: A permit will be required at any event where alcohol is sold or a fee is involved where alcohol will be served. 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.

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.

7. A Community Events Dispense 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.
8. 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. OLCC permits are not available through Chehalem Park and Recreation District.
9. NO ALCOHOL is allowed in District parks unless approved by the District Superintendent. Crabtree Park is the only park in which alcohol can be served without prior approval from the Superintendent. No alcohol use fee is required by Chehalem Park and Recreation for Crabtree Park. A Yamhill County Alcohol Permit is required and appropriate fees paid to the county. Permits forms are available at the front desk at the Aquatic and Fitness Center or from the Sheriff's Office in McMinnville. The same \$2 million insurance policy as stated in Section 5 is required with insurance and permit copies to be on file at the Aquatic and Fitness Center.

1. An \$86 alcohol use fee is required by the Chehalem Park and Recreation District when alcohol is served in either the Chehalem Armory Center, the Chehalem Youth Building, or the Chehalem Community Center. Alcohol may be served in the Community Center with the approval of the Facilities Supervisor. No other buildings are available for alcohol use. An alcohol use permit must be filed with the City of Newberg with approved copies filed with the front desk at the Aquatic and Fitness Center two weeks prior to the event date.
2. During your rental, alcohol consumption is not permitted outside of this rented 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 \$1 million dollar (\$2,000,000) certificate of alcohol/liquor liability insurance must be presented to the District. The certificate must clearly state that alcohol may be consumed, the name of the insured, the date and location of the event and must include the Chehalem Park and Recreation District as an additional insured.

A certificate of Insurance can be secured from most insurance companies for a fee. Event insurance including alcohol liability is available for purchase on line. Event insurance is not provided by Chehalem Park and Recreation District.

SECTION 6 – Security

1. If your event involves alcohol, you are expecting over 150 people, or a dance with alcohol regardless of the amount of people, the District will arrange to have security present during your event for an additional fee. 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 Marshall.
2. Should additional security be necessary at your event than was originally arranged, the expense for such will be deducted from your damage and cleaning deposit.

SECTION 7 – Opening and Closing Procedures

1. Please be prompt with your arrival at the building/facility 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. No early entry is allowed.
2. Remember: Be sure to notify the District by contacting the Front Desk at 503-537-2909 as soon as possible of any schedule changes. Changes will be allowed up to seven (7) business days, Monday through Friday, prior to the event.
3. 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

You must plan to be present for deliveries and pickups which can only be made during the time set aside for your building use. Overnight storage of equipment or supplies is not allowed.

A key for the facility may be picked up the day before the scheduled rental date at the Chehalem Aquatic and Fitness Center, 1802 Haworth Avenue. Please call ahead if you are unsure of the Center open hours. Usually the available hours for key pickup are 9:00 am to 6:00 pm, Monday through Friday. Key deposits for large rentals will be accepted only in cash unless prior arrangements have been made

with the Facilities Supervisor. You will be issued a receipt for the cash deposit which you will bring back with you along with identification to pick up your deposits after the specified waiting time. Section 7 (con't)

4. Before leaving the premises, make sure of the following:
 - 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 in the same condition or better than you found it.
5. An appointment can be made with the Facility Supervisor to tour the facility before the rental takes place. This may answer many of the questions you may have.

SECTION 8 – Event Set Up

1. Equipment and furniture is not to 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 or take-down equipment or furniture for events. The District will lower the stage in the Armory Center if requested at the time of reservation. A separate fee will be charged to all groups for this service.
3. Due to limited space, storage space is not available for your event. All equipment, supplies, foodstuffs, and decorations brought in for 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 your facility cleaning and damage 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 Facilities Supervisor as well as the Fire Marshal.**
 - c. **Do not fasten decorations to light fixtures, window coverings, window panes or door hinges. Only masking tape may be used to affix decorations. Do not use tacks, nails, staples, cellophane tape, duct tape or any other fastening method. Do not apply tape to the flooring.**
 - d. **Do not throw confetti, bird seed, popcorn, glitter, silly string, rose petals, rice or other material inside the facility. Such materials are very difficult to clean up and/or create unsafe conditions as well as additional expense to you if we have to clean it up.**

SECTION 9 – Damages

1. Any individual, group, 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 a portion 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 permit.
- d. For replacement of stolen or missing furniture or equipment that occurs while premises is under the responsibility of the renter.

Section 9 (con't)

3. For deposits and fee amounts, refer to the current fee schedule on the information sheet for the facility you are renting. Key deposits will be returned when the key is brought back to the Aquatic and Fitness Center. Damage and cleaning deposits are not available for return to you for 10 days giving the cleaning service adequate time to report the cleanliness of your rental to the Facility Supervisor.

SECTION 10 – Building Clean-up

1. Generally, facility users are asked to return the building to the condition in which it was found at the beginning of their event.
2. To qualify for a full refund of all our deposits, please complete the following tasks:
 - a. Deposit all bottles, cans, cups, paper products and other refuse in the proper receptacles.
 - b. Wipe off sinks and table tops.
 - c. Clean kitchen, e.g., wipe up spills, clean range tops and refrigerator, remove food.
 - d. Wipe down all chairs to remove food and spills and place them in their racks
 - e. Sweep and mop floors as necessary.
 - f. Clean restrooms.
 - g. Dispose or remove any decorations brought into the building as part of the rental.

SECTION 11 – Public Use

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

SECTION 12 – 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 Board of Directors are authorized to suspend any use of district facilities or participation in department programs.

SECTION 13 – Appeals. Suspension of rules

1. The district administers the use of all recreation and part 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 decision; interpretation of policies, rules and 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.

Chehalem Armory Center

620 N. Morton Street

Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Non-Profit</u> | <u>Private Use</u> |
|----------------------------|-----------------|-------------------|--------------------|
| Classroom | 54 seated | \$ 17.00/hr | \$ 25.00/hr |
| Main Hall/Exclusive use | 250 seated | 640.00/day | \$ 1,000/day |
| Kitchen (one time use fee) | | 23.00/use | \$ 46.00/us |

Stage Set-up (one time use fee) 25.00/use 25.00/use

Alcohol use fee (one time use fee) 86.00 /use 86.00/use

Dance Room in unavailable for rent.

- When serving alcohol, a **\$2,000,000 alcohol liability insurance rider is required listing both the “Person in Charge” and CPRD as additional insured.**

***Building rent from time of decoration to building cleaned and closed or by midnight.

Standard Deposits for all rentals due at time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit, no alcohol \$300.00 given back to renter 10 days after rental

Cleaning deposit, with alcohol \$600.00 given back to renter 10 days after rental

Event Security:

- Required with alcohol and crowds.
- Security fees are \$65.00/hr for two security personnel

Facts: 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 have an eight foot high ceiling. Adjacent to the center is a neighborhood park with a playground.

Building Square Footage:

- Total square footage for the Main Hall is 5,370 sq. ft.
- Capacity of 250 people seated at tables

Tables and chairs:

- Approximately ten 6' x 30" rectangular tables
- Approximately thirty 60" round tables
- Approximately 240 chairs
- Tablecloths, dishes and flatware are not provided.

Cleaning Requirements:

- The building should be left in the same or better condition than what you found it.
 - A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables/chairs should be wiped after use and stored away with chairs stacked according to outline printed on the cart.
- The floors should be swept with the brooms that are provided and mopped if necessary.
- All other cleaning equipment and supplies will need to be provided by you.
- Specific cleaning instructions are provided inside the janitorial closet.
- Trash cans must be emptied and a new liner replaced
- Garbage needs to be placed in the outside dumpster before you leave.

Armory (Con't)

Parking:

- 98 fully-lighted parking spaces are available for use at the center.
- In fairness to the neighborhood
 - all rentals are asked to use the parking lot
 - do not use street parking.
- The parking lot is fully lit.

Accessibility:

- Fully accessible with entrances at both the front and rear of the building.
- ADA parking is available at the rear of the building.
- Restrooms meet all ADA requirements

Flooring: The main hall has a special multipurpose 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, do not drag chairs or other equipment across the floor.
- Do not try to take up gum etc. with any type of solvent.
- Classroom is carpeted.

Stage:

- For an additional fee, the 12' X 16' stage can be lowered for use during rentals.

Lighting, electrical & heating: The main hall has lighting that will depend on the mood you would like to set.

- 6 rows of lights can be turned on one bank at a time and may take a while to warm up and come on.
- The stage has separate lighting of its own.
- The main breakers for the building are located at the southwest corner of the room and are marked with white tape on the panel.
- Classroom has fluorescent lights that turn on with sensors on either side of the moveable curtain.
- 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,
 - Body heat is usually enough to heat the main hall.
 - Heating in the classroom is turned on by manual thermostat at the heaters.

Exterior Doors: All exterior doors are to remain unlocked while the building is in use.

- Street side doors unlock with a key, except the one set of double doors, which use a screwdriver under the panic hardware to keep the door open.
- Parking lot doors open with a key, but an Allen wrench used under the panic hardware will keep the doors open.
- All doors must be back to original locked-in-place status before leaving.

Kitchen:

- 4 burner stove, cabinets and counter space are available.
- 22 cubic foot refrigerator that can be used.
- Must be cleaned and empty when you leave.
- All left over food must be taken away and trash thrown in the outside dumpster.

Emergency Information: If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

CHEHALEM YOUTH CENTER

620 N. Morton Street

Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Non-Profit</u> | <u>Private Use</u> |
|------------------------------------|-----------------|-------------------|--------------------|
| Multi-purpose Room | 100 seated | \$ 40.00/hr | \$ 65.00/hr |
| 15+ Hour Rental, same date | | 450.00/day | 650.00/day |
| Alcohol use fee (one time use fee) | | 86.00 /use | 86.00/use |

- When serving alcohol, a **\$2,000,000 alcohol liability insurance rider is required listing both the "Person in Charge" and CPRD as additional insured**

***Building rent from time of decoration to building cleaned and closed or by midnight

Standard deposits for all rentals due at time of key pickup:

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit, no alcohol 300.00 given back to renter 10 days after rental

Cleaning deposit, with alcohol 600.00 given back to renter 10 days after rental

Alcohol use fee (one time use fee) 86.00 non-refundable

Event Security:

- Required with alcohol and crowds.
- An extra fee will be added
 - Security fee: \$65.00/hr for two security personnel

Facts: The Youth Center was completed in May of 2000 to be used for classes, youth activities, rentals, etc.

Building Square Footage: 1,922 sq feet.

Chairs and tables:

- Approximate 20, 6' x 30" rectangular tables
- Approximately 125 chairs.
- Tables and chairs may not be removed from the youth center for any reason.
- Tablecloths are not provided.
- Dishes and flatware are not provided.

Cleaning Requirements:

- The building should be left in the same or better condition than what you found it.
- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs should be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.
- Trash cans must be emptied and a new liner replaced
- Garbage needs to be placed in the outside dumpster before you leave

Parking:

- Ninety eight parking spaces are available for use at the center.
- In fairness to the neighborhood, all rentals are asked to use the parking lot
- Do not the use street parking.
- The parking lot is fully lit.

Youth Center (con't)

Accessibility:

- Fully accessible with entrances at both the front and rear of the building.
- Restrooms meet all ADA requirements and ADA parking is available at the rear of the building.

Flooring:

- Linoleum

Door Locks: One key will open the exterior entrance doors as well as the storage room doors where the tables and chairs are located. Doors are to remain unlocked during use by using an allen wrench to keep the door continually unlocked.

Kitchen: This facility does not have a full kitchen.

- A sink is available for use in the kitchen area
- 21 cubic foot refrigerator is located in the storage room.
- Serving window is available to serve food from the kitchen into the activity room.
- All left over food must be thrown away.

Emergency Information: If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

CHEHALEM COMMUNITY CENTER
502 E. Second Street
Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Non-Profit</u> | <u>Private Use</u> |
|----------------------------|--------------------------|-------------------|--------------------|
| Main Hall | 75 seated | 400.00/day | 650.00/day |
| Activity Room | not available for rental | | |
| Kitchen (one time use fee) | | \$ 23.00/use | \$ 46.00/use |

No alcohol or tobacco allowed at the Community Center.

Standard Deposits due at the time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund

Cleaning deposit \$300.00 given back to renter 10 days after rental

Facts: The center is used for weekend rentals as well as recreation classes throughout the week. This is also our daycare facility and rentals for weekdays can be scheduled after 6:30 pm Monday thru Friday and weekends.

Building Square Footage: Main Hall 1,838 sq feet.

Tables and Chairs:

- Approximately ten 6' x 30" rectangular tables are available for use as well as
- Approximately 100 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, dishes and flatware are not provided.

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 good dance floor with a linoleum covered wood base.

Lighting, electrical & heating: 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 different than the rest of the building.

- If your key does not work on the front door, try the side court yard 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.

Community Center (con't)

Kitchen: Counter space is available Two stoves with four burners each are available along with a 22 cubic refrigerator.

- Please clean the stove and the refrigerator after your rental.
- All left over food and trash must be thrown away outside.
- Bring your own kitchen and serving utensils and equipment.

Cleaning Requirements:

- The building should be left in the same or better condition than what you found it.
- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned and returned to storage after use.
- All cleaning equipment and supplies will need to be provided by you.

Emergency Information: If you have an emergency or a serious question during your rental, the following people can be contacted:

Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

CHEHALEM SENIOR CENTER
101 Foothills Drive Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Non-Profit</u> | <u>Private Use</u> |
|---|-----------------|-------------------|--------------------|
| Multi-purpose | 100 seated | \$40.00/hr | \$65.00/hr |
| • Piano, carpet, access to kitchenette | | | |
| Meeting/Exercise Room | 20 seated | 15.00/hr | 25.00/hr |
| • Carpeted w/mirrors | | | |
| Meeting/Craft Room | 20 seated | 15.00/hr | 25.00/hr |
| • Linoleum floor | | | |
| Exclusive use (all three rooms) | | 53.00/hr | 75.00/hr |
| Exam room and library are not available for rental. | | | |

No alcohol or tobacco allowed at the Senior Center.

Standard Deposits due at the time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund.

Cleaning deposit \$300.00 given back to renter 10 days after rental

***** **Facts:**

The Chehalem Senior Center was constructed in 1996 and is used for youth and senior activities, meetings and rentals. The building is unique in that it is connected to an elementary school where seniors and young children interact in many activities.

Square footage:

- Meeting 432 sq feet
- Craft 504 sq feet
- Multipurpose 1,540 sq feet

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

Chairs and Tables:

- Twenty round tables and ten rectangular tables are available
- Approximately 120 chairs.
- Tables and chairs must be returned to their original position according to the posted seating chart on the wall of the multi-purpose room.
- No tablecloths, dishes or flatware are provided.

Kitchen: This facility does not have a full kitchen.

- Senior Center office must be advised in advance if you wish to use the kitchenette and refrigerator.
 - A sink and dishwasher are available for use in the kitchen area
 - Refrigerator is located in hallway closet.
 - Small microwave in the hallway.
 - All left over food must be thrown away.
 -

Cleaning Requirements: The building should be left in the same or better condition than what you found it.

- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.

Emergency Information: If you have an emergency or a serious question during your rental, the following people can be contacted: Office (503) 537-2909, Bryan Stewart, Park & Facilities Supervisor 971-832-2344, Jim Bernard, Park Coordinator (503) 209-0794 and Casey Creighton, Assistance District Superintendent (503) 519-6154.

Please read and initial the following statements about using the Center.

- * I understand that I am responsible for setting up and taking down tables and chairs. If I require additional table 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, Yamhill County or State of Oregon 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. and building vacated by 12:00 midnight. This rule will strictly be enforced. If an organization or individual would like to rent the facility later into the evening, I 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 seven (7) calendar days before availability. All fees and deposits are due with the exception of permits at the time of application. Permits are due seven (7) 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 binding.
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.

Park Rental Fee, All Shelters

\$70.00/day or length of time reserved

- All Parks are open from 10:00 am to dusk.
- Reservations for the current year will be taken from January 2 thru September 30 of that year.
- Parks are available for use from May 1 through September 30.
- These are public parks, you will be reserving the shelter and the remainder of the park is open to the public during your rental.

Babe Nicholas Pool Park:

Location: 1802 Haworth, Newberg, Oregon.

Capacity: 75, with 25 tables

Amenities: children's playground, basketball court, drinking fountain, restrooms are located in the Aquatic Center building and are available only during Aquatic Center open hours. There is no shelter building at this park.

Dundee Billick Park:

Location: 320 5th Street, Dundee, Oregon

Capacity: 75, with 24 tables

Amenities: Shelter, electricity, 2 softball fields, playground equipment, 2 tennis courts, restrooms, walking paths, water.

Crabtree Park:

Location: about 9409 NE Worden Hill Rd, Dundee, Oregon, (turn off Hwy 99 W onto 9th St)

Capacity: 100, with 20 tables

Amenities: Shelter w/barbeque, electricity, horseshoe court, children's playground, portable toilets, walking paths

- There is **no drinking water** at Crabtree Park.
- Authorization must be acquired from District Superintendent before alcohol use is available in Crabtree Park.
- **When serving alcohol, a \$1,000,000 alcohol liability insurance rider is required listing both the "Person in Charge" and CPRD as additional insured (section 5).**
- A Yamhill County Alcohol Permit must be filed at the Sheriff's Office in McMinnville along with a fee paid to the county.
- Copies of the insurance and permit must be on file with the reception desk at the Aquatic and Fitness Center on Haworth Street prior to rental date.

Jaquith Park Large & Small Shelters:

Location: 1215 S. College, Newberg, Oregon

Amenities: two shelter buildings (only the large shelter has electricity), basketball court, horseshoe court, 2 Little League fields, 2 Youth softball fields, 4 tennis courts, children's playground, restrooms, water is available.

- **Large Shelter** capacity: 125, with 25 tables, closest to the children's playground
- **Small Shelter** capacity: 30, with 4-6 tables, on the east side of the tennis courts

When reserving, please specify which shelter you prefer.

Memorial Park & Gazebo:

Location: S. Blaine & S. Howard Streets

Capacity: 75, with 20 tables

Amenities: Shelter building, electricity, counter with sink, water, restrooms, children's playground, rentable gazebo.

- At time of reservation, inform personnel that you will be using the sink as the hardware must be attached.
- Use of gazebo is included in park rental.

Gazebo: \$20 **exclusive** use rental fee (**without** park rental)

- Capacity: 10
- Amenities: painted white with rail and bench. Ideal for wedding ceremonies.

Scout House: \$55/3 hours, \$100/day

- Capacity: 25
- Tables: 6, with chairs
- Restroom located outside the building
- All deposits apply
- No kitchen facilities
- Rented on a case by case basis

PARK RULES & REGULATIONS

General Use of Park and Recreation Areas:

1. A person or persons shall not use abusive, threatening, boisterous, vile, obscene or indecent language or gestures.
2. Plants, wildlife and facilities are to be protected and no person shall deface, destroy or damage a District Park & Recreation Area.
3. Motorized vehicles are restricted to parking areas.
4. All litter must be placed in receptacles provided. If receptacles are not available, personal trash shall be carried away from the park.
5. Drinking of alcoholic beverages or use of drugs is prohibited in parks.
6. Park and Recreation areas are closed from 10:00 p.m. through 7:00 a.m. except with the **written authorization of the District Superintendent.**
7. Persons under the influence of alcohol or drugs are prohibited from the park.
8. No smoking or tobacco products allowed around District youth activities and all sport facilities.
9. No smoking is allowed in any district park or facilities.
10. No firearms are allowed on Park District property.

Animals:

1. No horses allowed.
2. Dogs must be kept on a leash and you must clean up after your dog and dispose of feces properly.

Enforcement of Rules:

1. The Superintendent or any employee of the Chehalem Park and Recreation District, and City, County, and State officers are vested with the authority to enforce these rules and regulations.
2. A person shall not interfere with any authorized person in enforcing these rules and regulations.
3. A person shall leave any District Park and Recreation area upon being directed to leave by any employee of the Chehalem Park and Recreation District, or any peace officer.
4. Violation of these rules and regulations is a misdemeanor punishable upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days or both.

ORS266.450

CHEHALEM PARK & RECREATION DISTRICT

Administration Office Rental Facilities

125 S. Elliott Road
Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Non-Profit</u> | <u>Private Use</u> |
|------------------|-----------------|-------------------|--------------------|
| Falconcrest Room | 50 seated | \$ 22.00/hr | \$ 29.00/hr |
| White Oak Room | 20 seated | 14.00/hr | 18.00/hr |

No alcohol or tobacco allowed at the District Office.

Standard Deposits due at the time of key pickup.

Key deposit \$150.00 given back to renter when key is returned

- Key must be returned within 72 hours to receive deposit refund.

Cleaning deposit \$300.00 given back to renter 10 days after rental

Square footage:

- Falconcrest, 47 x 20', approximately 940 sq. ft
- White Oak, 19 x 24', approximately 456 sq. ft.

Parking: Parking is immediately outside the doors of the building that houses both rooms.

Falconcrest Room:

- 10 rectangular tables are available
- Approximately 40 chairs.
- Tables and chairs must be returned to their original position after your rental in complete.
- No tablecloths, dishes or flatware are provided.
- Falconcrest Room has a small kitchenette with refrigerator, microwave, and sink.
- Clean out microwave and refrigerator when finished and all left over food must be thrown away.
- Restroom access is within the room.

White Oak Room:

- 4 rectangular tables are available
- Approximately 20 chairs.
- Tables and chairs must be returned to their original position after your rental in complete.
- No tablecloths, dishes or flatware are provided. No kitchenette.
- Restroom access in the in outer hallway.

Cleaning Requirements: The building should be left in the same or better condition than what you found it.

- A percentage of your building cleaning deposit will be deducted if extra cleaning is required.
- Tables and chairs must be cleaned after use.
- All cleaning equipment and supplies will need to be provided by you.

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

CHEHALEM AQUATIC & FITNESS CENTER

1802 Haworth

Newberg, OR 97132

| <u>Room</u> | <u>Capacity</u> | <u>Fees</u> |
|------------------------|--------------------------------|-------------|
| Pool & Deck Rentals* | 75 swimmers | \$ 90.00/hr |
| | 115 swimmers | 110.00/hr |
| | 150 swimmers | 130.00/hr |
| Party/Classroom Rental | 35 guests seated | 35.00/hr |
| Sundeck/Patio Rental | 24 seated with | 35.00/hr |
| | 100 full capacity picnic style | |

* When reserving, allow set-up and clean-up time in your reservation schedule

Rentable inflatable pool toys

- Blue Tube \$25.00/rental
- Log Run 40.00/rental

*Pool rentals include lifeguards according to number of attendees, mats, noodles, Tarzan swing, slides, and diving board.

For safety, all children 8 years and under, 4' tall or who are unable to pass the deep water swim test, must be accompanied by an adult in the water. If the child needs a life jacket, they need an adult in the water as well.

All facility users must familiarize themselves with the pool Rules that are posted throughout the facility. Event lifeguards will review basic rules with your guests prior to their entering the water.

Facts: Tot dock available, 85 degree water, depth varies from 3-1/2 ft to 11' in the deep end, indoor playground, hot tub for adults, diving board, bleachers for spectator seating.

Pool information:

- L shaped Six lanes, 25 yards by 25 meters.
- Large Hot Tub Spa located on deck with saunas in each of the men's and women's locker rooms,
- Spring board diving board and Tarzan swing
- Large and small tube slide
- Drinking fountain and spectator restrooms located off the pool bleachers
- 2 Private ADA family dressing rooms close to children's playground on the pool deck
- ADA lift into and out of the pool
- ADA accessible Locker rooms with showers and rentable lockers.

Classroom:

- 8 tables, 40 chairs, TV, DVD, VCR and mirrored wall
- Kitchenette with refrigerator, sink, microwave
 - Cleaning requirements: Sweep floor and wipe up spills, throw out all food and trash.
 - No cleaning supplies are furnished, bring your own
- Floor is a rubberized sport floor

Sundeck:

- Open seasonally, weather permitting
- Ping-pong, Volleyball, tanning lounge chairs
- 4 Stationary umbrella tables with chairs that seat four , 1 table is ADA accessible, plenty of grass area for picnic style parties
- Access off pool deck behind the diving boards

Parking:

- Disabled parking is available in front and back of the building
- Adequate parking is available is in the lot located at the rear east side of the building by the park.

Full weight/cardio room: not available for rent but is open for daily use by drop in, pass or punch card entry.