



CITY OF NORTH PLAINS

Submit to: 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555

Jessie Mays Community Hall Rental Application/Agreement

30975 NW Hillcrest, North Plains

Building Rental [] Outdoor Space Rental []

Date(s) of Rental: _____

Hours of rental: _____ Total Hours: _____ Estimated number of attendees: _____

Rental Purpose: _____

Instruction: [] Yes [] No Are residents charged a fee? [] Yes [] No

Name: _____ Resident: [] Yes [] No

Organization: _____ [] Government [] Non-profit [] Civic []

I am requesting a waiver of fees for my non-profit/community group.

Address: _____

Phone: _____ Phone Day of Event: _____ Email: _____

Will food be served/sold? [] Yes [] No Will you be using the kitchen? [] Yes [] No

Will drinks be served/sold? [] Yes [] No Will alcohol be served/sold? [] Yes [] No

Will tables be used? [] Yes [] No Will chairs be used? [] Yes [] No

Will minors be in attendance? [] Yes [] No

Will there be amplified sound? [] Voice [] Music/Voice [] Live Music

Secondary Contact day of event: _____ Cell phone: _____

The Applicant shall agree to indemnify, save and hold harmless the City of North Plains, its councilors, officers, agents, insurers, and employees from and against any and all actual or potential liability claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action which may be imposed upon or incurred by the City due to the acts or omissions of any person or entity which: 1) arise from or are in any way connected with the use of or activities pursuant to this agreement whether or not due to Applicant's act or omission and whether or not occurring at or on the Jessie Mays Park property; or 2) result from any breach, violation or nonperformance by any person of any of the obligations under this rental Agreement. I affirm that I have read and understood the general rules for the rental of Jessie Mays Community Hall and that I or the Secondary Contact will be in attendance at the event.

Signed: _____ Date: _____

For City Use Requires Council consideration: [] Yes [] No Date: __/__/__

Rental Fee: \$ _____ + Refundable Security Deposit: \$ _____ =

Total Amount Due: \$ _____ - Down Payment: \$ _____ = _____

Paid: \$ _____ Date: _____

Paid: \$ _____ Date: _____ Refund Issued (Date/Amount): \$ _____

Public Works Sign Off _____

General Rules for Rental of Jessie Mays Community Hall

The rental is for the building only. It does not provide exclusive use rights for playground, field or parking. Rental includes use of chairs and tables in Jessie Mays.

Fees must be submitted with rental application.

Rentals must occur between 8:00 a.m. and 10:00 p.m.

Rental hours should include time for both set up and clean up.

The applicant and/or secondary contact must be present at the Community Hall for the entire duration of the rental.

Maximum occupancy of the hall is 169 people seated and 362 standing.

If minors are in attendance they must be supervised by one adult for every 12 children.

No smoking is allowed inside the hall, or within 10 feet of windows and entrances.

___ initial – **Alcohol** - Unless expressly approved by the City, alcohol is not permitted in the Hall or on the grounds of Jessie Mays Park. The City may terminate a rental at anytime if alcohol is present. The full amount of security deposit will be forfeited.

Noise may not exceed 60 decibels between 8 a.m. and 10:00 p.m. Excessive noise can be cause for immediate termination of the rental.

___ initial – **Police** - Law enforcement officers may enter the Community Hall at any time, and can terminate the rental on behalf of the City without warning.

Decorations may only be attached with removable tape. (No thumbtacks or nails.) The use of confetti and glitter is prohibited.

The applicant will be charged for additional rental time, if the Hall is not vacated at the time stated on the application.

Cancellation must be submitted in writing. Cancellations made more than 24 hours in advance will be refunded 90% of the fee and the full deposit amount.

Cancellations made less than 24 hours prior to the scheduled use will forfeit the full rental fee and the complete deposit will be refunded.;

___ initial – **Key** - To receive the key to the building, the applicant must sign it out during normal business hours (8:30 a.m.-5:00 p.m.) from City Hall 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555. Failure to do so will result in an afterhours access fee.

The applicant shall clean up and return the premises to the same or similar condition as existing at the time of taking possession of the Hall. Failure to restore the premise to similar condition may result in forfeiture of all or a portion of the deposit. Applicant is responsible for the use and safekeeping of the Hall and its contents and accepts responsibility for any theft or damage.

Upon City determination that the building has been cleaned satisfactorily, the security deposit will be returned to applicant within 30 days. If the deposit is insufficient to pay for damages or repairs, the City will demand additional compensation.

The City assumes no responsibility for personal belongings or equipment left behind or stored on the premises after the rental.

___ initial – **Insurance** - Applicant is required to maintain General Liability Insurance Coverage in the amount of \$1,000,000 per occurrence and provide the City with a certificate of insurance naming the City of North Plains, its officers, employees, volunteers and agents as additional insured with respect to property damage, bodily injury or claims arising out of the activities of the organization. Any deductible which is a part of any insurance policy shall be paid for and assumed by and at the sole risk of the applicant. The City of North Plains shall not be responsible for the payment of any such deductibles.

___ initial - City events shall have priority over other events or classes, and any rental can be cancelled by the City with two weeks advanced notice. A full refund shall be granted if the City requires use of the building.

The City reserves the right to set additional conditions on any rental.