

PAYMENT GUIDE

The period covered by each rental is on an hourly basis. \$25.00 for resident, \$35.00 for non-resident.

The security and cleaning deposit of \$400.00 is required in order to rent the Community Hall.

Reservations can be made by placing a \$50.00 deposit to secure the date.

If more than 30 business days from the date, the deposit and the rental fee can be paid by cash or check.

Keep the original contract in the book. Copy contract for customer if they request one.

At this time, the reservation is put on the calendar. Name and hours of activity.

Remember to receipt the *deposit* into the Bond receipt book. The *rental fee* is receipted into the Regular receipt book.

If the reservation is less than 10 business days before the rental date, the deposit and the rental fee must be paid with cash.

The full deposit and rental fee are required before the key will be released.

Entry of the building, before or after the agreed times, will require additional payment based on the hourly rate of \$25.00 an hour for residents or \$35.00 an hour for non-residents. There will be a minimum of one hour charged even for a partial hour.

Council Chambers and Conference Room

Rental Agreement and Policy

City of Central Point
140 S. 3rd Street
Central Point OR 97502

Organization/Applicant Name: _____ Person in charge: _____

Address: _____ Contact Number: _____

Date(s) Requested: _____ Hours of Event: _____ to _____

Type of Event: _____ Number of guests: _____

Please check facility being rented:

- Central Point Council Chambers (\$50 up to three hours, \$10 each additional hour)
- Bridge Conference Room (\$10 for three hours, \$4 each additional hour)
- Sun Conference Room (only available during regular office hours, rates same as Bridge Room)

NOTE: Meeting rooms are scheduled on a first-come, first-serve basis with city business taking precedence over any and all other meetings. Groups which have reserved the room in advance are subject to cancellations to accommodate this priority. The City will attempt to accommodate groups prior to a cancellation and may shift meeting rooms when necessary.

Special set up requirements: _____

Group Type: (circle one)

- Group 1: **EXEMPT:** For meetings and events sponsored local government agencies and committees. There is no fee to use the rooms during regular business hours. There may be a fee for after regular business hour meetings if City staff members are not involved.
- Group 2: **CIVIC/NON-PROFIT/COMMUNITY SERVICE:** For meetings, classes, and functions. Must provide proof of tax exempt status fee is discounted by 50%.
- Group 3: **PRIVATE/COMMERCIAL:** For meetings, seminars or classes for private or commercial groups and organizations.

RULES:

1. The meeting rooms must be left in their original condition. All chairs, tables, and other equipment must be returned to the positions they were in at the beginning of use.
2. Users are responsible for their own setup, take down, cleanup, storage, and any damage done to City facilities by their groups or persons whom they may invite to attend. When reserving a meeting room, users should allow enough time to complete these tasks.
3. The removal of chairs and tables from any meeting room is prohibited. Equipment may not be moved outside.
4. Alcohol and smoking is prohibited in all portions of the building.
5. Open flames, candles, confetti, glitter, nails, and screws are prohibited in the Council Chambers.

6. Users are not permitted to enter the office areas of City Hall unless accompanied by a City Official.
7. Users may operate any equipment that is available in the meeting room. Users must arrange for their own materials and equipment if they are not already available in the meeting room, e.g. flipcharts, slide projectors, overheads, etc.
8. Meeting rooms may not be used for religious or political reasons.
9. Any group wishing to use the sound system in the Council Chambers must first contact the City Recorder for permission and training.
10. All meetings must be open to the public.
11. The facility will either be opened for the user, or a key will be issued to the authorized user. If the key is not returned to the City within five (5) working days after the event, the user will be charged \$25. If the key remains unreturned after thirty days (30) the user may be charged for re-keying the facility.
12. At no time shall the building be left unlocked or unattended after regular business hours.

I have read, understand and agree to comply with all rules and regulations set forth by the City of Central Point. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be responsible for the repair or damage to equipment or the facility and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City rules and regulations are subject to change without notice. I hereby agree to reimburse and hold the City of Central Point harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Central Point as a result of the negligence of the Applicant, sponsoring organization, its members, officers, agents or invitees and shall indemnify the City against, and hold the city harmless from same including attorney fees, arising out of, or connected with, or resulting from the use of the City facility during the period of reservation.

I understand that I can be cited by the Central Point Police Department for providing false or misleading information or for violating permit restrictions, and upon conviction, be punished by a fine not to exceed \$2,500. I further understand that the City Manager can revoke this permit in advance of the scheduled event. In the case that this permit is revoked, any fees paid by me for use of any facilities are non-refundable.

I further agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant

Date

City Representative

Date

City of Central Point, In case of emergency call
Deanna Casey after hours at 541-821-7460

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Fee \$ _____ Date Received _____

Key issued: YES NO

Key #. _____ Date Returned _____